



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

Civilian Application Form

An Equal Opportunity Employer

Under the authority of the Police Services Act and 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.

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.
3. Information is subject to verification and confirmation with corresponding documents at any time. Continuation in the selection process is dependent upon receipt of various documents at different stages.

An applicant seeking civilian appointment to the North Bay Police Service must meet the following minimum requirements:

1. Legally eligible to work in Canada.
2. 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.
3. Of good moral character with no criminal record for which a pardon has not been granted.
4. 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.)

CIVILIAN APPLICATION FORM

Civilian Position Applied For:				
Clerical	<input type="radio"/>	Dispatcher	<input type="radio"/>	Information Systems
				<input type="radio"/>
				<input type="radio"/>
Human Resources	<input type="radio"/>	Technical Services (Forensic Identification)		<input type="radio"/>

Personal Information

First Name:	Middle Name:	
Last Name:		
Street Address:		
City / Town:	Province:	Postal Code:
Home Phone:	Cell Phone:	
E-mail Address:		

Minimum Requirements

Are you at least 18 years of age?	Yes	No
Are you legally eligible to work in Canada?	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
If Yes, provide details: _____		
Do you have any charges pending before the courts?	Yes	No
Are you willing to work shift work as required by the position?	Yes	No

To determine your qualification for employment, please provide as follows, information related to academic and other achievements including voluntary work, as well as employment history. Additional information may be attached on a separate sheet, using the same format.

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 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 Information? <input type="checkbox"/> Yes <input type="checkbox"/> No

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 Information? <input type="checkbox"/> Yes <input type="checkbox"/> No

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 Information? <input type="checkbox"/> Yes <input type="checkbox"/> No

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 to the North Bay Police Service. 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