



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

**Application for the Position of
Police 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 43.

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 resume may be attached to supplement, but must not replace any section of the application form.



NORTH BAY POLICE SERVICE

POLICE CONSTABLE RECRUITMENT STANDARDS

An applicant seeking appointment to the North Bay Police Service for the position of Police Constable/Cadet, must meet the following minimum requirements.

1. A Canadian Citizen or a permanent resident of Canada.
2. At least eighteen years of age.
3. Physically and mentally able to perform the duties of the position.
4. Of good moral character with no criminal record for which a pardon has not been granted.
5. Be able to provide proof of the minimal educational requirement (secondary school diploma or its official equivalent). Questions on "equivalency" should be directed to Human Resources.
6. Be able to provide proof of a valid driver's licence with a good driving record.
7. Meet colour vision (pass Farnsworth D-15 test) and visual field standards. Visual acuity (without corrective lenses; at least 20/40 with both eyes open; with corrective lenses 20/20 with both eyes open).
8. Meet hearing standards. The applicant is able to hear tones at the following frequencies and related decibel levels: 500 Hz - 25 dB and above, 1000 Hz - 30 dB and above, 2000 Hz - 35 dB and above, 4000 Hz - 40 dB and above.
9. Submit a cover letter, resume, completed application form, Ontario Association of Chiefs of Police Certificate of Results and any other applicable certificates/diplomas/degrees.

The entire application form must be completed in full and submitted along with the required documents. They can be mailed or hand delivered to:

Chief Shawn Devine
North Bay Police Service
P.O. Box 717
135 Princess Street West
North Bay, ON P1B 8J8

POLICE CONSTABLE APPLICATION FORM

I. Personal Information

LAST NAME		FIRST NAME(S)	
COMPLETE ADDRESS (include number, street, apt. #, lot, concession, rural route #)		HOME PHONE ()	
CITY OR TOWN/PROVINCE	POSTAL CODE	WORK PHONE ()	

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 LICENCE 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 CPR CERTIFICATE? (If Yes , please provide the expiry date. If no, please provide date of scheduled training)	YES	NO
DO YOU POSSESS A FIRST-AID CERTIFICATE? (If Yes , please provide the expiry date. If no, please provide date of scheduled training.)	YES	NO
HAVE YOU EVERY BEEN CONVICTED OF ANY CRIMINAL OFFENCE FOR WHICH A PARDON HAS NOT BEEN GRANTED OR ISSUED? (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

II. Education

<p>Secondary School HIGHEST GRADE OR LEVEL COMPLETED/GRADE 12 (SPECIFY IF GRADE 12 EQUIVALENCY SUCCESSFULLY COMPLETED)</p>	<p>TYPE OF CERTIFICATE OR DIPLOMA OBTAINED</p>			
<p>Business, Trade or Technical School NAME OF COURSE(S)</p>	<p>LENGTH OF COURSE/ YEAR</p>	<p>LICENCE, CERTIFICATE OR DIPLOMA AWARDED?</p>	<p>YES</p>	<p>NO</p>
<p>Community College NAME OF COURSE(S)</p>	<p>LENGTH OF COURSE/ YEAR(S)</p>	<p>DIPLOMA RECEIVED?</p>	<p>YES</p>	<p>NO</p>
<p>University MAJOR AREA OF STUDY</p>	<p>LENGTH OF COURSE / YEAR(S)</p>			
	<p>DEGREE AWARDED?</p>	<p>YES OR NO (CIRCLE ONE)</p>	<p>GENERAL OR HONOURS (CIRCLE ONE)</p>	
<p>Other MAJOR AREA OF STUDY</p>	<p>LENGTH OF COURSE/ YEAR</p>	<p>DIPLOMA RECEIVED?</p>	<p>YES</p>	<p>NO</p>
<p>OTHER RELEVANT COURSES, WORKSHOPS, SEMINARS, TRAINING, LICENSES, CERTIFICATES OR DEGREES</p>				

III. Activities

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

NATURE OF ORGANIZATION AND DESCRIPTION OF ACTIVITIES: _____ _____ _____	
POSITION HELD (IF APPLICABLE):	MEMBERSHIP DATES: FROM: _____ TO: _____
NATURE OF ORGANIZATION AND DESCRIPTION OF ACTIVITIES: _____ _____ _____	
POSITION HELD (IF APPLICABLE):	MEMBERSHIP DATES: FROM: _____ TO: _____
NATURE OF ORGANIZATION AND DESCRIPTION OF ACTIVITIES: _____ _____ _____	
POSITION HELD (IF APPLICABLE):	MEMBERSHIP DATES: FROM: _____ TO: _____
NATURE OF ORGANIZATION AND DESCRIPTION OF ACTIVITIES: _____ _____ _____	
POSITION HELD (IF APPLICABLE):	MEMBERSHIP DATES: FROM: _____ TO: _____
NATURE OF ORGANIZATION AND DESCRIPTION OF ACTIVITIES: _____ _____ _____	
POSITION HELD (IF APPLICABLE):	MEMBERSHIP DATES: FROM: _____ TO: _____

IV. Employment History

NOTE: BEGINNING WITH YOUR MOST RECENT OR PREVIOUS 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: From: _____ To: _____	
Address:		Telephone Number: () _____ Ext. _____	
Position Title:		Supervisor's Name and Title:	
Duties/Responsibilities: _____ _____ _____			
Reason for Leaving:		May this Employer be Contacted for Further Information?	Yes No
Present/Previous Employer		Period of Employment: From: _____ To: _____	
Address:		Telephone Number: () _____ Ext. _____	
Position Title:		Supervisor's Name and Title:	
Duties/Responsibilities: _____ _____ _____			
Reason for Leaving:		May this Employer be Contacted for Further Information?	Yes No
Present/Previous Employer		Period of Employment: From: _____ To: _____	
Address:		Telephone Number: () _____ Ext. _____	
Position Title:		Supervisor's Name and Title:	
Duties/Responsibilities: _____ _____ _____			
Reason for Leaving:		May this Employer be Contacted for Further Information?	Yes No

V. Qualifications

LIST ANY QUALIFICATIONS YOU HAVE WHICH ARE RELEVANT TO THIS POSITION.

VI. Character References

LIST FOUR PERSONS 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 POLICE CONSTABLE/CADET. 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 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: ()

VII. Previous Applications

HAVE YOU EVER APPLIED TO ANY OTHER POLICE SERVICE(S)?	YES	NO
IF YES, COMPLETE THE FOLLOWING:		
NAME OF SERVICE(S)	DATE(S)	IS YOUR APPLICATION CURRENTLY ACTIVE?
1.		YES <input type="checkbox"/> NO <input type="checkbox"/>
2.		YES <input type="checkbox"/> NO <input type="checkbox"/>
3.		YES <input type="checkbox"/> NO <input type="checkbox"/>
4.		YES <input type="checkbox"/> NO <input type="checkbox"/>

VIII. 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 POLICE CONSTABLE/CADET. 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:	YES	NO
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APPLICANT SIGNATURE:	DATE:
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Information on this form is confidential and will be treated as such.