Auxiliary Constable

Legal Last Name (Surname):	
Legal First Name:	
Middle Name(s):	

Checklist of Mandatory Application Documents

The following list of documents must be included with your application package. Applications received missing any of the documents indicated below will not be accepted. This checklist must be submitted with your application package as well. Applications must be submitted online.

- ☐ **Completed Checklist of Mandatory Application Documents** (this page)
- ☐ **Cover Letter and Resume**
- ☐ **Completed Auxiliary Constable Application Form** (this entire document)
- ☐ **Copy of Standard First Aid, CPR-C and AED Certificate** (*not required at time of submission; however, training must be scheduled, and valid certificate must be uploaded prior to any conditional offer of employment*)
- ☐ **Copy of Valid Class G Driver's Licence**
- ☐ **If Canadian Citizen:** Copy of Birth Certificate
  If Permanent Resident: Copy of Permanent Resident Card
- ☐ **Copy of education documents (i.e. high school diploma and transcripts or equivalent) which prove you meet the minimum education requirements** (*to confirm which documents you are required to obtain/upload with your application, please click here to use our flow chart*)
- ☐ **Completed Authorization for Release of Information Form**

If Applicable:

- ☐ **Proof of additional education beyond the minimum requirements** (i.e. additional diplomas, degrees, transcripts, etc. beyond what is indicated in the linked flow chart)
- ☐ **Copy of any additional qualifications, certificates, awards, commendations, licences, etc.**

Instructions

- Please read the application form carefully and complete all applicable sections in full.
- If completing the form by hand, please print clearly.
- If you are unsure about any section of the application form, please contact Uniform Recruitment at 705-949-6300 ext. 238
- Applications must be submitted online. Please create a profile in the application portal and upload all required documents, including this document.
    - If you experience technical difficulties with the online application portal, please contact 1-877-427-7717 or webhelp.njoyn@cgi.com
- *Note: Is your current employer aware you are seeking employment? Please be advised they may be contacted at a further point in the selection process.*

I. Personal Information

Last Name (Surname):	
First Name:	
Middle Name(s):	
Name you prefer to be called:	
Aliases, Nicknames, Maiden Names, and/or Previous Names:	
Date of Birth (YYYY-MM-DD)	
Street Number:	
Street Name:	
Unit Number (if applicable):	
City/Town:	
Province:	
Postal Code:	
Cell Number:	
Home Number (if applicable):	
Email Address:	

SSMPS Member Referral (if applicable)

If a current member of the Sault Ste. Marie Police Service referred you or encouraged you to apply, please provide their name (one member's name only):

Screening Questions

1) Are you at least 18 years of age?

☐ Yes ☐ No

2) Have you successfully completed at least 4 years of secondary school or equivalent?

☐ Yes ☐ No

3) Are you legally eligible to work in Canada?

☐ Yes ☐ No

4) Are you a Canadian Citizen or permanent resident of Canada?

☐ Yes ☐ No

5) Do you possess a valid class G driver's licence that permits you to drive an automobile in Ontario with full driving privileges and do you have six or fewer demerit points?

☐ Yes ☐ No

6) Have you ever been convicted of any criminal offence for which a pardon/record suspension has not been granted or issued? (This means any fine, period of imprisonment, or period of probation offered by the court.)

☐ Yes ☐ No ☐ Not applicable

7) If you were previously convicted under a federal statute, have you been granted or issued a pardon/record suspension; or in the event of a discharge related to a finding of guilt, have the records been sealed by the R.C.M.P.?

☐ Yes ☐ No ☐ Not applicable

8) Do you possess a valid certificate in Standard First Aid, CPR-C and AED (Cardio-Pulmonary Resuscitation and Automated External Defibrillator)?

☐ Yes – provide the expiry date listed on your certificate: _____

☐ No – provide the date of your scheduled training: _____

II. Education

Secondary School (i.e. High School)

9. a) Provide the name of the secondary school (or equivalent learning centre) you attended:

Is this secondary school (or equivalent learning centre) in Canada?

☐ Yes
☐ No (*please use our flow chart to determine whether you need an ECA)*

b) Highest grade or level of secondary school completed:

c) What type of secondary school certificate or diploma did you obtain? *e.g. Ontario Secondary School Diploma (OSSD), Ontario High School Equivalency Certificate, Canadian Adult Education Credential (CAEC)*

Business, Trade, or Technical School (if applicable)

10. a) Provide the name of the business, trade, or technical school you attended:

b) What is the name of the course/program you were enrolled in?

c) Length of course/program (in years):

d) Number of years completed:

e) Did you complete the course/program and obtain a licence, certificate, or diploma?

☐ No
☐ Yes – *provide the type of award you obtained (e.g. Certificate – Medical Receptionist):*

Community College (if applicable)

11. a) Provide the name of the college you attended:

b) What is the name of the program you were enrolled in?

c) Length of program (in years):

d) Number of years completed:

e) Did you complete the course/program and obtain a licence, certificate, or diploma?

☐ No
☐ Yes – *provide the type of award you obtained (e.g. Ontario College Diploma – Police Foundations):*

University (if applicable)

12. a) Provide the name of the university you attended:

b) What is the name of the program/major area of study you were enrolled in?

c) Length of program (in years):

d) Number of years completed:

e) Did you complete the program and obtain a degree?

☐ No
☐ Yes – *provide the type of degree you obtained (e.g. Bachelor of Arts - Geography):*

Additional Education/Achievements

13. - If you have additional post-secondary certificates, diplomas, degrees, programs, or institutions to include which did not fit on the previous page(s), please provide the details below:

14. - Please list any other qualifications, certificates, awards, commendations, licences, achievements, training courses, workshops, etc. (note: you must upload a copy of each item listed via the online application portal):

15. - Are you proficient in more than one language? If yes, please list each language and briefly describe your level of proficiency. For each language, please include relevant details, such as:

- whether you are able to **speak**, **read**, **write**, and/or **understand** the language;
- whether it is your first language;
- whether you have completed formal education or training in the language;
- the contexts/settings in which you have used the language (e.g. home, school, work, etc.);
- any other information that would help describe your proficiency.

If you have certificate(s) proving your proficiency, please upload to your application.

III. Employment History

16. - Beginning with your most recent employer and continuing in reverse chronological order, list and describe every position you have held since the beginning of your work experience. If you have held two or more positions with the same employer, list and describe each position separately. Include military, part-time and summer employment (attach additional sheets as required).

Employer:			
Date Employed - From:		**To:**	
Your Position / Title:			
Full-Time or Part-Time:			
Brief Description of Duties:			
Brief Reason for Leaving:			
Complete Mailing Address:			
Telephone Number:			
Supervisor's Name & Title:			

Employer:			
Date Employed - From:		**To:**	
Your Position / Title:			
Full-Time or Part-Time:			
Brief Description of Duties:			
Brief Reason for Leaving:			
Complete Mailing Address:			
Telephone Number:			
Supervisor's Name & Title:			

Employment History – Continued:

Employer:			
Date Employed - From:		**To:**	
Your Position / Title:			
Full-Time or Part-Time:			
Brief Description of Duties:			
Brief Reason for Leaving:			
Complete Mailing Address:			
Telephone Number:			
Supervisor's Name & Title:			

Employer:			
Date Employed - From:		**To:**	
Your Position / Title:			
Full-Time or Part-Time:			
Brief Description of Duties:			
Brief Reason for Leaving:			
Complete Mailing Address:			
Telephone Number:			
Supervisor's Name & Title:			

Employment History – Continued:

Employer:			
Date Employed - From:		**To:**	
Your Position / Title:			
Full-Time or Part-Time:			
Brief Description of Duties:			
Brief Reason for Leaving:			
Complete Mailing Address:			
Telephone Number:			
Supervisor's Name & Title:			

Employer:			
Date Employed - From:		**To:**	
Your Position / Title:			
Full-Time or Part-Time:			
Brief Description of Duties:			
Brief Reason for Leaving:			
Complete Mailing Address:			
Telephone Number:			
Supervisor's Name & Title:			

IV. Community Involvement

17. - List all organizations and/or activities that you have volunteered for (did not receive compensation) and where, by volunteering, you gave your time for a purpose or cause that benefited a particular individual, group, or community (attach additional sheets as required).

Organization:			
Date Volunteered - From:		**To:**	
Hours (weekly or monthly):		☐ per week	☐ per month
Total Volunteer Hours			
Currently Active?	☐ Yes ☐ No		
Brief Description of Duties:			
Brief Reason for Leaving:			
Contact Person for Verification (Name & Phone):			

Organization:			
Date Volunteered - From:		**To:**	
Hours (weekly or monthly):		☐ per week	☐ per month
Total Volunteer Hours			
Currently Active?	☐ Yes ☐ No		
Brief Description of Duties:			
Brief Reason for Leaving:			
Contact Person for Verification (Name & Phone):			

Community Involvement – Continued:

Organization:			
Date Volunteered - From:		**To:**	
Hours (weekly or monthly):		☐ per week	☐ per month
Total Volunteer Hours			
Currently Active?	☐ Yes ☐ No		
Brief Description of Duties:			
Brief Reason for Leaving:			
Contact Person for Verification (Name & Phone):			

Organization:			
Date Volunteered - From:		**To:**	
Hours (weekly or monthly):		☐ per week	☐ per month
Total Volunteer Hours			
Currently Active?	☐ Yes ☐ No		
Brief Description of Duties:			
Brief Reason for Leaving:			
Contact Person for Verification (Name & Phone):			

V. Application History

18. - Have you ever applied to any other police service, law enforcement agency (e.g. military, Ministry of Natural Resources, Canada Border Services Agency, etc.), and/or correctional facility?

☐ No

☐ Yes – *please complete the following (attach additional pages as required):*

Name of Service/Agency/Facility	Date(s)	Is your application currently active?
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No

Declaration

I hereby declare that the information provided in this document is true and correct to the best of my knowledge. I understand that a false statement or omission may disqualify me from further consideration for employment or result in dismissal should I be appointed as an Auxiliary Constable. It is understood and accepted that I am participating in a competitive selection process and that I may be declined at any stage of this process.

_____ _____

Applicant Signature *Date*

Personal information which may include academic, employment, medical, physical, financial, character, and other personal data is being collected during the recruitment process under the authority of the Community Safety and Policing Act for the purpose of assessing your suitability for employment. Questions about this collection should be directed to the Sergeant - Uniform Recruitment, Sault Ste. Marie Police Service, 580 Second Line East, Sault Ste. Marie, Ontario, P6B 4K1, (705) 949-6300 ext. 238.