



WOODSTOCK POLICE SERVICE
 615 Dundas Street,
 Woodstock, Ontario
 N4S 1E1
 Office: (519) 537-2323, (519) 421-2800

APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

Personal information relating to the recruitment and selection process is collected under the authority of the Police Services Act sections 38, 43, 52 & 53 and will be used to determine suitability for employment. Information is subject to verification and confirmation with corresponding documents at various points in the selection process. Continuation in the selection process is dependant upon receipt of various documents at different stages. Questions about this collection of personal information should be directed to the Human Resources Director at 421-2800.

Please **PRINT** clearly and answer **ALL** questions fully.
 Incomplete applications may not be considered.

POSITION APPLIED FOR:			
<input type="checkbox"/> Constable	<input type="checkbox"/> Special Constable - Court		
<input type="checkbox"/> Cadet	<input type="checkbox"/> Student		
<input type="checkbox"/> Civilian - Position: _____	<input type="checkbox"/> Auxiliary Constable (Volunteer)		
Permanent Yes <input type="checkbox"/>	Regular Auxiliary Unit <input type="checkbox"/>		
Temporary Yes <input type="checkbox"/>			
<input type="checkbox"/> Volunteer Group: _____	<input type="checkbox"/> Interpreter: _____		
PERSONAL DATA:			
Last Name		Given Name	Middle Name
Address		Apt. No.	Home Phone No.
City	Province	Postal Code	Business Phone No.
Are you legally eligible to work in Canada?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been convicted of a criminal offence under a Federal Statute for which a pardon has been granted?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes give details: _____			
Have you ever been convicted of a provincial offence including traffic matters?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Page: 1			

Are you 18 years of age or older and less than 65 years of age?

Yes

No

Do you wish to be considered for positions involving shift work?

Yes

No

Have you applied here previously?

Yes

No

If yes, When: _____

What Position(s) _____

Have you worked here previously?

Yes

No

If yes, When: _____

What Position(s) _____

EDUCATION: Circle the highest grade successfully completed.

Grade: 9 10 11 12 13

College: 1 2 3 4

University: 1 2 3 4

Major Subjects: _____

List below any details applicable to the position applied for, which you feel might help us to further evaluate your application, including special skills, hobbies, certificates, diplomas or degrees, memberships in professional associations, computer skills, computer software skills, any languages fluently spoken and written and skills acquired though offices held in community organizations. (if more space required attach additional pages)

SKILLS (to be completed by Constable, Cadet, and Special Constable Applicants ONLY)

First Aid Certificate Yes No Expiry Date: _____

C.P.R. Certificate Yes No Expiry Date: _____

O.A.C.P. Certificate Yes No Expiry Date: _____

Driver's Licence Yes No DL#: _____

EMPLOYMENT HISTORY: List ALL previous employers, attach additional pages if required.

YOUR PRESENT OR LAST JOB

BRIEFLY DESCRIBE YOUR DUTIES

EMPLOYER _____
 ADDRESS _____
 PHONE No. _____ PRESENT/LAST SALARY _____
 YOUR JOB _____
 EMPLOYED FROM: _____ TO: _____
 SUPERVISOR _____ HIS/HER TITLE _____
 REASON FOR LEAVING _____

YOUR JOB BEFORE THAT

BRIEFLY DESCRIBE YOUR DUTIES

EMPLOYER _____
 ADDRESS _____
 PHONE No. _____ PRESENT/LAST SALARY _____
 YOUR JOB _____
 EMPLOYED FROM: _____ TO: _____
 SUPERVISOR _____ HIS/HER TITLE _____
 REASON FOR LEAVING _____

YOUR PRESENT OR LAST JOB

BRIEFLY DESCRIBE YOUR DUTIES

EMPLOYER _____
 ADDRESS _____
 PHONE No. _____ PRESENT/LAST SALARY _____
 YOUR JOB _____
 EMPLOYED FROM: _____ TO: _____
 SUPERVISOR _____ HIS/HER TITLE _____
 REASON FOR LEAVING _____

IF NOW EMPLOYED, **MAY WE CONTACT** YOUR PRESENT EMPLOYER?

YES NO

HAVE YOU APPLIED FOR OTHER POLICE SERVICES?

WHERE _____

WHEN _____

STATUS OF APPLICATION _____

CHARACTER REFERENCES

List three (3) people whom we may personally contact or write, for a character reference.
 (DO NOT LIST RELATIVES, FORMER EMPLOYERS, PRIESTS, PASTORS, MINISTERS OF RELIGION, OR POLITICAL LEADERS)

NAME	HOME PHONE NUMBER
STREET	BUSINESS PHONE NUMBER
CITY	YEARS KNOWN
NAME	HOME PHONE NUMBER
STREET	BUSINESS PHONE NUMBER
CITY	YEARS KNOWN
NAME	HOME PHONE NUMBER
STREET	BUSINESS PHONE NUMBER
CITY	YEARS KNOWN

POLICE OFFICERS YOU ARE ACQUAINTED WITH:

APPLICANT - PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

I confirm the information given is true and correct to the best of my knowledge. I authorize the WOODSTOCK POLICE SERVICE to review my personnel file with past and present employers, which I understand will include disciplinary actions, if any. I further authorize the WOODSTOCK POLICE SERVICE to collect personal information concerning myself including academic records, employment history, financial records, character statements, and non-pardoned criminal records from sources other than myself; to require me to perform job related academic and physical fitness testing; and, to require me to undergo job related medical tests (after a written offer of employment). Furthermore, I hereby absolve and save harmless the WOODSTOCK POLICE SERVICE and all its individual employees from all liability, causes of action, or damages resulting from the release of any or all such information. I agree to comply with all WOODSTOCK POLICE SERVICE directives, Rules and Regulations, safety procedures, the Ontario Police Services Act and such other Terms and Conditions of Employment as may be instituted or revised by the WOODSTOCK POLICE SERVICE from time to time. I also agree that continuing employment is conditional upon the satisfactory completion of a probationary period, and I agree that I must enrol in such Welfare and Pension Plans, WOODSTOCK POLICE ASSOCIATION, etc. as may be obligatory for paid WOODSTOCK POLICE SERVICE employees.

REFERENCES:

For employment and/or character references, I, _____ (Print Name) authorized the WOODSTOCK POLICE SERVICE to contact and collect information, concerning my job performance and character from employers/supervisors and persons named herein. The persons named herein may furnish information they may have concerning my suitability for the position applied for to the WOODSTOCK POLICE SERVICE, and I do release such individual from any and all liability by reason of furnishing such information.

I agree and understand that any misrepresentation of facts shall constitute just cause for the termination of my employment and/or association with the WOODSTOCK POLICE SERVICE, at any time.

DATED _____

Applicant's Signature _____