



Checklist of Mandatory Information

<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
<i>Maiden or Name Change (if applicable)</i>	<i>Personal Email</i>	
<i>Date of Application</i>		

Instructions: Please complete all applicable sections of this application package and attach all required supporting documents. Incomplete applications may delay processing. If a section does not apply, write “N/A” in the space provided. If you are attaching a detailed resume that includes all employment and education information, you may leave those sections blank. If your resume includes some, but not all, employment and education details, please complete the remaining history in the spaces provided in this application. If no resume is attached, the Employment and schooling sections should be filled completely.

Check Off Boxes:

Checklist of “Mandatory Information Form.”

Completed application package

Cover Letter

Resume (Optional)

[Copy of valid and completed OACP Certificate](#)

[Copy of completed OACP Vision and Hearing Tests](#)

Copies of relevant Diploma/Certificates

Copy of Driver’s License

Copy of Driver Abstract

Completed “Security Screening Requirements”

Completed “Consent to Security Clearance Investigation” form

NOTE: Applicants who are new to Canada (residents of Canada for five years or less) must provide a security clearance letter from the police or municipal office in their previous country of residence, and from their embassy, confirming that the applicant does not have a criminal record, does not have ties to organized crime, and is not a security risk to Canada. Applicants who have resided outside Canada within the past five years must provide a security clearance letter from the police or municipal office of their international residence confirming that the applicant does not have a criminal record and does not have ties to organized crime.



Wikwemikong Tribal Police Service Civilian / Guard Application

1. Personal Information

<i>Last Name</i>		<i>First Name</i>		<i>Middle Initial</i>
<i>SIN</i>	<i>Place of Birth</i>		<i>Date of Birth</i>	
<i>Complete Address</i>				
<i>City or Town</i>			<i>Province</i>	<i>Postal Code</i>
<i>Phone Number</i>		<i>Phone Number (other)</i>		
<i>Email Address</i>				
Are you a Canadian citizen or a permanent resident of Canada?			Yes	No
Do you possess a valid Driver's License?			Yes	No
If yes, please attach a driver abstract from the Ministry of Transportation.			Attached	
If you were previously convicted under a federal statute, have you been granted or issued a pardon?			Yes	No
Do you possess a CPR certificate? (If yes , please provide the expiry date)			Yes	No
Date				
Do you possess a first aid certificate? (If yes , please provide the expiry date)			Yes	No
Date				

2. Education History

School Type		School Name	
Type of Diploma, Certificate, License, Degree, or Grade Completed			
Complete Address			
City or Town		Province	Postal Code

School Type		School Name	
Type of Diploma, Certificate, License, Degree, or Grade Completed			
Complete Address			
City or Town		Province	Postal Code

School Type		School Name	
Type of Diploma, Certificate, License, Degree, or Grade Completed			
Complete Address			
City or Town		Province	Postal Code

School Type		School Name	
Type of Diploma, Certificate, License, Degree, or Grade Completed			
Complete Address			
City or Town		Province	Postal Code

2. Education History (continued)

<i>School Type</i>	<i>School Name</i>		
<i>Type of Diploma, Certificate, License, Degree, or Grade Completed</i>			
<i>Complete Address</i>			
<i>City or Town</i>	<i>Province</i>	<i>Postal Code</i>	

<i>School Type</i>	<i>School Name</i>		
<i>Type of Diploma, Certificate, License, Degree, or Grade Completed</i>			
<i>Complete Address</i>			
<i>City or Town</i>	<i>Province</i>	<i>Postal Code</i>	

<i>School Type</i>	<i>School Name</i>		
<i>Type of Diploma, Certificate, License, Degree, or Grade Completed</i>			
<i>Complete Address</i>			
<i>City or Town</i>	<i>Province</i>	<i>Postal Code</i>	

<i>School Type</i>	<i>School Name</i>		
<i>Type of Diploma, Certificate, License, Degree, or Grade Completed</i>			
<i>Complete Address</i>			
<i>City or Town</i>	<i>Province</i>	<i>Postal Code</i>	

3. Employment History

Employer Name	Position Held		
Employer Phone Number	Supervisor Name & Position		
Employment Date From:	Employment Date To:		
Complete Address	Province	Postal Code	
Brief Description of Duties			
Reason for Leaving			

Employer Name	Position Held		
Employer Phone Number	Supervisor Name & Position		
Employment Date From:	Employment Date To:		
Complete Address	Province	Postal Code	
Brief Description of Duties			
Reason for Leaving			

Employer Name	Position Held		
Employer Phone Number	Supervisor Name & Position		
Employment Date From:	Employment Date To:		
Complete Address	Province	Postal Code	
Brief Description of Duties			
Reason for Leaving			

3. Employment History (continued)

Employer Name	Position Held		
Employer Phone Number	Supervisor Name & Position		
Employment Date From:	Employment Date To:		
Complete Address	Province	Postal Code	
Brief Description of Duties			
Reason for Leaving			

Employer Name	Position Held		
Employer Phone Number	Supervisor Name & Position		
Employment Date From:	Employment Date To:		
Complete Address	Province	Postal Code	
Brief Description of Duties			
Reason for Leaving			

Employer Name	Position Held		
Employer Phone Number	Supervisor Name & Position		
Employment Date From:	Employment Date To:		
Complete Address	Province	Postal Code	
Brief Description of Duties			
Reason for Leaving			

4. List any qualifications you have which you believe are relevant to this position.

5. Have you ever applied to any other police service(s)?

Yes

No

If Yes, complete the following:

Name of Service(s)	Date(s)	Is your application currently active?	
		Yes	No
		Yes	No
		Yes	No
		Yes	No

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/cadet. 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.

Applicant's Signature

Date



Security Screening Requirements

Important Information for Applicants

Thank you for your interest in joining the Police Service.

Applicants who are successful in the interview stage may be required to participate in an enhanced background and security screening process as a condition of further consideration for employment.

As part of this process, successful candidates will be required to obtain and submit a current credit report/credit check at their own expense to the Human Resources Office. The credit report will be reviewed as one component of the overall security screening and suitability assessment process.

The purpose of the credit review is to assist in assessing a candidate's reliability, integrity, and suitability for employment in a policing environment. Financial information may be considered alongside other background screening components, including employment verification, education verification, reference checks, and any other assessments required by the Police Service.

Please note:

- The credit report must be obtained from a recognized credit reporting agency.
- Any costs associated with obtaining the credit report are the responsibility of the applicant.
- Instructions regarding submission requirements and deadlines will be provided to candidates who successfully complete the interview process.
- Failure to provide the required credit report within the specified timeframe may result in removal from further consideration in the recruitment process.

Applicant Acknowledgement

By checking the boxes below and proceeding with this application, I acknowledge that:

I have read and understand the Security Screening Requirement outlined above.

I understand that, if I am successful in the interview stage, I may be required to obtain and submit a current credit report/credit check at my own expense to the Human Resources Office.

I understand that the credit report will form part of the overall background and security screening process.

I understand that failure to provide the required documentation may result in my application no longer being considered for employment.

Signature

Date



Wikwemikong Tribal Police Service **Consent to Security Clearance Investigation**

<i>Surname</i>	<i>First Name</i>	<i>Middle Initial</i>	<i>Date of Birth</i>
<i>Previous Surnames (e.g., former marriage, maiden)</i>			
<i>Complete Address</i>			
<i>Driver's License #</i>			<i>Province</i>

The undersigned hereby authorizes the Wikwemikong Tribal Police Service to conduct a security clearance investigation. In accordance with s. 39(1)(a) of the *Freedom of Information and Protection of Privacy Act*, I hereby authorize the Wikwemikong Tribal Police Service to collect personal information about me from third parties. Specifically, I consent to full disclosure to the Wikwemikong Tribal Police Service by any police service, employer, organization, business or person to whom a signed copy of this Authorization or a photocopy or fax thereof is delivered, of any information, opinions, reports, records, documents or copies thereof, in any form which may be requested. Such information may include, but is not limited to, the following:

- a. Employment records including performance evaluations/reviews, discipline, and/or complaint information.
- b. Police records and history of Police involvement, including federal and provincial reports and convictions, local occurrence, and intelligence information.
- c. Financial information, including credit bureau and/or bank checks.
- d. Driving record.

I hereby acknowledge that I fully understand the terms of this authorization for collection and disclosure of information and that this consent is given pursuant to s. 42(b) of the *Freedom of Information and Protection of Privacy Act*. I understand that all information about me that is obtained during this security clearance investigation may be disclosed by the Wikwemikong Tribal Police Service for the purpose of making a decision with respect to my security clearance or for a consistent purpose.

I acknowledge that records and/or information is obtained based on a name search and as a result may or may not pertain to me. I understand that positive identification may only be confirmed through comparison of fingerprints, which must be submitted by me.

I hereby release and forever discharge His Majesty the King in Right of Ontario, the Commissioner of the Wikwemikong Tribal Police Service and all members and employees of the Wikwemikong Tribal Police Service from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the collection and/or disclosure of information by the Wikwemikong Tribal Police Service.

I have read and understood and consent to the above.

Signature

Witness

Date