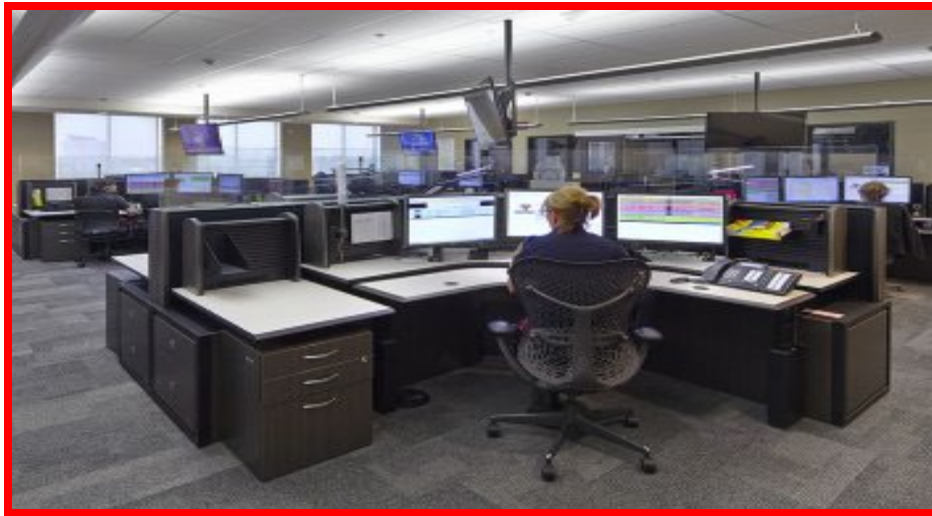




# SASKATOON POLICE SERVICE

BE THE DIFFERENCE

## Communications Special Constable Recruitment Information



The Saskatoon Police Service offers an exciting career, excellent benefits, and a competitive salary. Great care is taken to ensure the right people are selected to become Special Constables in the Communications section of the Police Service. Once selected you will receive training in department policy and procedure, civic bylaws, criminal law, civil law and provincial statutes. We will provide on-the-job instruction in receiving calls for service and operating the 9-1-1 system, the computer-aided dispatch system and the multi-channel trunked radio system. Your career will be one of diversity as you will screen emergency and non-emergency calls for service, assign priorities and coordinate response activities of multiple patrol units. You must often work under tremendous time pressure and provide emergency information in life threatening situations. You'll also learn to operate a multi-faceted computer system while making life-and-death decisions quickly and accurately. As a Special Constable, you will be granted a level of authority and responsibility unsurpassed by many other professions.

## Employment Equity

The Police Service is aware of the changing face of our community. To better reflect the cultural diversity of the citizens of Saskatoon, we are committed to increasing the number of women, individuals with disabilities, visible minorities and Aboriginal people within the organization.

## Application

You may either mail or hand deliver your application package to the following address:

**Saskatoon Police Service**

**Attn: Recruiting**

**Courier or drop off at: 76 25<sup>th</sup> Street East S7K 3P9**

**Mail to: P.O. Box 1728**

**Saskatoon, SK S7K 3R6**

**Phone: (306) 975-8282**

***Or visit us on the web: [www.saskatoonpoliceservice.ca](http://www.saskatoonpoliceservice.ca)***

Application packages are only reviewed when positions are available. Information regarding vacancies is available on the employment inquiry line at 975-8282.

## Minimum Requirements

Candidates must have the basic qualifications outlined in this document. Your qualifications and abilities will be examined and measured against those of all other applicants in the process to judge your overall suitability for selection.

### Age

Due to stipulations in the Saskatchewan Police Act, you must be at least 18 years of age.

### Education

- Grade 12
- Applicants with a General Equivalency Diploma (GED) for Grade 12 must also have a complete Grade 10 standing.
- If education is attained outside of Canada, the onus is on the applicant to prove his/her education is equivalent to Saskatchewan Grade 12 standards.
- Applicants should be aware that many candidates have some post-secondary education.

### Character

- Applicants are expected to have good moral character and be 3 years clear of criminal behaviour, either detected or undetected.
- Applicants should not have any criminal convictions for which a Pardon has not been granted (copy of Pardon required).
- Applicants should not have any criminal charges pending before the Courts.
- A proven history of volunteerism, community, and cultural involvement is preferred.
- Applicants should have an exemplary employment record.

### **Visual Acuity**

- Eyesight must be correctable to 20/20 or 20/30.
- Colour deficiency may exclude a candidate from the competition.

### **Citizenship**

- Applicants must be legally entitled to work in Canada at the time of application. They must be a Canadian citizen, landed immigrant or have permanent residency.

### **Other Requirements**

- Computer skills, including Windows application.
- Good command of the English language, both written and oral.
- Typing speed of 50 words per minute. Certificate from recognized business college required.
- Associate list of 15 friends and acquaintances complete with addresses and phone numbers.

## **Saskatoon Police Service Core Values**

### **Honesty**

We will be reputable, adhering to truthfulness and being free from deceit.

### **Integrity**

We will lead by example, being incorruptible and doing the right thing regardless of the pressures or personal risk we face.

### **Compassion**

We will be mindful of the distress of others and demonstrate a sympathetic understanding in our desire to assist them.

### **Fairness**

We will demonstrate impartiality, being free from self-interest, prejudice or favoritism.

### **Commitment**

We will show dedication to the goals of the Service and to our personal development and wellness as we persist in our endeavors to consult, work with and serve the community.

### **Respect**

We will recognize the right of all people, regardless of their personal situation, to live without ridicule, and as such we will display courteous regard for people in every situation.

### **Professionalism**

We will be above reproach and exhibit a proficient, conscientious, and business-like demeanor in dealing with those we serve.

## Recruitment Information

The Saskatoon Police Service selection process is an open competition which results in an offer of employment to the most suitable candidates. The following is an outline of the stages in this process:

### Stage 1

⇒ Applicants who have never written a mental abilities examination for a police agency write the exam at the Saskatoon Police Service. Candidates must provide photo ID.

### Stage 2

⇒ Recruitment packages are completed and submitted. Applicants are required to complete a Personal Disclosure form. Recruitment packages are reviewed.

### Stage 3

⇒ Selected applicants participate in a pre-employment interview.

### Stage 4

⇒ Applicants are invited to take a Criticall test at the Saskatoon Police Service to determine suitability in Communications. The Criticall test evaluates comprehension, listening skills, multi-tasking and the ability to work under pressure.

### Stage 5

⇒ If selected, applicants will be required to take a polygraph exam.

### Stage 6

⇒ Applicants complete a psychological questionnaire.

### Stage 7

⇒ If selected, applicants will be required to do an interview with our psychologist.

### Stage 8

⇒ Background checks are completed and select applicants are interviewed by the final selection committee.

### Stage 9

⇒ Applicants may be offered employment with the Saskatoon Police Service on the condition they successfully complete a medical clearance.



**SASKATOON**  
**POLICE SERVICE**  
BE THE DIFFERENCE

**Communications Special Constable Employment Application  
General Information**

**Mail to: Saskatoon Police Service Attn: Recruitment  
P.O. Box 1728 Saskatoon, Sask. S7K 3R6 OR  
Courier/drop off at: 76 – 25<sup>th</sup> Street East, Saskatoon, Sask. S7K 3P9**

1. An essential component in the selection process of the Saskatoon Police Service is a thorough background investigation and security check. Information gathered will be used to assess the suitability of the applicant for a police career. There will be a security check on applicants and possibly members of their families.
2. All questions must be answered. If extra space is required attach additional pages. Where a question is not applicable, mark N/A. Attach a note explaining why any question is left blank.
3. All information supplied is subject to verification by investigation. **False statements can result in disqualification or dismissal if employed.**
4. No information received from inquiries concerning information in this application will be released to the applicant.

Last Name		First Name	Middle Name(s)	
Full Address		City	Province	Postal Code
Telephone (Residence)	Telephone (Business)	Telephone (Other)	Date of Birth (YY-MM-DD)	
Email Address				

Please **read the following instructions carefully**. Upon receipt of your application package, you will officially be in the recruit selection process. After your application package has been reviewed, you will receive a letter outlining the next steps you must take in the process.

**Candidates that are 3 years clear of any criminal activity will be preferred.**

You may be deferred as a result of disclosures made in your Personal Disclosure Form.

Please read and sign the following declaration. **Return this page with your application.**

**“I have read and understood the above information.”**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Employment Package Requirements:

You must complete and submit the following. Check off when complete.

1. General Information Form
2. The Police Act Employment Application, Form R1
3. Personal Information
4. Family Members
5. Release of Information Form
6. Self Identification Questionnaire
7. Personal and Professional Reference Form
8. Personal Disclosure Form
9. Grade Twelve transcripts or GED equivalency (photocopy)   
Provide transcripts of any post-secondary education
10. Documentation from a recognized business college certifying   
typing speed of at least 50 wpm (current within 6 months)
11. Resume

**All materials will become the property of the Saskatoon Police Service and will not be returned. The Personal Disclosure Form must be current within six months of application.**

**Please indicate how you heard about our recruitment opportunities:**

- Newspaper (Please indicate which) \_\_\_\_\_
- TV or Radio \_\_\_\_\_
- Recruiting Presentation (Specify location) \_\_\_\_\_
- Community Contact/Agency \_\_\_\_\_
- School/College/University Guidance \_\_\_\_\_
- Internet/email \_\_\_\_\_
- Posting \_\_\_\_\_
- Other \_\_\_\_\_



# The Police Act

## EMPLOYMENT APPLICATION

Form R1

LAST NAME			FIRST NAME			MIDDLE NAME(S)			
FULL ADDRESS				CITY		PROVINCE		POSTAL CODE	
TELEPHONE NUMBER (RES.)		TELEPHONE NUMBER (BUS.)	TELEPHONE (OTHER)		DATE OF BIRTH YY                  MM                  DD			SOCIAL INSURANCE NUMBER	
SEX <input type="checkbox"/> Male <input type="checkbox"/> Female		PLACE OF BIRTH			EMAIL ADDRESS				

<b>If at any time you have used a last name or given name other than the one listed above, list change.</b>	NAME CHANGED FROM	NAME CHANGED TO	DATE OF CHANGE YY                  MM                  DD
	NAME CHANGED FROM	NAME CHANGED TO	DATE OF CHANGE YY                  MM                  DD

<b>DRIVER'S LICENCE</b>	PROVINCE	CLASS(ES)	DRIVER'S LICENCE NUMBER	NUMBER OF YEARS DRIVING
Have you ever had your driver's licence suspended? <input type="checkbox"/> YES <input type="checkbox"/> NO		If Yes, provide details.		

EDUCATION AND TRAINING (PROOF OF EDUCATION WILL BE REQUIRED PRIOR TO ENGAGEMENT)			
HIGH SCHOOL (Circle highest year completed) <b>10   11   12   13</b>	NAME OF SCHOOL	DIPLOMA OR GED OBTAINED? <input type="checkbox"/> YES <input type="checkbox"/> NO	FINISH DATE YY   MM

POST SECONDARY EDUCATION	NAME OF SCHOOL	CITY
PROGRAM OR COURSE		START DATE YY   MM
FINISH DATE YY   MM		
LENGTH OF COURSE	DEGREE, CERTIFICATE, DIPLOMA OR LICENCE AWARDED? (If No, provide details) YES <input type="checkbox"/> NO	

POST SECONDARY EDUCATION	NAME OF SCHOOL	CITY
PROGRAM OR COURSE		START DATE YY   MM
FINISH DATE YY   MM		
LENGTH OF COURSE	DEGREE, CERTIFICATE, DIPLOMA OR LICENCE AWARDED? (If No, provide details) YES <input type="checkbox"/> NO	

POST SECONDARY EDUCATION	NAME OF SCHOOL	CITY
PROGRAM OR COURSE		START DATE YY   MM
FINISH DATE YY   MM		
LENGTH OF COURSE	DEGREE, CERTIFICATE, DIPLOMA OR LICENCE AWARDED? (If No, provide details) YES <input type="checkbox"/> NO	





<b>EMPLOYMENT HISTORY</b>			
Begin with your most recent employer. Provide an explanation for all gaps in employment.			
<b>MOST RECENT</b>	EMPLOYER'S NAME		TELEPHONE NUMBER
EMPLOYER'S ADDRESS		CITY	POSTAL CODE
NAME OF DIRECT SUPERVISOR			TELEPHONE NUMBER
DATE STARTED YY MM	DATE LEFT YY MM	POSITION HELD	
DUTIES/RESPONSIBILITIES			
REASON FOR LEAVING			

<b>2</b>	EMPLOYER'S NAME		TELEPHONE NUMBER
EMPLOYER'S ADDRESS		CITY	POSTAL CODE
NAME OF DIRECT SUPERVISOR			TELEPHONE NUMBER
DATE STARTED YY MM	DATE LEFT YY MM	POSITION HELD	
DUTIES/RESPONSIBILITIES			
REASON FOR LEAVING			

<b>3</b>	EMPLOYER'S NAME		TELEPHONE NUMBER
EMPLOYER'S ADDRESS		CITY	POSTAL CODE
NAME OF DIRECT SUPERVISOR			TELEPHONE NUMBER
DATE STARTED YY MM	DATE LEFT YY MM	POSITION HELD	
DUTIES/RESPONSIBILITIES			
REASON FOR LEAVING			



LAST NAME	FIRST NAME	MIDDLE NAME(S)	PREFERRED FIRST NAME
<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> COMMON-LAW <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED <input type="checkbox"/> DOMESTIC PARTNER If you have checked married, common-law or domestic partner, give full name, date of birth, and address and address of your partner.			
LAST NAME/MAIDEN NAME/OTHER LAST NAMES USED	FIRST NAME	MIDDLE NAME	DATE OF BIRTH YY    MM    DD
FULL ADDRESS	CITY & PROVINCE	POSTAL CODE	TELEPHONE NO.

**Starting with the most recent, list the 3 previous addresses where you have resided. Estimate age of cohabitant if exact date of birth cannot be obtained. Use next page or attach additional sheet if required.**

<b>1</b>	ADDRESS PROV	CITY	FROM YY    MM    DD	TO YY    MM    DD
	NAMES OF PERSON(S) WHO SHARED ADDRESS WITH YOU	TELEPHONE NUMBER	RELATIONSHIP	DATE OF BIRTH YY    MM    DD
			RELATIONSHIP	DATE OF BIRTH YY    MM    DD
			RELATIONSHIP	DATE OF BIRTH YY    MM    DD
			RELATIONSHIP	DATE OF BIRTH YY    MM    DD

<b>2</b>	ADDRESS PROV	CITY	FROM YY    MM    DD	TO YY    MM    DD
	NAMES OF PERSON(S) WHO SHARED ADDRESS WITH YOU	TELEPHONE NUMBER	RELATIONSHIP	DATE OF BIRTH YY    MM    DD
			RELATIONSHIP	DATE OF BIRTH YY    MM    DD
			RELATIONSHIP	DATE OF BIRTH YY    MM    DD
			RELATIONSHIP	DATE OF BIRTH YY    MM    DD

<b>3</b>	ADDRESS PROV	CITY	FROM YY    MM    DD	TO YY    MM    DD
	NAMES OF PERSON(S) WHO SHARED ADDRESS WITH YOU	TELEPHONE NUMBER	RELATIONSHIP	DATE OF BIRTH YY    MM    DD
			RELATIONSHIP	DATE OF BIRTH YY    MM    DD
			RELATIONSHIP	DATE OF BIRTH YY    MM    DD
			RELATIONSHIP	DATE OF BIRTH YY    MM    DD

Have you ever been convicted of any criminal offence in <b>Canada</b> or <b>in any other country</b> ?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been granted a pardon or the equivalent of a pardon? ( <b>Attach Pardon Documentation</b> ).	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you now, or have you ever been investigated, arrested, or charged in <b>Canada</b> or <b>in any other country</b> for an offence of any kind? (Criminal Code, Provincial and Municipal offences)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been found guilty of any criminal offence in <b>Canada</b> or <b>in any other country</b> when you were under the age of 18?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you associated with any companies or businesses not listed on your application?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you a member of any clubs or organizations? If yes, what position do you hold?	<input type="checkbox"/> YES <input type="checkbox"/> NO
In the past ten years have you been involved in any civil law suits?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>If you have answered "Yes" to any of the above questions, attach an additional sheet providing complete details regarding the specific incident, including what occurred, when, where, and why.</b>	

**FINANCIAL STATUS**

<b>Have you any loans or debts?</b> <span style="float: right;"><input type="checkbox"/> YES    <input type="checkbox"/> NO</span> If yes, provide details.						
Name of Creditor	Type (Loans, Credit Cards, Mortgages)	When Occurred	Original Amount	Monthly Payment	Amount of arrears if any	Balance Outstanding
<b>Have you ever been sued for non-payment of a debt?</b> <span style="float: right;"><input type="checkbox"/> YES    <input type="checkbox"/> NO</span> If yes, provide details.						
<b>Have you ever been subject to wage garnishee or financial judgment against you?</b> <span style="float: right;"><input type="checkbox"/> YES    <input type="checkbox"/> NO</span> If yes, provide details.						

This is confidential information and will be treated as such.

I hereby certify that the foregoing information is true and complete to the best of my knowledge and belief.

\_\_\_\_\_ Date

\_\_\_\_\_ Applicant's Signature

**FAMILY MEMBERS**

Include your immediate family (Natural Father, Natural Mother, Adoptive Father, Adoptive Mother, Brother(s), Sister(s), Son(s), Daughter(s)).  
Attach additional sheet if required, follow suggested format.

<b>1</b>	LAST NAME/MAIDEN NAME/OTHER LAST NAMES USED	FIRST NAME	MIDDLE NAME	DATE OF BIRTH YY MM DD	
RELATIONSHIP	ADDRESS		CITY	PROV	TELEPHONE NO.

<b>2</b>	LAST NAME/MAIDEN NAME/OTHER LAST NAMES USED	FIRST NAME	MIDDLE NAME	DATE OF BIRTH YY MM DD	
RELATIONSHIP	ADDRESS		CITY	PROV	TELEPHONE NO.

<b>3</b>	LAST NAME/MAIDEN NAME/OTHER LAST NAMES USED	FIRST NAME	MIDDLE NAME	DATE OF BIRTH YY MM DD	
RELATIONSHIP	ADDRESS		CITY	PROV	TELEPHONE NO.

<b>4</b>	LAST NAME/MAIDEN NAME/OTHER LAST NAMES USED	FIRST NAME	MIDDLE NAME	DATE OF BIRTH YY MM DD	
RELATIONSHIP	ADDRESS		CITY	PROV	TELEPHONE NO.

<b>5</b>	LAST NAME/MAIDEN NAME/OTHER LAST NAMES USED	FIRST NAME	MIDDLE NAME	DATE OF BIRTH YY MM DD	
RELATIONSHIP	ADDRESS		CITY	PROV	TELEPHONE NO.

<b>6</b>	LAST NAME/MAIDEN NAME/OTHER LAST NAMES USED	FIRST NAME	MIDDLE NAME	DATE OF BIRTH YY MM DD	
RELATIONSHIP	ADDRESS		CITY	PROV	TELEPHONE NO.

<b>7</b>	LAST NAME/MAIDEN NAME/OTHER LAST NAMES USED	FIRST NAME	MIDDLE NAME	DATE OF BIRTH YY MM DD	
RELATIONSHIP	ADDRESS		CITY	PROV	TELEPHONE NO.

<b>8</b>	LAST NAME/MAIDEN NAME/OTHER LAST NAMES USED	FIRST NAME	MIDDLE NAME	DATE OF BIRTH YY MM DD	
RELATIONSHIP	ADDRESS		CITY	PROV	TELEPHONE NO.

<b>9</b>	LAST NAME/MAIDEN NAME/OTHER LAST NAMES USED	FIRST NAME	MIDDLE NAME	DATE OF BIRTH YY MM DD	
RELATIONSHIP	ADDRESS		CITY	PROV	TELEPHONE NO.

<b>10</b>	LAST NAME/MAIDEN NAME/OTHER LAST NAMES USED	FIRST NAME	MIDDLE NAME	DATE OF BIRTH YY MM DD	
RELATIONSHIP	ADDRESS		CITY	PROV	TELEPHONE NO.



## Saskatoon Police Service Authorization to Release Information

TO WHOM IT MAY CONCERN:

Re: \_\_\_\_\_  
(Print Name of Applicant)

I, the above named Applicant, have applied to the Saskatoon Police Service ("SPS") for employment as a Constable. The SPS is currently in the process of assessing my qualifications and fitness for employment as part of the standard SPS Recruitment Process.

I have identified you or your organization as a past employer, prior educational institution, financial institution or creditor, family member or associate of mine. It is believed that you have information that will be important to the SPS in assessing my qualifications and fitness for employment.

I respectfully request and authorize you to provide the SPS with any and all information that you may have concerning me, my employment, my military service, my educational records, my reputation, and my financial and credit status. Please include photocopies of any and all medical records and reports including information of a confidential or privileged nature.

I hereby release, discharge, covenant not to sue, and agree to indemnify, save and hold harmless you and/or your organization from any liability or damage which may result from compliance with this request.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Witness Name

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

**NOTE:** A photocopy reproduction of this request shall be, for all intents and purposes, as valid as the original. You may retain this Authorization for your files.



## Saskatoon Police Service Personal Information



This form will be used for the purpose of character and security investigations.

Surname \_\_\_\_\_ First Name \_\_\_\_\_

Middle Names \_\_\_\_\_

Maiden Name or other surnames used: \_\_\_\_\_

D.O.B. YY / MM / DD Phone \_\_\_\_\_

Present Address \_\_\_\_\_

Previous Address \_\_\_\_\_

Married, Common Law, or Domestic Partner: (circle one)

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

D.O.B. YY / MM / DD Phone \_\_\_\_\_

Maiden Name or other surnames used: \_\_\_\_\_

Address \_\_\_\_\_

Name: \_\_\_\_\_

<b>1</b>	<b>Surname</b>	<b>Given Names</b>		
Full Address				
Residence Telephone		Business Telephone	Occupation	Years Known

<b>2</b>	<b>Surname</b>	<b>Given Names</b>		
Full Address				
Residence Telephone		Business Telephone	Occupation	Years Known

<b>3</b>	<b>Surname</b>	<b>Given Names</b>		
Full Address				
Residence Telephone		Business Telephone	Occupation	Years Known

<b>4</b>	<b>Surname</b>	<b>Given Names</b>		
Full Address				
Residence Telephone		Business Telephone	Occupation	Years Known

<b>5</b>	<b>Surname</b>	<b>Given Names</b>		
Full Address				
Residence Telephone		Business Telephone	Occupation	Years Known

<b>6</b>	<b>Surname</b>	<b>Given Names</b>		
Full Address				
Residence Telephone		Business Telephone	Occupation	Years Known

<b>7</b>	<b>Surname</b>	<b>Given Names</b>		
Full Address				
Residence Telephone		Business Telephone	Occupation	Years Known

<b>8</b>	<b>Surname</b>	<b>Given Names</b>		
Full Address				
Residence Telephone		Business Telephone	Occupation	Years Known

<b>9</b>	<b>Surname</b>	<b>Given Names</b>		
Full Address				
Residence Telephone		Business Telephone	Occupation	Years Known

<b>10</b>	<b>Surname</b>	<b>Given Names</b>		
Full Address				
Residence Telephone		Business Telephone	Occupation	Years Known



me: \_\_\_\_\_

**Professional Reference**

List 5 professional references who can speak of your work duties, work ethic, skills and abilities, competencies and level of professionalism. These can include present or past teachers, instructors, professors, and supervisors. **If currently employed, please list your immediate supervisor.**

<b>1</b>	<b>Surname</b>	<b>Given Names</b>		
Full Address				
Residence Telephone		Business Telephone		Years Known

<b>2</b>	<b>Surname</b>	<b>Given Names</b>		
Full Address				
Residence Telephone		Business Telephone		Years Known

<b>3</b>	<b>Surname</b>	<b>Given Names</b>		
Full Address				
Residence Telephone		Business Telephone		Years Known

<b>4</b>	<b>Surname</b>	<b>Given Names</b>		
Full Address				
Residence Telephone		Business Telephone		Years Known

<b>5</b>	<b>Surname</b>	<b>Given Names</b>		
Full Address				
Residence Telephone		Business Telephone		Years Known



**SASKATOON** 

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**POLICE SERVICE**  
BE THE DIFFERENCE

## PERSONAL DISCLOSURE FORM

## PERSONAL DISCLOSURE FORM and TRUTH VERIFICATION

**Before writing answers to the questions contained in this Personal Disclosure Form(PDF), Applicants are advised to:**

- **carefully read all information and notices on Pages 1, 2, and 3;**
- **read, initial and sign the Declaration, Acknowledgement and Consent on Page 4;**
- **follow the instructions listed on Page 5.**

**Honesty, Integrity and Ethics** are scrutinized closely in considering police officer applications. The PDF and Truth Verification are used to assist in determining an applicant's suitability for employment as a police officer with the Saskatoon Police Service.

The PDF pertains to your **ethics** and your **integrity**. You, as the applicant, must first complete the PDF by answering all questions accurately, completely, thoroughly and honestly. Minimizing, blaming, and failure to accept responsibility will be closely monitored. Should you be considered to continue in the process, your answers will be verified by a variety of methods including a detailed background investigation and Truth Verification.

Should you be successful at all preceding stages of the Recruiting process, you will be requested to participate in Truth Verification by means of a Pre-Employment Polygraph (PEP). The purpose of the PEP is to assist in verifying your truthfulness, and in verifying that you are the person you claim to be in your employment application forms, questionnaires, and interviews.

Be advised that deceit, dishonesty or non-disclosure concerning questions in any part of the application process will likely result in disqualifying you from this and any future employment competitions with the Saskatoon Police Service.

You are **not obliged** to provide any information that relates to a conviction for which a pardon has been received or a conviction that was processed pursuant to the *Young Offenders Act* (R.S.C., 1985, c. Y-1, now repealed) or the *Youth Criminal Justice Act* (S.C., 2002, c.1).

You are under **no obligation** to disclose any information regarding a crime where you were a victim.

Your decision to complete the PDF and to participate in the PEP must be voluntary, based on your desire to pursue a career as a police officer. You may withdraw or stop the application process at any time. You may refuse to provide answers to any or all of the questions contained in the PDF or at the PEP. Such a refusal may result in your disqualification from the Recruiting Process.

You may amend your response(s) to any question(s) in the PDF at any time prior to the scheduled date for your PEP, by contacting the Recruiting Unit.

## PERSONAL DISCLOSURE FORM

The Police Service is collecting, on a voluntary basis, personal information on the Personal Disclosure Form (PDF) to assist in determining the suitability, eligibility and qualifications of the Applicant for employment as a police officer with this Police Service. The information requested is essential for making these employment determinations. Applicants **who are three (3) years clear** of any detected or undetected criminal activity will be preferred for employment as a police officer.

### **NOTICE REGARDING PRIOR SERIOUS CRIMINAL OFFENCES AND SERIOUS RISK TO THE SAFETY OF OTHERS**

The information you provide during the Recruiting Process is collected by the Police Service for the purpose of an employment application. However, if an Applicant admits to having committed a serious and undetected criminal offence, or is deemed to pose a serious risk to the safety of others, the Police Service may use or disclose specific information for a law enforcement or public safety purpose. While cases of such use and disclosure outside of the Recruiting Process are rare and exceptional, the Police Service **strongly discourages** an Applicant from completing the PDF or attending the Pre-Employment Polygraph Examination (PEP) if you believe this Notice applies to you.

#### **EXAMPLES OF SERIOUS CRIMINAL OFFENCES INCLUDE, BUT ARE NOT LIMITED**

##### **TO:**

- ❖ murder
- ❖ any crime involving children
- ❖ (includes physical or sexual abuse)
- ❖ impaired driving
- ❖ sexual assault
- ❖ crimes relating to domestic violence
- ❖ child pornography (includes accessing, possession, distribution, or the making of)
- ❖ offences contrary to the *Controlled Drugs and Substances Act*
- ❖ robbery
- ❖ arson resulting in loss of life or substantial damage
- ❖ treason or high treason
- ❖ crime committed with a facial covering and/or a weapon
- ❖ forcible confinement

**Should you be uncertain if this Notice applies to you, please consult the Saskatoon Police Service Recruiting Office for clarification.**

Any information provided in this PDF regarding serious criminal activity, or that indicates you may pose a serious threat to others, may be investigated by the Saskatoon Police Service or disclosed to entities with lawful authority to collect such information (*e.g.* police of jurisdiction or child protection agency).

Such disclosures could lead to an investigation, arrest, charge(s), criminal prosecution, conviction, and ultimately, imposition of a sentence.

Such disclosures may also lead to incident reports being entered into police databases, which could impact future employment or volunteering opportunities, or other activities that require security screening.

### **NOTICE FOR APPLICANTS WHO ARE CURRENTLY EMPLOYED BY THE SASKATOON POLICE SERVICE**

If you are currently employed by the Saskatoon Police Service, please be advised that:

- deceit, dishonesty or non-disclosure concerning questions in this PDF, or
- disclosure of serious, recent or ongoing criminal or illegal activity

may result in discipline up to and including dismissal from your current employment with the Saskatoon Police Service.

### **NOTICE REGARDING FUTURE APPLICATIONS**

If you apply for any other employment with, or at, the Police Service at any time in the future, deceit, dishonesty or non-disclosure concerning questions in this PDF, or disclosure of serious, recent, or ongoing criminal or illegal activity may be used to determine your suitability, eligibility and qualifications for employment. This may result in your disqualification from the employment process in question.

### **NOTICE REGARDING COLLECTION, USE AND DISCLOSURE OF INFORMATION**

Personal information that is collected on this PDF will be used to determine your suitability, eligibility, and qualifications for employment with the Saskatoon Police Service. Questions about the collection, use or disclosure of this information may be directed to the Sergeant I/C – Recruiting Unit, Saskatoon Police Service, Box 1728, Saskatoon, SK, S7K 3R4. Telephone No. (306) 975-8282.



**Saskatoon Police Service  
DECLARATION OF APPLICANT – PERSONAL DISCLOSURE FORM**

1, \_\_\_\_\_ on my own behalf.

1. **Acknowledge** that I have completed Recruiting Application Package to the Saskatoon Police Service (SPS) voluntarily, based on my desire to pursue a career as a police officer. The information I have provided is up-to-date, honest, accurate, and complete, to the best of my knowledge and belief.
2. **Consent** to the SPS collecting and using the information, including personal information, within the Recruiting Application Package, to assess my suitability for employment as a police officer.
3. **Recognize** that my deceit, dishonesty or non-disclosure concerning questions in the Recruitment Application Package may result in my disqualification from the recruitment process and any future employment with the SPS. I further understand that if I am currently employed by the SPS, any deceit, dishonesty or non-disclosure concerning information provided in the PDF, or disclosure of serious, recent or ongoing criminal activity, may result in discipline up to and including dismissal from my current employment.
4. **Recognize** that an essential component of assessing my qualifications and suitability for a career as a police officer is a thorough background investigation and security check. I consent to the SPS using, disclosing, transmitting, and examining the information I have provided in order to conduct a thorough background investigation and security check. This background investigation and security check will involve the SPS contacting third parties on my behalf.
5. **Understand** upon the SPS' receipt of my completed Recruitment Application Package, I am officially in the SPS Recruitment Process. I understand that I may still withdraw from the SPS Recruitment Process at any time by notifying SPS Human Resources – Recruiting.
6. **Release**, discharge, covenant not to sue, and agree to indemnify, save and hold harmless the SPS, the Saskatoon Board of Police Commissioners, the City of Saskatoon, and their respective administrators, directors, agents, officers, employees or assigns (each considered one of the "Releasees" herein) from all liability, claims, demands, losses or damages caused or alleged to be caused by my disclosure of the information in the Personal Disclosure Form. If I, or anyone on my behalf makes a claim against the Releasees, I agree to indemnify the Releasees, which includes paying their litigation expenses, attorney fees, loss, liability, damage or costs which they may incur.

**I certify that the information proved by me in the Recruitment Application Package is true, correct, and complete to the best of my knowledge and belief. I acknowledge that I have read the instructions provided for the Recruitment Application Package and fully understand the terms. I have executed the Recruitment Application voluntarily on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.**

\_\_\_\_\_  
Print Applicant's Name

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Witness Name

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



**SASKATOON**  
**POLICE SERVICE**  
BE THE DIFFERENCE

## PERSONAL DISCLOSURE FORM

<b>SURNAME:</b>						
<b>GIVEN NAME:</b>			<b>SECOND NAME:</b>			
<b>ADDRESS:</b>			<b>PROVINCE:</b>			
<b>CITY/TOWN:</b>			<b>POSTAL CODE:</b>			
<b>PHONE:</b>	<b>HOME:</b>		<b>WORK:</b>		<b>OTHER:</b> (cell phone)	
<b>SIGNATURE:</b>						
<b>DATE:</b>						

### IMPORTANT INSTRUCTIONS FOR COMPLETING THIS DOCUMENT

1. Download and print this document in original format.
2. Answer all questions completely and provide **specific** information. Be thorough and do not assume an incident is too minor to include. The Recruiting Unit will review the document to make that determination.
3. Complete this document **in your own handwriting or printing**.
4. Use back of page or additional pages if more space is required.
5. Be completely **honest**.

1. Have you read the entire preface to this Personal Disclosure Form?

- No
- Yes

2. Do you understand the preface to this form?

- No
- Yes

*If no, please contact recruiting at (306) 975-8282.*

3. Do you understand that a criminal investigation may be launched into your past if you have committed any of the offences listed in the preface?

- No
- Yes

4. Do you understand that lying on this form, omitting information, or failing to provide full details will eliminate you from the application process?

- No
- Yes

5. Have you ever taken a pre-employment or Criminal (Forensic) Polygraph test, EyeDetect Test (Ocular Motor Deception Test) or CVSA (Computer Voice Stress Analyzer)?

- No
- Yes

*If yes, please provide details...*

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6. Have you ever been asked to take a Polygraph test, EyeDetect Test or CVSA (Computer Voice Stress Analyzer)?

- No
- Yes

*If yes, please provide details...*

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9. In the past, have you ever possessed a valid driver's license from any other Canadian province or territory?

- No
- Yes

*If yes, from which province or territory?*

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10. Has your current or any past driver's license ever been suspended for alcohol-related offences, demerits, overdue fines, etc...?

- No
- Yes

*If yes, provide specific details of each incident including:*

- Was your license suspended...? – Places, dates and times of each incident...?*
- The reason for suspension...? – The name of the investigating police agency...?*

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11. Have you been a driver or passenger in a motor vehicle when it was involved in a hit and run accident, even when damage was minor?

- No
- Yes

*If yes, provide specific details including:*

- Places, dates and times of each incident...? – Any other relevant details...?*
- The name of the investigating police agency...? –*

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12. Have you ever driven a vehicle in a dangerous manner? (i.e. Excessive speed, street racing, intentional contact with other vehicles, sex acts while driving, etc.)?

- No
- Yes

*If yes, provide specific details including:*

- Places, dates and times of each incident...? – Any other relevant details...?*
- The name of the investigating police agency...?*

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**NOTE:**

***In questions 13 and 14, "impaired" includes but is not limited to occasions where, because of alcohol and/or drug consumption, you knew or physically felt that you were not able to drive the vehicle in the same manner as you would have been able to without consuming alcohol/drugs.***

13. In the last 3 years, have you driven a motor vehicle, boat, or other vehicle while impaired?

- No
- Yes

*In order to accurately assess level of impairment, please provide specific details including:*

- The amount of alcohol consumed...? – Consumed over what period of time...?*
- Places, dates and times of each incident...? – Any other relevant details...?*

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14. Have you ever driven a motor vehicle, boat, or recreational vehicle while you were impaired (including the last time you drove impaired)?

No

Yes

*If yes, please provide specific details...*

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15. Have you ever driven a motor vehicle, boat, or other vehicle after you used cannabis?

No

Yes

*If yes, please explain...*

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**DRUG USE:**

19. Have you ever used or experimented with any illegal drugs?

- No
- Yes

*If yes, please provide requested information for each drug and explain circumstances of use below...*

Drug Type	Used		Date of First Use	Date of Last Use	Total # of Times Used
	Yes	No			
Cannabis					
Hash					
Hash Oil					
Weed Oil					
Cocaine					
Crack/Rock/Powder					
Heroin					
Methamphetamine					
Mushrooms					
Acid/LSD					
PCP					
Crystal Meth					
Inhalants (glue, gasoline, paint)					
Mescaline					
Ketamine					
Designer (homemade)					
Date Rape (DMX, GHB, Rohyphonol)					
Ecstasy					
Bath Salts					
Other (specify)					
Other (specify)					
Other (specify)					

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20. Have you ever illegally used any pharmaceutical (prescription) drugs or used any medication off label (other than as prescribed)?

No

Yes

*If yes, please provide information for each drug and explain circumstances of use below...*

Drug Type	Used		Date of First Use	Date of Last Use	Total # of Times Used
	Yes	No			
Methadone					
Percocet					
Percoden					
Valium					
Prozac					
Zanax (Xanax)					
Ritalin					
Oxycontin (Oxycodone)					
Oxycodine					
Dilaudid					
Inhalants (laughing gas, oxygen, etc.)					
Ativan					
Gabapentin					
Morphine					
Hydro morphine					
Beta-blocker					
Other (specify)					
Other (specify)					
Other (specify)					

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26. Has a collection agency ever been assigned to any of your outstanding debts?

No

Yes

*If yes, please provide specific details including location, dates and amounts...*

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27. Do you gamble?

No

Yes

*If yes, please provide specific details including how much money you have spent, wagered, lost or won in the last year as a result of gambling...*

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28. Do you now or have you ever had a problem with debt?

No

Yes

*If yes, please provide specific details including dates and circumstances...*

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29. Please list all loans, mortgages, credit cards and lines of credit that you have.

LENDER	PURPOSE	ORIGINAL AMOUNT	BALANCE	MONTHLY PAYMENTS
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
<b>TOTALS</b>		\$	\$	\$

30. Do you contribute to the payment of loans, mortgages, credit cards or lines of credit in the name of any other person?

No

Yes

*If yes, please provide details of to whom payments were made to and the time period...*

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33. Apart from valid medical reasons, how many days have you been absent from work without proper authorization over the past 12 months?

	Days
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*Please provide an explanation for these days you were absent...*

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34. Have you held any employment that you have not disclosed on your application for employment with this Police Service?

- No
- Yes

*If yes, please provide specific details including dates, employer(s), and reason why...*

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35. Have you held any employment, or earned cash income, where you did not report this income as required by law or intentionally did not pay income taxes?

- No
- Yes

*If yes, please provide specific details including dates, employer(s) and reason why...*

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36. (a) Have you ever been disciplined or documented for inappropriate behavior at work?

No

Yes

*If yes, please provide specific details explaining the behavior and any action taken...*

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**(b) If yes, please explain why you behaved inappropriately at work** that caused you to be disciplined or documented for this behavior.

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**(c) In your opinion, was the action taken against you justified?** Why or why not?

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37. Have you ever been dismissed or asked to resign from a job?

No

Yes

*If yes, please provide specific details including your position, the employer and the reason for your dismissal or resignation...*

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38. Have you ever kept, removed, duplicated, accessed without authorization and/or deleted any information, in any format, that you were under a legal, professional, work or moral obligation to safeguard?

No

Yes

*If yes, please explain...*

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39. Have you ever attempted to influence or alter the results of an employment related drug test (including altering or substituting a sample?)

- No
- Yes

*If yes, please explain...*

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40. Have you ever lied to an employer on a job-related matter?

- No
- Yes

*If yes, please explain...*

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## **ILLEGAL SEXUAL ACTIVITY**

45. Have you ever had sexual contact / involvement with any person without their knowledge or consent, which includes persons who were unable to give consent due to a medical condition, mental health issue, alcohol or drug, or other reason?

- No  
 Yes

*If yes, please provide specific details including dates, location and circumstances...*

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**NOTE:**

**Questions 46 and 47 do not include situations where ALL of the following apply:**

- the other person was over the age of 12,
- you were less than two years older than the other person,
- you were not in a position of trust or authority towards that person, AND
- both parties consented to the activity.

46. Have you ever been involved in a sexual manner with a person under the age of 16, whether in person or via internet, email, chat-lines, etc.?

- No  
 Yes

*If yes, please provide specific details including dates, location, your age at the time, relationship to the person who was under 16, and circumstances...*

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49. Have you ever committed incest? **(Not including your own victimization...)**

No

Yes

*If yes, please explain...*

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50. Have you ever engaged in sexual activity with an animal?

No

Yes

*If yes, please explain...*

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51. Have you ever given anyone some type of drug or substance, without their knowledge, prior to engaging in sexual activity?

No

Yes

*If yes, please explain...*

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52. Have you ever made anonymous or unwanted sexual phone calls?

No

Yes

*If yes, please explain...*

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53. Have you ever possessed sexual or nude images/videos of another person by consent and shared them someone else?

No

Yes

*If yes, please explain...*

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54. Have you ever observed, videotaped, or photographed in any form (peeping, telescope, binocular, electronically captured with a cell phone, camera or the naked eye) sexual acts of another person without their knowledge?

No

Yes

*If yes, please explain...*

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55. Have you ever watched another person who was naked or partly naked without their knowledge or consent?

No

Yes

*If yes, please explain...*

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56. Have you deliberately exposed yourself to anyone in public or sent/displayed images of a sexual nature to a non-consenting recipient? (including sexual activity in a public place/parked vehicle or mooning)?

No

Yes

*If yes, please explain...*

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57. Have you ever accessed, viewed, purchased, manufactured, made, distributed, sold, possessed or produced child pornography in any form, I.E., materials that are written, visual, audio, photographic, film, video, and/or electronic materials showing a person who is or appears to be under 18 years of age?

No

Yes

*If yes, please explain...*

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58. Do you view pornography?

No

Yes

*If yes, please explain...*

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59. Have you ever attempted to lure a person under the age of 18 to meet you for the purpose of any sexual activity, including communication over the internet?

No

Yes

*If yes, please explain...*

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### **USE OF FORCE**

60. Have you ever been in a physical altercation with a spouse, partner or any other person associated to you in a domestic or family relationship?

No

Yes

*If yes, please provide specific details including dates and relationship...*

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63. Have you ever resisted, assaulted, been in a fight with, or acted aggressively toward a Police Officer?

No

Yes

*If yes, please explain...*

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64. Have you ever been verbally abusive, or threatened anyone, (I.E., intimidation, bullying, road rage, etc...)?

No

Yes

*If yes, please explain...*

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65. Have you ever used a weapon or firearm to intimidate or threaten another person?

No

Yes

*If yes, please explain...*

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66. Have you ever injured yourself or someone else with a firearm or weapon?

No

Yes

*If yes, please explain...*

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67. Have you ever carried a concealed weapon?

No

Yes

*If yes, please explain...*

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99. If you own a firearm, is it stored in accordance with current legislation?

- No
- Yes
- Not applicable

*If no, please describe how the firearm is stored...*

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100. Have you ever been refused a firearms license?

- No
- Yes

*If yes, please provide specific details...*

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101. Have you ever hunted illegally or fished without a license?

- No
- Yes

*If yes, please explain...*

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**NOTE:**

The following section is intended for candidates with previous law enforcement experience and addresses issues reflective of their ethics and integrity.

“Law enforcement” includes police officer, peace officer, special constable, sheriff, corrections officer, bylaw officer or military police officer.

**If you DO NOT HAVE previous police experience ...  
Please proceed to Declaration on Page 65, and continue with this form.**

**FOR PREVIOUS LAW ENFORCEMENT EXPERIENCE ONLY**

**NOTE:**

The following section is intended for candidates with previous law enforcement experience and addresses issues reflective of their ethics and integrity.

“Law enforcement” includes police officer, peace officer, special constable, sheriff, corrections officer, bylaw officer or military police officer.

***Criminal activity, detected or undetected, may be of concern;  
however, it will be examined on a case-by-case basis.***

109. Where and when did you receive your law enforcement recruit training?  
*Please provide specific details...*

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110. How many years of law enforcement experience have you accumulated?  
*Please provide circumstances if applicable...*

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111. Presently, what rank do you hold? *If promoted, please identify when this occurred?*

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112. Have you been, or are you now, the subject of civil litigation as a result of your duties as a law enforcement officer?

- No
- Yes

*Please provide specific details if applicable...*

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113. Have you been, or are you now, the subject of an internal or external investigation as a result of your duties as a law enforcement officer?

No

Yes

*Please provide specific details if applicable...*

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114. Were you ever disciplined for inappropriate conduct or unauthorized conduct while employed as a law enforcement officer?

No

Yes

*Please provide specific details if applicable...*

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115. Were you ever absent from duty for any extended periods of time other than for authorized purposes or medical reasons?

No

Yes

*Please provide specific details if applicable...*

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**Saskatoon Police Service  
DECLARATION OF APPLICANT – PERSONAL DISCLOSURE FORM**

1, \_\_\_\_\_ on my own behalf.

- 1. Acknowledge** that I have completed the Personal Disclosure Form (PDF) voluntarily, based on my desire to pursue a career as a police officer with the Saskatoon Police Service (SPS). The information I have provided is up-to-date, honest, accurate, and complete, to the best of my knowledge and belief.
- 2. Consent** to my personal information being collected in the PDF, and used by the SPS to undertake a pre-employment polygraph (PEP), and to conduct a thorough background investigation and security check, should I successfully complete the PEP.
- 3 Understand** that my deceit, dishonesty or non-disclosure concerning questions in the PDF may result in my disqualification from the recruitment process and any future employment with the SPS. I further understand that if I am currently employed by the SPS, any deceit, dishonesty or non-disclosure concerning information provided in the PDF, or disclosure of serious, recent or ongoing criminal activity, may result in discipline up to and including dismissal from my current employment.
- 4. Understand** that any information provided in this PDF regarding serious, recent or ongoing criminal activity may be investigated by the SPS and/or disclosed to another law enforcement agency, and could result in arrest and criminal charges. I further understand that if, based on the information provided, I am deemed to pose a serious safety risk to myself or others, the SPS may be required to take action to ensure the ongoing safety of those at risk.
- 5. Understand** that I may withdraw from the SPS Recruitment Process at any time. I may also refuse to answer any questions contained in the PDF, or asked at the PEP. Such refusal may result in my disqualification from the SPS Recruitment Process. I further understand that I may amend the information provided in the PDF at any time prior to the scheduled date for a PEP by contacting SPS Human Resources Recruiting.
- 6. Release**, discharge, covenant not to sue, and agree to indemnify, save and hold harmless the SPS, the Saskatoon Board of Police Commissioners, the City of Saskatoon, and their respective administrators, directors, agents, officers, employees or assigns (each considered one of the “Releasees” herein) from all liability, claims, demands, losses or damages caused or alleged to be caused by my disclosure of the information in the Personal Disclosure Form. If I, or anyone on my behalf makes a claim against the Releasees, I agree to indemnify the Releasees, which includes paying their litigation expenses, attorney fees, loss, liability, damage or costs which they may incur.

**I certify that the information proved by me in the Recruitment Application Package is true, correct, and complete to the best of my knowledge and belief. I acknowledge that I have read the instructions proved in the Recruitment Application Package and fully understand them. I have executed the Recruitment Application voluntarily on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.**

\_\_\_\_\_  
Print Applicant’s Name

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Witness Name

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

Personal information contained on this form is collected pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act* and will be used in accordance with this Act. Questions about this collection should be directed to the SPS Access and Privacy Unit.