



**NORTH BAY POLICE SERVICE**  
**P.O. Box 717**  
**135 Princess Street West**  
**North Bay, Ontario**  
**P1B 8J8**

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## **Application for the Position of Special Constable**

Pursuant to Section 29(2) Municipal Freedom of Information and Protection of Privacy Act, you are hereby notified that the personal information requested on this form is being collected during the recruitment process for the purpose of assessing your qualifications in relation to your application for employment. The authority for this collection is the Police Services Act, Sections 53.

Please address any questions regarding the collection of this information to the above address, Attention: Human Resources.

### **Important**

1. Carefully review and follow the instructions outlined on this application form.
2. Please print clearly in ink. **All sections of the application form must be completed in full.** Attach additional sheets of paper if spaces on this form are insufficient. A résumé may be attached to supplement, but must not replace any section of the application form.

### **An applicant seeking appointment to the North Bay Police Service for the position of Special Constable must meet the following minimum requirements:**

1. A Canadian Citizen, a permanent resident of Canada, or legally eligible to work in Canada.
2. At least eighteen years of age.
3. Physically and mentally able to perform the duties of the position, having regard to his/her own safety, and the safety of the members of the public.
4. Of good moral character with no criminal record for which a pardon has not been granted.
5. Be able to provide proof of educational minimum of a secondary school diploma or its official equivalent. (Questions on "equivalency" should be directed to the Service's Human Resources Department.)
6. Be able to provide proof of a valid driver's licence with a good driving record.
7. Provide proof of a valid ATS Special Constable Test Results Profile.
8. Possess a valid Standard First Aid Certificate.

The entire application form must be completed in full and submitted along with a cover letter, résumé, ATS Special Constable Test Results Profile and any other applicable certificates/diplomas/degrees. They can be mailed or hand delivered to:

North Bay Police Service  
P.O. Box 717  
135 Princess Street West  
North Bay, ON P1B 8J8  
Attention: Human Resources

## SPECIAL CONSTABLE APPLICATION FORM

### Personal Information

First Name:	Last Name:	
Street Address:		
City / Town:	Province:	Postal Code:
Home Phone:	Work Phone:	

### Minimum Requirements

Are you at least 18 years of age?	Yes	No
Are you legally eligible to work in Canada?	Yes	No
Are you a Canadian Citizen or a permanent resident of Canada?	Yes	No
Do you possess a valid driver's license that permits you to drive an automobile in Ontario with full driving privileges?	Yes	No
Have you accumulated six or more demerit points?	Yes	No
Do you possess a valid ATS Special Constable Test Results Profile (TRP)? If no, please provide date of scheduled testing.	Yes	No
Possess a valid Standard First Aid Certificate? If no, please provide date of scheduled testing.	Yes	No
Have you ever been convicted of any criminal offence for which a pardon has not been granted? (This means any fine, period of imprisonment, or period of probation ordered by a court)	Yes	No
Have you ever been discharged absolutely or on conditions in relation to a finding of guilt for the commission of a criminal offence, and in respect of which the R.C.M.P. has not yet sealed the records? (If the discharge was ordered prior to July 24, 1992 and a pardon has not been granted, you will have to apply to the R.C.M.P to have the records sealed; if ordered after July 24, 1992 records are sealed automatically after one year in the case of an absolute discharge, and after three years in the case of a conditional discharge).	Yes	No

## Education

<b>Secondary School</b> School Name: Highest Grade Level Completed: Grade 12 Equivalency (if applicable):	Certificate or Diploma Obtained: <input type="checkbox"/> Yes <input type="checkbox"/> No Type:
<b>Business, Trade or Technical School</b> School Name: Course(s) :	Licence, Certificate or Diploma Obtained: <input type="checkbox"/> Yes <input type="checkbox"/> No Course Length:
<b>Community College</b> School Name: Course(s):	Certificate or Diploma Obtained: <input type="checkbox"/> Yes <input type="checkbox"/> No Course Length:
<b>University</b> <input type="checkbox"/> General <input type="checkbox"/> Honours School Name: Major Area of Study:	Degree Obtained: <input type="checkbox"/> Yes <input type="checkbox"/> No Course Length:
<b>Other</b> Name: Major Area of Study:	Diploma Obtained: <input type="checkbox"/> Yes <input type="checkbox"/> No Course Length:

## Education continued...

Other relevant courses, workshops, seminars, training, licenses, certificates or degrees:

## Employment History

Note: Beginning with your most recent employer and continuing in reverse time order, list and describe your work experience with your last three employers. If you have held two or more positions with the same employer, list and describe each position separately. Include military, if applicable, part-time and summer employment.

Present/Previous Employer:	Period of Employment: (yyyy/mm/dd) From: _____ To: _____
Address:	Telephone Number: ( ) _____ Ext. _____
Position Title:	Supervisor's Name and Title:
Duties and Responsibilities: _____ _____ _____ _____	
Reason for leaving:	May this employer be Contacted for further <input type="checkbox"/> Yes <input type="checkbox"/> No Information?

Present/Previous Employer:	Period of Employment: (yyyy/mm/dd) From: _____ To: _____
Address:	Telephone Number: ( ) _____ Ext. _____
Position Title:	Supervisor's Name and Title:
Duties and Responsibilities: _____ _____ _____ _____	
Reason for leaving:	May this employer be Contacted for further <input type="checkbox"/> Yes <input type="checkbox"/> No Information?

Present/Previous Employer:	Period of Employment: (yyyy/mm/dd) From: _____ To: _____
Address:	Telephone Number: ( ) _____ Ext. _____
Position Title:	Supervisor's Name and Title:
Duties and Responsibilities: _____ _____ _____ _____	
Reason for leaving:	May this employer be Contacted for further <input type="checkbox"/> Yes <input type="checkbox"/> No Information?

# Activities

(Civic Organizations, Athletic, Clubs, Volunteer, Community Involvement)

Nature of organization and description of activities: <hr/> <hr/> <hr/> <hr/> <hr/>	
Position Held (If applicable):	Membership Dates: (yyyy/mm/dd) From:                      To:
Nature of organization and description of activities: <hr/> <hr/> <hr/> <hr/> <hr/>	
Position Held (If applicable):	Membership Dates: (yyyy/mm/dd) From:                      To:
Nature of organization and description of activities: <hr/> <hr/> <hr/> <hr/> <hr/>	
Position Held (If applicable):	Membership Dates: (yyyy/mm/dd) From:                      To:
Nature of organization and description of activities: <hr/> <hr/> <hr/> <hr/> <hr/>	
Position Held (If applicable):	Membership Dates: (yyyy/mm/dd) From:                      To:
Nature of organization and description of activities: <hr/> <hr/> <hr/> <hr/> <hr/>	
Position Held (If applicable):	Membership Dates: (yyyy/mm/dd) From:                      To:

## Additional Information

List any other relevant information to this position not covered in this application form.


## Character References

List four people not related to you, excluding previous employers, whom we may contact and who are competent to judge your character, qualifications and fitness for the position of Special Constable. These references do not have to be restricted to Canada. These references will only be contacted should you advance to the background investigation stage of the recruitment process.

Full Name:		Years Known:
Complete Mailing Address:	Postal Code	Telephone Number: (   )

Full Name:		Years Known:
Complete Mailing Address:	Postal Code	Telephone Number: (   )

Full Name:		Years Known:
Complete Mailing Address:	Postal Code	Telephone Number: (   )

Full Name:		Years Known:
Complete Mailing Address:	Postal Code	Telephone Number: (   )

## Declaration

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

HAVE YOU ATTACHED ADDITIONAL INFORMATION:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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APPLICANT SIGNATURE:	DATE:
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**Information on this form is confidential and will be treated as such**