



# PORT HOPE POLICE SERVICE

## JOB DESCRIPTION

Position: Experienced Police Constable – Future Openings

Purpose of Position: Policing is about working and building relationships with people from many different backgrounds to ensure public safety through crime prevention and law enforcement. We believe in community policing which involves building relationships in our community to make a difference in the lives of people.

The Port Hope Police Service offers Police Constables a rewarding career in law enforcement with an opportunity for training and advancement within the Police Service.

Candidates must successfully pass all steps of the recruitment process to proceed to each consecutive step.

Reports to: Sergeant

Supervises: None

### To apply, Candidates must submit the following:

- Cover Letter and Resume
- Completed “Consent and Release of Liability Form”, see below
- Completed “Experienced Police Officer Application Form”, see below
- Copy of Ontario Police College Basic Constables Training Diploma (or other if applicable)
- Copy of valid CPR (Level “C”) certificate and valid Standard First Aid certificate
- Copy of 3 most recent Performance Appraisals
- Copy of Awards and/or Commendations (if applicable)
- Copy of Specialized Training diplomas and/or certificates (if applicable)

### Recommended documentation

If selected for an interview, we recommend you provide the following:

- records of policing achievements
- two or more letters of reference related to employment or community service
- certificates/letters from community involvement
- certificates of achievement
- copies of valid certifications
- performance evaluations

To apply, please submit your application to [hr@phps.on.ca](mailto:hr@phps.on.ca).

Closing date: Ongoing

**ONTARIO CONSTABLE SELECTION SYSTEM  
Consent and Release of Liability Form**



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Last Name (Please Print) 3<sup>rd</sup>, 6<sup>th</sup> & 9<sup>th</sup> digits of SIN

Please read the following form carefully.

The purposes of parts A and B of this form are to authorize police services and other individuals and entities noted below to collect, to use and to disclose personal information about you for the purpose of assessing your abilities to be a police constable under the Ontario Constable Selection System, and for related research, information and statistical tracking.

The purpose of part C of this form is to release any of the individuals or entities named on this form from liability that might arise as a result of the collection, use or disclosure of your personal information in accordance with parts A and B.

**A. CONSENT/ASSESSMENT**

I hereby authorize any police service in Ontario to which I have submitted an application to be hired as a constable, and that is a licensed member of the Constable Selection System, to request and obtain personal information about me as set out in Page 2 from any or all of the following individuals or entities:

- the Ontario Association of Chiefs of Police (OACP), which is licensed by the Ontario Government to operate the Constable Selection System, stores personal information belonging to police constable applicants in a secure electronic database, and uses this information to track demographic data and assessment results;
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- the OACP Constable Selection System-licensed assessment firm, which provides assessment services on behalf of the OACP, and which collects assessment results as well as the personal information required for Constable Selection System registration;
- the Ontario Ministry of Community Safety and Correctional Services, which is the licensor of the Constable Selection System, and which conducts research using personal information to support the validity and reliability of the Constable Selection System;
- the Ontario and National Sex Offender Registries;
- the Ontario Ministry of Transportation, which maintains driving records of Ontario residents;
- any Ontario police service or law enforcement agency, which may hold personal information about me;
- the Canadian Police Information Centre, which is owned by the RCMP, and which maintains a computerized system to provide law enforcement agencies with information on individuals with criminal records;
- any health care practitioner (including doctors, nurses, psychologists and their agents) who has provided me with health care treatment, either as part of this constable selection process or otherwise;
- any previous employer who may hold personal information about me;
- any consumer reporting agency, which maintains credit or other personal information about a consumer;
- any educational institution in which I have been, or am currently, enrolled and which has information about me, including my grade or performance results; and,

I authorize the above-noted individuals or entities to collect personal information about me from sources other than myself and I consent to their using this information as they require and as is described above, and consent to the disclosure of such personal information to a police service that is licensed member of the Constable Selection System and to whom I have applied for employment as a police officer.

I further acknowledge that any of the above-noted individuals or entities may disclose to the requesting police service to which I have submitted an application any or all of the following records, including any parts of the following records:

- ✓ academic records and transcripts;
- ✓ employment records (Police Service and other), including performance evaluation / reviews, reference, discipline, complaint and attendance information;
- ✓ police records and history of law involvement, including criminal and provincial reports and convictions, and intelligence information;
- ✓ police service applications;
- ✓ medical information;
- ✓ information from background and security checks (including CPIC, NCIC, Interpol, Vulnerable checks, NICHE, CBSA, YCJA & YOA records etc.);
- ✓ financial information, including credit bureau check;
- ✓ driving record;
- ✓ physical, psychological, visual, aptitude and other employment-related tests, including but not limited to MMPI-2 -questions, answers and scores, and the interview notes, summaries, opinions, assessments and evaluations of psychologists;
- ✓ applicant survey information; and,
- ✓ training record.
- ✓ Social networking websites, blogs, chatrooms, email or other online content.

### B. CONSENT/RESEARCH

I understand that personal information about me may be required occasionally for research purposes, and in particular for documenting findings and trends, and for reviewing the validity and reliability of the Constable Selection System. I hereby consent to any of the personal information collected about me, pursuant to this form or at any point while I am being trained to be a constable, to be used and to be disclosed to a researcher or to the OACP/Ministry/ATS for these purposes. I understand that in providing this consent no personal information that identifies me shall ever be published in a publication that is available to the general public.

### C. RELEASE OF LIABILITY

By signing this form, I agree that in consideration for applying to be a constable pursuant to this Constable Selection System, I hereby release and forever discharge all of the individuals, entities, and classes of individuals and entities referred to on this form, and their agents, licensees, employees, directors, officers, and subcontractors, including but not limited to Her Majesty the Queen in Right of Ontario, the OACP, any Ontario police services board, and their respective agents, licensees, employees, directors, officers, and subcontractors, from any and all actions, causes of action, claims, demands, and remedies, for any and all damages, losses, injuries and expenses of any nature or kind howsoever arising, which hereafter may be sustained by me in connection with the collection, use, and disclosure of information about me in accordance with the consents provided by me in this form, and from the use or reliance upon information about me obtained in accordance with these consents.

And I further agree that this Release of Liability shall apply to and be binding on my heirs, administrators, executors, and assigns and each of them.

**I have read both pages of this Consent and Release of Liability Form, and by signing below, I certify that I understand its content, agree to its terms, and am at least eighteen (18) years of age.**

\_\_\_\_\_  
Candidate's Name (Please Print)

\_\_\_\_\_  
Name of Witness (Please Print)

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Signature of Witness

Date of Signatures

Personal information obtained through the completion of this form is collected pursuant to section 43 of the Police Service Act for the purpose of assessing qualifications and suitability for employment as a police officer. Information collected may be disclosed for the purpose for which it was obtained or for a consistent purpose. Questions concerning collection or disclosure of this information should be addressed to:

**OACP CSS Administrator, C/O ATS Inc.**

**540 Clarke Road, Unit 14**

**London, ON N5V 2C7**

**Tel: 1-800-513-9652**

**Email: [cssadmin@oacp.ca](mailto:cssadmin@oacp.ca)**

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CSS-00397 June 2010

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### Experienced Police Officer Application Form

1. Carefully review and follow application instructions issued with this application form.
2. Please print clearly, complete fully and use additional paper if space is insufficient.

#### I. Personal Information

Last Name	Given Name (1)	Given Name (2)	Social Insurance #	
<b>Complete 401 address</b> (including number, street, apt. number, lot, concession, RR #)				
				RR #
<b>City or Town</b>		<b>Province</b>	<b>Postal Code</b>	
<b>Business or day phone number:</b>				
<b>Home or evening phone number:</b>				
<b>E-mail address(es):</b>				
<b>Social media profiles/handles/ names (Facebook, Twitter, etc.):</b>				

Qualifications:	Yes	No
Are you at least 18 years of age?	<input type="checkbox"/>	<input type="checkbox"/>
Are you legally eligible to work in Canada?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a Canadian citizen or a permanent resident of Canada?	<input type="checkbox"/>	<input type="checkbox"/>
Do you possess a valid driver's license that permits you to drive an automobile in Ontario with full driving privileges?	<input type="checkbox"/>	<input type="checkbox"/>
<b>If yes</b> , do you have six or fewer demerit points?	<input type="checkbox"/>	<input type="checkbox"/>
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)	<input type="checkbox"/>	<input type="checkbox"/>
Do you possess a CPR certificate?	<input type="checkbox"/>	<input type="checkbox"/>
<b>If yes</b> , please provide the expiring date:		
<b>If no</b> , please date of scheduled training:		
Do you possess a first-aid certificate?	<input type="checkbox"/>	<input type="checkbox"/>
<b>If yes</b> , please provide the expiring date:		
<b>If no</b> , please date of scheduled training:		



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### II. Education

<b>Secondary School:</b>
Did you graduate from secondary school? <input type="checkbox"/> Yes <input type="checkbox"/> No
Highest grade or level completed (or equivalency):
Type of certificate or diploma:
<b>Business, trade, or technical school:</b>
Did you attend a business, trade or technical school? <input type="checkbox"/> Yes <input type="checkbox"/> No
Course name:
Length of program:
License, certificate, diploma awarded:
<b>Community College:</b>
Did you attend a community college? <input type="checkbox"/> Yes <input type="checkbox"/> No
Program name:
Length of program:
License, certificate, diploma awarded:
<b>University:</b>
Did you attend a university? <input type="checkbox"/> Yes <input type="checkbox"/> No
Major area of study:
Length of program:
Degree awarded
Type of degree: <input type="checkbox"/> General <input type="checkbox"/> Honours <input type="checkbox"/> Graduate
<b>Other relevant courses, workshops, seminars, training, licenses, certificates or degrees:</b>



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### III. Employment History

Note: 1. Beginning with your present or previous 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. (Please attach additional sheets as required) 2. Is your current employer(s) aware you are seeking employment? Please be advised they may be contacted at a further point in the selection process.

<b>Present or previous employer:</b>	
<b>Telephone Number</b>	<b>Date of Employment</b> From: _____ To: _____
<b>Complete mailing address (including postal code)</b>	
<b>Position title:</b>	<b>Supervisor's name and title:</b>
<b>Brief description of duties:</b>	
<b>Reason for leaving:</b>	
<b>Present or previous employer:</b>	
<b>Telephone Number</b>	<b>Date of Employment</b> From: _____ To: _____
<b>Complete mailing address (including postal code)</b>	
<b>Position title:</b>	<b>Supervisor's name and title:</b>
<b>Brief description of duties:</b>	
<b>Reason for leaving:</b>	
<b>Present or previous employer:</b>	
<b>Telephone Number</b>	<b>Date of Employment</b> From: _____ To: _____
<b>Complete mailing address (including postal code)</b>	
<b>Position title:</b>	<b>Supervisor's name and title:</b>
<b>Brief description of duties:</b>	
<b>Reason for leaving:</b>	

If more paper is need please add a page as necessary.



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### NON-Family References

<b>Non-Familial Reference #1 of 4 (over 25 years of age): Full name</b>	
<b>Telephone Number(s)</b>	<b>Email address:</b>
<b>Complete mailing address (including postal code)</b>	
<b>Non-Familial Reference #2 of 4 (over 25 years of age): Full name</b>	
<b>Telephone Number(s)</b>	<b>Email address:</b>
<b>Complete mailing address (including postal code)</b>	
<b>Non-Familial Reference #3 of 4 (over 25 years of age): Full name</b>	
<b>Telephone Number(s)</b>	<b>Email address:</b>
<b>Complete mailing address (including postal code)</b>	
<b>Non-Familial Reference #4 of 4 (over 25 years of age): Full name</b>	
<b>Telephone Number(s)</b>	<b>Email address:</b>
<b>Complete mailing address (including postal code)</b>	

### Family References

<b>1) Close Familial Reference (Over age 16): Full name (list relationship)</b>	
<b>Telephone Number(s)</b>	<b>Email address:</b>
<b>Complete mailing address (including postal code)</b>	
<b>2) Close Familial Reference (Over age 16): Full name (list relationship)</b>	
<b>Telephone Number(s)</b>	<b>Email address:</b>
<b>Complete mailing address (including postal code)</b>	
<b>3) Close Familial Reference (Over age 16): Full name (list relationship)</b>	
<b>Telephone Number(s)</b>	<b>Email address:</b>
<b>Complete mailing address (including postal code)</b>	



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<b>4) Close Familial Reference (Over age 16): Full name (list relationship)</b>	
Telephone Number(s)	Email address:
Complete mailing address (including postal code)	
<b>5) Close Familial Reference (Over age 16): Full name (list relationship)</b>	
Telephone Number(s)	Email address:
Complete mailing address (including postal code)	

If more paper is need please add a page as necessary.

<b>List any qualifications you have which you believe are relevant to this position:</b>															
Have you ever applied to any other police service(s): <input type="checkbox"/> Yes <input type="checkbox"/> No															
If yes, please complete the following:															
<table border="1"><thead><tr><th>Name of Service(s):</th><th>Date(s):</th><th>Is your application currently active?</th></tr></thead><tbody><tr><td></td><td></td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td></tr><tr><td></td><td></td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td></tr><tr><td></td><td></td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td></tr><tr><td></td><td></td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td></tr></tbody></table>	Name of Service(s):	Date(s):	Is your application currently active?			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
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		<input type="checkbox"/> Yes <input type="checkbox"/> No													
		<input type="checkbox"/> Yes <input type="checkbox"/> No													

<b><u>Declaration:</u></b> 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.
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\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date