

TORONTO POLICE SERVICE



APPLICATION FOR CIVILIAN POSITION

Personal information requested on this form is being collected pursuant to Section 29 of the Municipal Freedom of Information and Protection of Privacy Act and under the authority of the Police Services Act, for the purpose of processing your application for employment.

Any questions regarding this collection should be directed to:

Employment Unit
Toronto Police Service
40 College Street, Toronto, Ontario M5G 2J3
(416) 808-7150.

FOR EMPLOYMENT UNIT USE ONLY

NAME:	
POSITION APPLIED FOR:	ATS No:
TESTING DATE:	INTERVIEW DATE:

Instructions

All of the information provided will be held in strict confidence within the Toronto Police Service.

Applicants must meet the Service's Basic Requirements for the position.
All sections of this form must be completed. If not applicable mark 'N / A'.
Complete this form by **printing** in black ink.
If extra space is required, use back page.

Position Applied For

Communications Operator <input type="checkbox"/>	Court Officer <input type="checkbox"/>	Clerk <input type="checkbox"/>
Parking Enforcement Officer <input type="checkbox"/>	Auxiliary <input type="checkbox"/>	Other _____

Candidate Information

Surname:	3 rd , 6 th & 9 th digits of SIN #	First name:	Middle initial:
Address			
City	Province	Postal Code	
Home Telephone ()	Cellular Telephone ()	Other Telephone ()	
Email addresses			

Have you ever been employed by this Service? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, List Dates. (YY / MM) From:	To:
Unit where last assigned:	Position prior to leaving:	

Language Information

Are you fluent in a language other than English? Yes No

If yes, please circle the level of your fluency in each of these areas

Language (Specify)	Speak	Read	Write
	Poor Fair Fluent	Poor Fair Fluent	Poor Fair Fluent
	Poor Fair Fluent	Poor Fair Fluent	Poor Fair Fluent
	Poor Fair Fluent	Poor Fair Fluent	Poor Fair Fluent

Education Information

Name(s) of Secondary and Post Secondary School(s) Attended	Dates Attended:		Diploma/Certificate /Degree Earned
	From:	To:	

Employment Information

Starting with the most recent, list all employment information for the past 5 years

Present or Last Employer:		Employment Dates:	
		From:	To:
Employer's Address (include City/Province/Postal Code):			
Position Held:	Name of Immediate Supervisor:	Supervisor's Business Number: ()	
Duties:			
Reason for Leaving:			
May this employer be contacted for a reference?			
Yes <input type="checkbox"/> No <input type="checkbox"/> reason: _____			

Previous Employer:		Employment Dates:	
		From:	To:
Employer's Address (include City/Province/Postal Code):			
Position Held:	Name of Immediate Supervisor:	Supervisor's Business Number: ()	
Duties:			
Reason for Leaving:			
May this employer be contacted for a reference?			
Yes <input type="checkbox"/> No <input type="checkbox"/> reason: _____			

Previous Employer:		Employment Dates:	
		From:	To:
Employer's Address (include City/Province/Postal Code):			
Position Held:	Name of Immediate Supervisor:	Supervisor's Business Number:	
		()	
Duties:			
Reason for Leaving:			
May this employer be contacted for a reference?			
Yes <input type="checkbox"/> No <input type="checkbox"/> reason: _____			

Previous Employer:		Employment Dates:	
		From:	To:
Employer's Address (include City/Province/Postal Code):			
Position Held:	Name of Immediate Supervisor:	Supervisor's Business Number:	
		()	
Duties:			
Reason for Leaving:			
May this employer be contacted for a reference?			
Yes <input type="checkbox"/> No <input type="checkbox"/> reason: _____			

Additional Information

<p>Do you currently possess, or are you in the process of obtaining, a security or private investigator's licence? If yes please list licence in space provided.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> licence: _____</p>
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Miscellaneous

<p>How did this job opportunity come to your attention?</p> <p><input type="checkbox"/> Recruiting Presentation - Location: _____ Date: _____</p> <p><input type="checkbox"/> Personal Reference <input type="checkbox"/> Guidance Department</p> <p><input type="checkbox"/> Advertisement Other _____</p>



Toronto Police Service Confidential Applicant Survey

Name: _____ Date: _____
(Please Print)

The Ontario Police Services Act identifies the principal that Police Services should be representative of the communities they serve. As an inclusive, equal opportunity employer in a diverse community, the Toronto Police Service has an interest in maintaining a statistical profile of its applicants and employees. This form has been designed to obtain the appropriate data for that purpose.

Completion of this form is voluntary, and **all** information provided will be **kept confidential**.

When you have completed this form, enclose it with your **Application Form** and return it to:

Toronto Police Service
Employment Unit
2nd Floor, 40 College Street
Toronto, Ontario
M5G 2J3
(416) 808-7150

Please note: In order for our records to be complete, it is requested that you include your name and complete the box immediately below. Return this survey with your Application Form, whether or not you have chosen to complete its contents.

Have you attended a Presentation, Information or Mentoring Session with the Toronto Police Service? Yes <input type="checkbox"/> No <input type="checkbox"/>	Were you referred to Toronto Police Service by one of its members? If so, please supply name and badge number of the member. _____
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Additional information, which may assist you in this survey, is contained on pages 4 and 5.

1. Please indicate your gender: Male Female

2. Age: _____

3. Which one of the following do you consider yourself to be:

- Aboriginal** (e.g. a member of the First Nations, Inuit or Metis people)
- White** (e.g. Caucasian, British, French, East or West European, Russian, Ukrainian, Mediterranean)
- Racial Minority** (Racial minority status is based on race or skin colour, not place of birth or nationality).

4. If you consider yourself a member of a racial minority, indicate which one of the following list best describes your race or colour, regardless of your place of birth:

- | | |
|--|---|
| <input type="checkbox"/> Black | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Filipino | <input type="checkbox"/> Japanese |
| <input type="checkbox"/> Korean | <input type="checkbox"/> Oceanic |
| <input type="checkbox"/> Other South East Asian | <input type="checkbox"/> South Asian (Indo Pakistani) |
| <input type="checkbox"/> Central or South American | <input type="checkbox"/> West Asian or North African |
| <input type="checkbox"/> Person of mixed race or colour
(including at least one of the above) | |

5. Do you consider yourself to be a person with a disability?

“Person with a disability means a person with a permanent physical, mental or medical condition that limits the kind or amount of activities of daily living the person can do, and the kind or amount of work the person can do”

- Yes No

6. Do you feel that your disability will require some form of job Accommodation?

- Yes No

(if you have answered “yes” to the above, Human Resource Services will assess your needs in consultation with you)

7. Are you fluent in a language other than English?

Yes

No

If yes, please circle the level of your fluency in each of these areas

Language (Specify)	Speak			Read			Write		
	Poor	Fair	Fluent	Poor	Fair	Fluent	Poor	Fair	Fluent
	Poor	Fair	Fluent	Poor	Fair	Fluent	Poor	Fair	Fluent
	Poor	Fair	Fluent	Poor	Fair	Fluent	Poor	Fair	Fluent

8. Please indicate the highest level of education you have achieved:

High school

2-year College Diploma

3-year College Diploma

Bachelor's Degree (e.g. B.A., B.Sc., B.Ed., B.W.S., etc.)

Master's degree (e.g. M.A., M.Sc., M.Ed., M.S.W., etc.)

Doctoral degree/professional designation (e.g. Ph.D., Ed.D., M.D., P.Eng., L.L.B., C.A., etc.)

9. Please indicate how you heard about opportunities within the Toronto Police Service.

<input type="checkbox"/>	Newspaper (specify)
<input type="checkbox"/>	Job Posting
<input type="checkbox"/>	Recruiting Presentation (specify location/date)
<input type="checkbox"/>	School/College/University Guidance (specify)
<input type="checkbox"/>	Community Contact or Agency (specify)
<input type="checkbox"/>	Toronto Police Service Member (specify name, badge # and Division)
<input type="checkbox"/>	Other (friend, etc.)

Additional Information

Aboriginal Person

Other terms that are widely used to describe aboriginal people include: First Nations, Inuit or Métis people.

Aboriginal persons include people living on and off reserves plus Status, Non-Status, and Treaty.

Aboriginals from Latin America, and East Indians should mark themselves as a racial minority.

Racial Minority Status

Racial minority status is based on race or colour, not nationality. Therefore, there are many persons who were born in Canada or who are Canadian citizens who would consider themselves to be a visible minority because of their race or colour.

The listing of racial minorities is for guidance only. While some categories refer to both nationality and racial origin, it is racial origin, not nationality that should guide you. For example, if you are of Chinese origin but born in South America, you would select “Chinese”.

Racial Minority Groups

Black: Includes Canadian, African, American, West Indian and South American Black.

Oceanic: Includes Polynesian, Micronesian, Melanesian and Fijian.

Other South Asian (Indo- Pakistani): Includes Burmese, Cambodian, Laotian, Thai, East Indian (including those born in the Caribbean or East Africa), Bangladeshi, Sinhalese and Sri Lankan.

Visible Minority Central or South American: Includes those from Central or South America who do not select one of the other racial minority groups.

Visible Minority West Asian and North African: Includes visible minorities who are Lebanese, Egyptian, Syrian, Iranian, Turk, Armenian, North African and Mauritian.

Disability

The examples below provide a guide to the different types of disabilities, which may limit a person in the kind of activities of daily living they can do, and the kind or amount of work they can do.

Visual/Sight Impairment: Blindness or other serious impairment which is not readily subject to correction through glasses or contact lenses and requires job accommodation.

Hearing Impairment: Deafness or serious hearing loss, which is not readily subject to correction through a hearing aid.

Mobility/Dexterity Impairment: Due to any cause including paralysis, amputation or disease, and requiring the use of a wheelchair or other device, or which seriously limits your ability to walk or manipulate objects.

Speech Impediment: Limited to the ability to speak and be understood from causes such as muteness.

Learning Impairment: Includes dyslexia and other learning disabilities due to development impairments or brain injury.

Emotional or Psychiatric Impairment: Includes serious psychiatric disorders such as manic or chronic depression, schizophrenia or any other serious disorders.

Other Impairments: Epilepsy, diabetes and other permanent medical conditions, only if you consider that your opportunities for employment or progression are limited or affected by your condition.

Workforce Information Policy

This policy governs the collection and retention of workforce information pertaining to applicants and members of the Toronto Police Service.

The purpose for collecting workforce information is to assess the progress of the Service initiatives towards achieving composition that reflects the composition of Toronto. The information will be collected by way of a survey form, completion of which will be voluntary. In addition to identifying their gender, individuals may self identify themselves as aboriginal, white, a member of a racial minority, and/or person with a disability.

Individuals may update the information on the form at any time, if, for example, they become disabled.

All information provided on this form will be kept confidential and retained in a separate file in the Human Resources Unit. The survey form and its contents will not become part of any regular personnel file.

All information recorded on the form will be retained in accordance with Section 29 of the Municipal Freedom of Information and Protection of Privacy Act.