



**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 Experienced 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.

Completed applications can be mailed or hand delivered to:

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

# EXPERIENCED POLICE CONSTABLE APPLICATION FORM

## Personal Information

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

## Education

<b>Secondary School</b> School Name:	Certificate or Diploma Obtained: Type: <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Business, Trade or Technical School</b> School Name: Course(s) :	Licence, Certificate or Diploma Obtained: Course Length: (Years) <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Community College</b> School Name: Course(s):	Certificate or Diploma Obtained: Course Length: (Years) <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>University</b> <input type="checkbox"/> General <input type="checkbox"/> Honours School Name: Area of Study:	Degree Obtained: Course Length: (Years) <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Ontario Police College / Police Officer Training</b> Location:	Diploma Obtained: Course Length: <input type="checkbox"/> Yes <input type="checkbox"/> No

## Education continued...

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

## Police Training Courses

Please provide a list of your most recent training.

Course	YEAR
Police Fitness Award (Fit Pin)	

## Designations/Qualifications

Please provide a list of valid designations and/or qualifications:

Designation/Qualification	YEAR

## Computer Proficiency

List any experience with computer programs and/or technology relevant to this position (e.g. Microsoft Word, Excel, PowerPoint, RMS, CPIC, CAD).

Program	Weak (x)	Fair (x)	Proficient (x)

## Languages

Languages:	Proficiency	Weak (x)	Fair (x)	Proficient (x)
1.	Speak			
	Read			
	Write			
2.	Speak			
	Read			
	Write			
3.	Speak			
	Read			
	Write			

## 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 Police Service:	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?



## 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 Police 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 Police 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**