



POLICE CONSTABLE APPLICATION INFORMATION

Checklist of Mandatory Application Documents

How to submit your application:

1. Click on our [Current Opportunities](#) link to view posted positions.
2. You will see a list of the current posting opportunities that you can apply to. If you are interested in applying to that position, click the "I am interested" button at the bottom of the page.
3. You will then be prompted to create select "New Applicant" or "Returning User." If you are a new applicant you will need to create a user profile. If you do not have an email account, you can set one up with a free email provider such as Google Gmail or Yahoo Mail.
 - Once a profile is created, you can log in anytime to see the status of your application(s), update your information, apply for other positions, add skills and any additional supporting documents.
 - Your cover letter and resume must clearly demonstrate how you meet the requirements of the position.
4. Ensure you have all of the documents uploaded as your application will not be submitted without having all required documents in the system.
5. An email confirming your application will be automatically sent to you when you have applied successfully. If you do not receive an email, your application has not uploaded to the competition and will remain in the candidate profile.

We thank all of those who apply; however, only those selected for further consideration will be contacted.

The following list of documents **must** be included with your application package.

Checklist of Application Documents:

□	Cover Letter
□	Resume
□	Comprehensive list of all volunteer work/community service completed during the past five years. (Include name of volunteer organization (phone number & address), scope of duties, years of service, contact information of supervisor)
□	Completed OACP Police Constable Application Form (handwritten in black ink or typed with electronic signature)
□	Ontario Association of Chiefs of Police Certificate
□	Photocopy of Emergency or Standard First Aid Certificate and CPR Level "C" Certificate Photocopy of Standard First Aid Certificate and CPR Level "C" Certificate <i>*These certifications must remain valid throughout the Constable Selection Process</i>
□	Proof of successful completion of four years of Ontario Secondary School Education or equivalency (copies of diploma and transcripts required).
□	Proof of successful completion of Canadian Post-Secondary Education or equivalency required from any post-secondary institution you attended, whether you completed if applicable) *If degree/diploma is pending, please indicate anticipated date of receipt.
□	Completed Authorization for Release of Information (handwritten in black ink or typed with electronic signature)
□	Confidential Applicant Survey Form (handwritten in black ink or typed with electronic signature)