



**UCCM
ANISHNAABE
POLICE**

Constable Application

Checklist of Mandatory Application Documents

Surname: _____

First Name: _____

Middle Name(s): _____

The following list of documents **must** be included with your application package. Applications received missing **any** of the documents indicated below will not be accepted. You will be required to re-submit the **entire** completed package. This checklist **must** be submitted with your application package as well. **Please do not submit binders or folders or hard copy applications.**

	Completed Checklist of Mandatory Application Documents (<i>this page</i>)
	Cover Letter and Resume
	Completed Police Constable Application Form
	McNeil Report (<i>Experienced Constables Only</i>)
	Completed Vision and Hearing Forms (<i>the forms must be notarized by a licensed practitioner</i>)
	Three (3) letters of reference - 2 work related and 1 character reference
	Copy of Emergency or Standard First Aid Certificate and CPR Level "C" Certificate
	Copy of Driver's Licence
	Proof of successful completion of four (4) years of Ontario Secondary School Education or Equivalency (<i>copies of diploma or transcripts required</i>)
	Proof of any Post-Secondary Education or Equivalency (<i>copies of diploma or transcripts required</i>)
	Completed Authorization for Release of Information (<i>the final four pages of this document</i>)



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APPLICATION Position of Constable or Recruit

IMPORTANT

1. Carefully review and follow application instructions included in this application form.
2. Please print clearly, complete fully, and use additional paper if space is insufficient.
3. Forward completed application form to the UCCM Anishnaabe Police Service, 5926 Highway 540, M'Chigeeng, ON P0P 1G0, Attention Human Resources or email to recruitment@uccmpolice.com

Personal Information

Legal Last Name	Legal Given Name (1)	Given Name (2)	
Complete Address (including Number, Street, Apt. Number, Lot, Concession, Rural Route #)			
City or Town	Province	Postal Code	
Phone Number			
Email Address			

	YES	NO
Are you at least 18 years of age?		
Have you successfully completed at least 4 years of secondary school or equivalent?		
Are you legally eligible to work in Canada?		
Are you a Canadian Citizen or permanent resident of Canada?		
Do you possess a valid "G" driver's licence that permits you to drive an automobile in Ontario with full driving privileges?		
Have you ever been convicted of any criminal offence for which a pardon has not been granted or issued? (This means any fine, period of imprisonment, or period of probation offered by the court.)	N/A	
If you were previously convicted under a federal statute, have you been granted or issued a pardon; or in the event of a discharge related to a finding of guilt, have the records been sealed by the R.C.M.P.?	N/A	
Do you possess a valid C.P.R. certificate? If yes , please provide the expiry date. If no , please provide date of scheduled training.		
Do you possess a valid first aid certificate? If yes , please provide the expiry date. If no , please provide date of scheduled training.		

Education

Secondary School Attended	Highest Grade or Level Completed <i>(If applicable, attach equivalency certificate)</i>
Type of Certificate or Diploma Obtained	

Business, Trade or Technical School Attended		
Course Name	Length of course in years	Number of years completed
Licence, Certificate or Diploma Awarded Yes <input type="checkbox"/> No <input type="checkbox"/>	Type of Award <i>(i.e., Certificate – Medical Receptionist)</i>	

Community College Attended		
Program Name	Length of program in years	Number of years completed
License, Certificate or Diploma Awarded Yes <input type="checkbox"/> No <input type="checkbox"/>	Type of Award <i>(i.e., Ontario College Diploma – Police Foundations)</i>	

University Attended		
Major Area of Study	Length of program in years	Number of years completed
Degree Awarded Yes <input type="checkbox"/> No <input type="checkbox"/>	Type of Degree Awarded <i>(i.e., Bachelor of Arts – Geography)</i>	

Other relevant Courses, Workshops, Seminars, Training, Licences, Certificates or Degrees

Employment History

1. Beginning with your most recent employer and continuing in reverse time order, list and describe every position you have held since the beginning of your work experience. If you have held two or more positions with the same employer, list and describe each position separately. Include military, part-time and summer employment (attached additional sheets as required).
2. Is your current employer(s) aware you are seeking employment? Please be advised they may be contacted at a later point in the selection process.

Present or Previous Employer		Full-Time
		Part-Time
Telephone Number	Date Employed: From	To:
Complete Mailing Address <i>(Include Postal Code)</i>		
Supervisor's Name and Title		Applicant's Position/Title
Brief Description of Duties		
Reason for Leaving		
Present or Previous Employer		Full-Time
		Part-Time
Telephone Number	Date Employed: From	To:
Complete Mailing Address <i>(Include Postal Code)</i>		
Supervisor's Name and Title		Applicant's Position/Title
Brief Description of Duties		
Reason for Leaving		
Present or Previous Employer		Full-Time
		Part-Time
Telephone Number	Date Employed: From	To:
Complete Mailing Address <i>(Include Postal Code)</i>		
Supervisor's Name and Title		Applicant's Position/Title
Brief Description of Duties		
Reason for Leaving		

Community Involvement

Note: List all activities that you have volunteered for (did not receive compensation) and where, by volunteering, you gave of your time for a purpose or a cause that benefited a particular individual, group, or community (attach additional sheets as necessary).

Present or Previous Organization						
Your Position				Dates	From:	
					To:	
Hours		Total Volunteer Hours		Currently Active		
Per: <input type="text"/> Week <input type="text"/> Month				Yes <input type="checkbox"/> No <input type="checkbox"/>		
Contact Person for verification			Name:			
			Phone Number:			
Brief Description of Duties						
Reason for Leaving						
Present or Previous Organization						
Your Position				Dates	From:	
					To:	
Hours		Total Volunteer Hours		Currently Active		
Per: <input type="text"/> Week <input type="text"/> Month				Yes <input type="checkbox"/> No <input type="checkbox"/>		
Contact Person for verification			Name:			
			Phone Number:			
Brief Description of Duties						
Reason for Leaving						
Present or Previous Organization						
Your Position				Dates	From:	
					To:	
Hours		Total Volunteer Hours		Currently Active		
Per: <input type="text"/> Week <input type="text"/> Month				Yes <input type="checkbox"/> No <input type="checkbox"/>		
Contact Person for verification			Name:			
			Phone Number:			
Brief Description of Duties						
Reason for Leaving						

Have you ever applied to any other police service(s)?		YES	NO
If yes, complete the following:			
Name of Service	Date(s)	Is your application currently active?	
1.		YES	NO
2.		YES	NO
3.		YES	NO
4.		YES	NO
<p>Declaration: I hereby declare that the foregoing information is true and complete to the best of my knowledge. I understand that a false declaration may disqualify me from further consideration for employment or result in dismissal should I be appointed as a police constable / recruit. It is understood and accepted that I am involved in a competitive process and that I may be declined at any stage of the process.</p>			
Applicant's Signature:		Date:	

Please Note: 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 assessing your suitability for employment.

Questions about this collection should be directed to the Human Resources Department, UCCM Anishnaabe Police Service, 5926 Highway 540, M'Chigeeng, Ontario, P0P 1G0, (705) 377-7135 or email at recruitment@uccmpolice.com