



## **SAULT STE. MARIE POLICE SERVICE**

### **APPLICATION FOR POSITION OF SUMMER STUDENT**

*To be considered as a Summer Student with the Sault Ste. Marie Police Service you must meet, at a minimum, all of the following basic requirements.*

#### **ALL APPLICANTS FOR THE POSITION OF SUMMER STUDENT MUST:**

1. Be a Canadian citizen or permanent resident of Canada and be legally entitled to work in Canada.
2. Be of good moral character and habits.
3. Have completed first year of post secondary education and be returning on a full time basis.
4. Be prepared to undergo and successfully complete a structured interview, along with any other job-appropriate tests as set by the Police Service.

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#### **INSTRUCTIONS TO APPLICANTS**

1. Review the minimum qualifications required for the position of Summer Student as noted above.
2. Complete the Application Form and Career Profile set out on the following three pages in your own handwriting and in ink.
3. Return the completed Application Form in a sealed envelope to the attention of the Sault Ste. Marie Police Service, 580 Second Line East, Sault Ste Marie ON P6B 4K1, Attention: Personnel Coordinator, **by no later than Wednesday, March 31, 2010**. Late or lost applications will not be considered.
4. **DO NOT INCLUDE A RESUME WITH YOUR APPLICATION.**
5. Only those candidates who are short-listed will be contacted.
6. Candidates who are selected will be subject to a background and reference check.

APPLICANT NUMBER \_\_\_\_\_

(Service use only)

# SUMMER STUDENT 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

<i>LAST NAME</i>	<i>GIVEN NAMES(S)</i>
<i>MAILING ADDRESS &amp; POSTAL CODE</i>	
<i>HOME PHONE</i>	
<i>OTHER</i>	

## 2. EDUCATION

<i>1. SECONDARY SCHOOL</i>	<i>GRADE COMPLETED</i>
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### *POST SECONDARY INSTITUTION*

<i>1. UNIVERSITY</i>	<i>PROGRAM</i>	<i>YEAR COMPLETED</i>
<i>2. COLLEGE</i>	<i>PROGRAM</i>	

**3. EMPLOYMENT** (Ensure list is complete and contains every employer. Begin with most recent employment and continue in reverse chronological order)

1. <i>Employer Name &amp; Address</i>	<i>Type of Business</i>	<i>Position Held</i>	<i>Hours Worked per week/month</i>	<i>Employment Dates</i> From:  To:
<i>Reason for Leaving</i>	<i>Contact Person for Employment Verification (name &amp; phone number)</i>			<i>If currently employed please indicate if you prefer that this person not be contacted PRIOR to any offer of employment.</i> <i>Please do not contact</i> <input type="checkbox"/>
2. <i>Employer Name &amp; Address</i>	<i>Type of Business</i>	<i>Position Held</i>	<i>Hours Worked per week/month</i>	<i>Employment Dates</i> From:  To:
<i>Reason for Leaving</i>	<i>Contact Person for Employment Verification (name &amp; phone number)</i>			<i>If currently employed please indicate if you prefer that this person not be contacted PRIOR to any offer of employment.</i> <i>Please do not contact</i> <input type="checkbox"/>
3. <i>Employer Name &amp; Address</i>	<i>Type of Business</i>	<i>Position Held</i>	<i>Hours Worked per week/month</i>	<i>Employment Dates</i> From:  To:
<i>Reason for Leaving</i>	<i>Contact Person for Employment Verification (name &amp; phone number)</i>			<i>If currently employed please indicate if you prefer that this person not be contacted PRIOR to any offer of employment.</i> <i>Please do not contact</i> <input type="checkbox"/>
4. <i>Employer Name &amp; Address</i>	<i>Type of Business</i>	<i>Position Held</i>	<i>Hours Worked per week/month</i>	<i>Employment Dates</i> From:  To:
<i>Reason for Leaving</i>	<i>Contact Person for Employment Verification (name &amp; phone number)</i>			<i>If currently employed please indicate if you prefer that this person not be contacted PRIOR to any offer of employment.</i> <i>Please do not contact</i> <input type="checkbox"/>

Do you possess additional licenses, certificates, training programs, career-related workshops etc. for any other specialized skill not previously mentioned? If yes, please list and include dates of completion.

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

Have you been involved in community or volunteer activities in which you gave up of your time for a purpose that benefited an individual, group or organization? If yes please list and include name of the organization, position and dates of participation.

<i>Organization</i>	<i>Position</i>	<i>Currently Active</i>	<i>Hours per week/month</i>	<i>Start Date</i>	<i>Contact person for verification Name and Phone#</i>
1)					
2)					
3)					

#### 4. COMPUTER SKILLS

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Please rate yourself on your proficiency with the following software packages. You may list and rate yourself on similar or other career-related software packages below.

NOTE: 1= HAVE NOT USED 2=MINIMAL KNOWLEDGE 3=GOOD WORKING KNOWLEDGE

1) <i>MICROSOFT OFFICE</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
2) <i>WORD</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
3) <i>EXCEL</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
4) <i>ACCESS</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
5) <i>INTERNET</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
<b>PLEASE LIST AND RATE YOURSELF ON ANY SIMILAR OR CAREER-RELATED SOFTWARE WITH WHICH YOU HAVE EXPERIENCE</b>			
6)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
7)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
8)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
9)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
10)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>

#### 5. WORK-RELATED SKILLS

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Please list those job-related skills you possess over and above the basic skills you believe are relevant.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

IF OFFERED A POSITION WITH THE SAULT STE. MARIE POLICE SERVICE AS A SUMMER STUDENT 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 SUMMER STUDENT.

*I understand that I may be required to provide legal proof of my ability to work in Canada. I certify that the information contained in this application is true and complete, to my knowledge. I understand that a false statement may disqualify me from my employment or cause my dismissal. I authorize any person, educational institution, or organization I have listed as a reference to disclose in good faith any information they may have regarding my qualifications for employment. I will hold you and any of my former employers, educational institutions and any other persons giving references, free of liability for providing this information and any other reasonable and necessary information related to my application for employment.*

DATE \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant