



SAULT STE. MARIE POLICE SERVICE
APPLICATION FOR POSITION OF AUXILIARY CONSTABLE
(VOLUNTEER POSITION)

To be considered as a Auxiliary Constable with the Sault Ste. Marie Police Service you must meet, at a minimum, all of the following basic requirements. You are encouraged before applying to conduct a self-appraisal using the following criteria along with other conditions as set out in the information sheet accompanying this application.

ALL APPLICANTS FOR THE POSITION OF AUXILIARY POLICE CONSTABLE MUST:

1. Be a Canadian citizen or permanent resident of Canada.
2. Be between 18 and 65 years of age.
3. Be of good moral character and habits.
4. Produce, upon request, transcripts of marks showing successful completion of at least four years of secondary school education or its equivalent (experience).
6. Be able to meet colour vision and visual field standards:.
7. Never have been convicted of a Criminal Offence committed in any jurisdiction for which a pardon has not been granted.
8. Have a valid Ontario Driver's License with no more than 6 demerit points.
9. Be prepared to undergo and successfully complete a structured Behavioural Descriptive Interview, along with all medical, physical and psychological tests as set by the Service.

The Sault Ste. Marie Police Service Selection Standards are high. If you are not presently able to minimally meet all of these standards this may not be the most appropriate time for you to apply. You may want to consider taking time to improve your level of readiness by working towards improving those areas in which you are deficient.

INSTRUCTIONS TO APPLICANTS

1. Review the minimum qualifications required for the position of Auxiliary Police Constable as noted above and on the blue information page included with this application.
2. All sections of this Application Form must be completed as set out on the following three pages in your own handwriting and in black ink. If not applicable, please mark "N/A".
3. Return the completed Application Form in a sealed envelope to the Sault Ste. Marie Police Service, Attention Personnel. It will be kept on file for one year.
4. PLEASE SUBMIT A RESUME WITH YOUR APPLICATION

(Service use only)

AUXILIARY CONSTABLE - APPLICATION FORM

Please read instructions carefully

Applicants will ensure that they have read and meet the requirements set out the cover page of this form along with the conditions set out on the information page included with this application.

All questions must be answered. Where Not Applicable mark N/A appropriately.

If extra space is required use a separate blank sheet and number answers appropriately.

1. PERSONAL

LAST NAME	GIVEN NAME(S)	PHONE	Home _____
			Business/Other _____
			Cell Phone _____

FULL MAILING ADDRESS & POSTAL CODE

2. EDUCATION

SECONDARY SCHOOL COMPLETED	Grade 12 <input type="checkbox"/>	Equivalent <input type="checkbox"/>	OAC (Grade 13) <input type="checkbox"/>	Include copy of diploma/certificate
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OTHER INSTITUTIONS (College, University, Business, Trade, Technical School etc)

1.	name of institution	name of program or major subject area	certificate/degree/diploma granted (include copy if "yes") yes <input type="checkbox"/> no <input type="checkbox"/>	length of program (years/months)	If you have not completed this program please provide explanation in area below "Programs Not Completed"
2.	name of institution	name of program or major subject area	certificate/degree/diploma granted (include copy if "yes") yes <input type="checkbox"/> no <input type="checkbox"/>	length of program (years/months)	If you have not completed this program please provide explanation in area below "Programs Not Completed"
3.	name of institution	name of program or major subject area	certificate/degree/diploma granted (include copy if "yes") yes <input type="checkbox"/> no <input type="checkbox"/>	length of program (years/months)	If you have not completed this program please provide explanation in area below "Programs Not Completed"
4.	name of institution	name of program or major subject area	certificate/degree/diploma granted (include copy if "yes") yes <input type="checkbox"/> no <input type="checkbox"/>	length of program (years/months)	If you have not completed this program please provide explanation in area below "Programs Not Completed"

Programs Not Completed (Use corresponding numbers to programs above)

1.	currently enrolled yes <input type="checkbox"/> no <input type="checkbox"/>	number of months/years completed	anticipated completion date	contact person at institution for verification (name & phone number)
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"/>			

3. EMPLOYMENT (list most recent employment and continue in reverse time order)

Name & Address of Employer	Type of Business	Position held	Hours Worked per week/month	Employment Dates
				From _____ To _____
Reason for leaving	Contact person for employment verification name & phone number			If still employed with this firm please indicate if you would prefer that this person not be contacted prior to any offer of employment. Please do not contact. <input type="checkbox"/>

Name & Address of Employer	Type of Business	Position held	Hours Worked per week/month	Employment Dates
				From _____ To _____
Reason for leaving	Contact person for employment verification name & phone number			Be advised that this person may be contacted.

Name & Address of Employer	Type of Business	Position held	Hours Worked per week/month	Employment Dates
				From _____ To _____
Reason for leaving	Contact person for employment verification name & phone number			Be advised that this person may be contacted.

Name & Address of Employer	Type of Business	Position held	Hours Worked per week/month	Employment Dates
				From _____ To _____
Reason for leaving	Contact person for employment verification name & phone number			Be advised that this person may be contacted.

Do you possess additional licenses, certificates etc. for any other specialized skill not previously mentioned? If yes please list.

- 1) _____ 2) _____
3) _____ 4) _____

Do you possess a valid driver's license? Yes No

Have you in the last three years applied to any other police service for any position volunteer or otherwise? If yes please list.

- 1) _____ 2) _____
3) _____ 4) _____

Have you received a "Conditional Offer of Employment" for the position of Constable from any other police service? If yes please list.

- 1) _____ 2) _____

4. COMMUNITY INVOLVEMENT

This section requires you to list all activities that you have volunteered (did not receive remuneration) for and where, by volunteering, you gave up of your time for a purpose or cause that benefited a particular individual, group or society as a whole.

Name of Organization	Your position	Currently Active	Hours per week/month	Total Volunteer Hours To date	Start Date With Organization	Contact Person for verification (Name & Phone)
1.						
2.						
3.						
4.						
5.						

IF OFFERED A POSITION WITH THE SAULT STE. MARIE POLICE SERVICE AS AN AUXILIARY POLICE CONSTABLE

I AGREE TO ABIDE BY AND BE SUBJECT TO:

- ALL RULES, REGULATIONS OR OTHER SUCH DIRECTION ESTABLISHED BY THE SAULT STE. MARIE POLICE SERVICES BOARD, OR THE CHIEF OF POLICE, AS IT RELATES TO THE DUTIES OF A MEMBER OF THE SAULT STE. MARIE POLICE SERVICE AUXILIARY POLICING UNIT.

I HEREBY DECLARE THAT THE FOREGOING INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENT MADE BY ME ON THIS APPLICATION MAY DISQUALIFY ME FROM BEING CONSIDERED FOR A POSITION AS AN AUXILIARY CONSTABLE, OR RESULT IN MY DISMISSAL IF ALREADY SERVING AS AN AUXILIARY MEMBER WITH THE SAULT STE. MARIE POLICE SERVICE.

DATE _____

_____ *signature of applicant*

PERSONAL INFORMATION WHICH MAY INCLUDE ACADEMIC, EMPLOYMENT, MEDICAL, PHYSICAL, FINANCIAL, CHARACTER AND OTHER PERSONAL DATA IS BEING COLLECTED DURING THE RECRUITMENT PROCESS UNDER THE AUTHORITY OF THE POLICE SERVICES ACT SECTIONS 38, 43 AND 53, FOR THE PURPOSE OF ADDRESSING YOUR SUITABILITY FOR EMPLOYMENT. QUESTIONS ABOUT THIS COLLECTION SHOULD BE DIRECTED TO THE RECRUITING OFFICE, SAULT STE. MARIE POLICE SERVICE, P.O. BOX 235, 580 SECOND LINE EAST, SAULT STE. MARIE, ONTARIO, P6A 5L6, (705) 759-7361.