



***ANNAPOLIS ROYAL POLICE SERVICE***  
***Auxiliary Officer Program***

***BASIC REQUIREMENTS***

1. Canadian Citizen or permanent resident of Canada.
2. At least 19 years of age.
3. Grade 12 education or equivalent.
4. Must possess a valid first aid and CPR certificate (or once engaged in role within 6 months of hire)
5. Must possess a valid driver's license (unrestricted).
6. Provide Resume and Cover Letter
7. Must be capable of passing a complete medical and physical examination, if required.
8. **NO CRIMINAL RECORDS**. No convictions of any offence under the Criminal Code, for which you have not received pardon. Have no charges pending before the Courts.
9. Good character and habits – background will be checked. (Criminal Record/Vulnerable Sector Check and Child Abuse Registry Check)
10. Provide 3 Professional Letters of Reference.
11. Preference will be given to applicants that reside within 30 Kilometers of the Town of Annapolis Royal.
12. Please include the following as one package,
  - a. Auxiliary Constable Application Form (This form)
  - b. Resume of Cover letter
  - c. 3 Professional Letters of Reference
  - d. Criminal Record Check
  - e. Copy of Driver's License
  - f. And, one other form of Government ID (*Health card, Firearms license...*)



## VOLUNTEER AUXILIARY OFFICER APPLICATION

After reading, **PLEASE PRINT** all information requested. This application will be used solely in connection with your application for employment with The Annapolis Royal Police Service and for no other purpose without your expressed written permission.

### PERSONAL IDENTIFICATION

IF REFERRED, BY WHO: \_\_\_\_\_

NAME: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Last First MI

PRESENT ADDRESS: \_\_\_\_\_  
Include Street, City, Province, Postal Code

PERMANENT ADDRESS: \_\_\_\_\_  
If different then above / Include Street, City, Province & Postal Code

ARE YOU 19 YEARS OF AGE OR OVER? \_\_\_\_\_ IF NO, DO YOU HAVE WORKING PAPERS? \_\_\_\_\_ AGE, IF UNDER 19 \_\_\_\_\_

DO YOU PRESENTLY HAVE A SOCIAL INSURANCE NUMBER? \_\_\_\_\_

ARE YOU PREVENTED FROM LAWFUL EMPLOYMENT IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? \_\_\_\_\_

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### EMPLOYMENT SOUGHT

POSITION APPLIED FOR: \_\_\_\_\_ DATE AVAILABLE TO BEGIN WORK: \_\_\_\_\_

APPLYING FOR: Volunteer Auxiliary Officer NUMBER OF HOURS DESIRED PER WEEK IF PART TIME: \_\_\_\_\_

DAYS AND HOURS AVAILABLE FOR WORK: \_\_\_\_\_  
\_\_\_\_\_

DO YOU KNOW OF ANY RESTRICTIONS, PERSONAL OR OTHERWISE, WHICH WOULD RESTRICT THE HOURS YOU CAN WORK? YES or NO  
YES, EXPLAIN: \_\_\_\_\_

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### EDUCATION

	HIGH SCHOOL	COLLEGE, TRADE, PROFESSIONAL
YEARS OF EDUCATION COMPLETED: (CIRCLE ONE)	9 10 11 12	13 14 15 16 17 18 19 20
NAME, LOCATION OF HIGH SCHOOL: _____	DID YOU GRADUATE ? _____	

NAME, LOCATION OF COLLEGE: _____	DID YOU GRADUATE ? _____
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LIST ANY ADDITIONAL SCHOOL OR TRAINING YOU HAVE TAKEN:

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## CANADIAN MILITARY

**WERE YOU A MEMBER OF THE MILITARY? YES OR NO**

If Yes, What Branch? \_\_\_\_\_

Date of Entry: \_\_\_\_\_ Date of Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Duties Performed: \_\_\_\_\_

\*NOTE: A DISHONORABLE DISCHARGE IS ONLY ONE OF THE FACTORS CONSIDERED IN EMPLOYMENT AND IS NOT AN AUTOMATIC BAR TO EMPLOYMENT.

## **EMPLOYMENT HISTORY**

List below all present and past employment, BEGINNING WITH YOUR MOST RECENT. Include all part-time jobs or positions held for only brief periods of time within the past ten years. Attach a separate page if required.

FROM MONTH/YR	NAME & ADDRESS OF EMPLOYER	TYPE OF BUSINESS	POSITION HELD
TO MONTH/YR		SUPERVISOR'S NAME	PAY RATE
REASON FOR LEAVING EMPLOYMENT		POSITION WAS : PART-TIME	FULL-TIME

FROM MONTH/YR	NAME & ADDRESS OF EMPLOYER	TYPE OF BUSINESS	POSITION HELD
TO MONTH/YR		SUPERVISOR'S NAME	PAY RATE
REASON FOR LEAVING EMPLOYMENT		POSITION WAS : PART-TIME	FULL-TIME

FROM MONTH/YR	NAME & ADDRESS OF EMPLOYER	TYPE OF BUSINESS	POSITION HELD
TO MONTH/YR		SUPERVISOR'S NAME	PAY RATE
REASON FOR LEAVING EMPLOYMENT		POSITION WAS : PART-TIME	FULL-TIME

FROM MONTH/YR	NAME & ADDRESS OF EMPLOYER	TYPE OF BUSINESS	POSITION HELD
TO MONTH/YR		SUPERVISOR'S NAME	PAY RATE
REASON FOR LEAVING EMPLOYMENT		POSITION WAS : PART-TIME	FULL-TIME

## **MISCELLANEOUS**

Have you ever been employed with the Annapolis Royal Police Service? YES or NO

If Yes, What position(s) held? \_\_\_\_\_

Date of Employment? \_\_\_\_\_

Have you applied with this Police Service before? YES or NO

If Yes, approximation dates, \_\_\_\_\_

What Special Skills or Qualifications do you possess?


Have you ever been discharged or asked to resign from a job? YES or NO

If Yes, Please explain in detail, *(use reverse of this page if more space is needed)*


Have you ever been convicted of a crime? YES or NO *(Other than minor traffic violations)*

\*NOTE: NO APPLICANT WILL BE EXCLUDED FROM EMPLOYMENT OR EMPLOYMENT CONSIDERATION DUE TO PRIOR ARRESTS OR CONVICTIONS.

## PERSONAL REFERENCES

DO NOT LIST RELATIVES, INDIVIDUALS RESIDING IN YOUR HOUSEHOLD OR PREVIOUS EMPLOYERS

Name	Complete Address	Phone	Occupation
Name	Complete Address	Phone	Occupation
Name	Complete Address	Phone	Occupation
Name	Complete Address	Phone	Occupation

THIS POLICE SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER

## APPLICANT AGREEMENT

I hereby represent that each answer to the questions contained herein and all other information furnished is true and correct. I further represent that such answers and information given constitutes a full and complete disclosure of my knowledge with respect to the question(s) or subject(s) to which the answer relates. I understand that incorrect, incomplete or false statements of information furnished by me will subject me to discharge at any time. I hereby authorize the release of any or all information concerning me to include: previous employers records, credit records, and education records and I hereby release any person, firm, government agency supplying information in connection with this form from any and all liabilities and or claims against them. A copy of this form shall be as valid as the original.

I understand that if employed, my employment shall be for no definite period,

Applicants Signature

Today's Date