

# **AKWESASNE MOHAWK POLICE**

*PUBLIC SAFETY DISPATCHER*

*APPLICATION*

*2023*



# EMPLOYMENT APPLICATION

## INSTRUCTIONS

- Submit a resume and cover letter with this application
- Type or print clearly – using a BLUE pen or complete electronically
- With your permission, information gathered in this application may be passed on to potential employers for employment purposes. Please indicate whether or not you wish to give your consent by signing the back of this application.
- APPLICATIONS WILL BE KEPT ON FILE FOR ONE YEAR AND MAY BE RESUBMITTED UPON WRITTEN REQUEST BY THE APPLICANT.

## GENERAL INFORMATION

Date of Submission: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Alternate phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

What type of work are you looking for? (Please be specific)

1. \_\_\_\_\_
2. \_\_\_\_\_

Are you legally eligible to work in Canada?  Yes  No

Do you have a valid Driver's License?  Yes  No

Do you have access to transportation?  Yes  No

Are you a resident of Akwesasne?  Yes  No

Do you consider yourself to be an indigenous person?  Yes (provide copy of status card)  No

Are you at least 18 years of age?  Yes  No

Have you ever been convicted of a criminal offense, which has not been pardoned pursuant to the *Criminal Records Act*?  Yes  No  Not Applicable

*(Please attach a copy of your Criminal Record Check)*

## EDUCATION

Did you complete High School / obtain GED?  Yes  No

If no, what is the highest grade completed? \_\_\_\_\_

## POST SECONDARY

1. Program Name: \_\_\_\_\_ Major/Minor: \_\_\_\_\_

Educational Institute: \_\_\_\_\_

Type of Degree Obtained: \_\_\_\_\_

January 2023

Is it (tick one):       Completed                       Incomplete                       In Progress

2.      Program Name: \_\_\_\_\_ Major/Minor: \_\_\_\_\_

Educational Institution: \_\_\_\_\_

Type of Degree Obtained: \_\_\_\_\_

Is it (tick one):       Completed                       Incomplete                       In Progress

**OTHER SPECIALIZED TRAINING:** Certifications, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT REFERENCES**

This section must be filled out | These references may be contacted for employment purposes

Present Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Employment From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Former Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Employment From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Former Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Employment From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Former Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Employment From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

**FAMILY REFERENCES**

Are any of your family members employed by the Akwesasne Mohawk Police Service?

- Yes
- No

(If yes, provide details):

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**WORKPLACE EXPERIENCE:** *Please check all areas you have worked in*

- |   |   |
|---|---|
| <input type="checkbox"/> CPR & First aid  | <input type="checkbox"/> Business Administration      |
| <input type="checkbox"/> Computers / Data Processing / I.T.                             | <input type="checkbox"/> Counselling/support services |
| <input type="checkbox"/> Education / Teaching   | <input type="checkbox"/> Emergency Medical Services   |
| <input type="checkbox"/> Environment / Conservation                                     | <input type="checkbox"/> Government                   |
| <input type="checkbox"/> Health Care / Health   | <input type="checkbox"/> Human Resources              |
| <input type="checkbox"/> Justice / Court Systems  | <input type="checkbox"/> Law Enforcement              |
| <input type="checkbox"/> Management / Supervisory                                       | <input type="checkbox"/> Medical                      |
| <input type="checkbox"/> Nursing  | <input type="checkbox"/> Office / Clerical            |
| <input type="checkbox"/> Public Relations   | <input type="checkbox"/> Security                     |
| <input type="checkbox"/> Social Work / Services   | <input type="checkbox"/> Technical Services           |
| <input type="checkbox"/> Traditional Support  |   |
| <input type="checkbox"/> Specific Trade: <i>(Carpentry, Electrician, Plumber)</i> _____ |   |

Other: \_\_\_\_\_

**COMPUTER SKILLS:** *Please check all experiences you have*

- |   |  |
|---|--|
| <input type="checkbox"/> ACCPAC / Simple Accounting | <input type="checkbox"/> CorelDraw             |
| <input type="checkbox"/> Lotus 1-2-3                | <input type="checkbox"/> Microsoft Word        |
| <input type="checkbox"/> Microsoft Excel            | <input type="checkbox"/> Microsoft PowerPoint  |
| <input type="checkbox"/> Microsoft Publisher        | <input type="checkbox"/> Microsoft Explorer    |
| <input type="checkbox"/> Internet                   | <input type="checkbox"/> Word Perfect          |
| <input type="checkbox"/> Desktop Publishing         | <input type="checkbox"/> Graphics Software     |
| <input type="checkbox"/> Multimedia                 | <input type="checkbox"/> Presentation Software |
| <input type="checkbox"/> Spreadsheet(s)             | <input type="checkbox"/> Word Processing       |
| <input type="checkbox"/> E-Mail                     | <input type="checkbox"/> Other: _____          |

**CRIMINAL RECORD**

Have you ever been convicted (see below) of any criminal offence in Canada for which a pardon has not been granted?

(This includes any fine, period of imprisonment, or period of probation ordered by the Court. A criminal offence is any offence under the Criminal Code and includes, but is not limited to, sexual assault, criminal negligence causing death, theft, mischief, assault, etc. Offence under provincial statutes, such as the Highway Traffic Act, Liquor License Act or the Games and Fish Act, are not criminal offences).

- No
- Yes *(Please give details regarding your conviction)*

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Have you ever been found guilty of any criminal offence in Canada which received a conditional or absolute discharge?

- No
- Yes *(What were the terms of your discharge? Type, complete dates, etc.)*

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Have you ever been convicted of any criminal offence in any other country for which the equivalent of a pardon has not been granted?

- No
- Yes *(Please give details regarding your conviction(s)).*

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**CONDITIONS OF WORK**

As a Public Safety Dispatcher, it is usually required to be available for work at all times, in various conditions, and shift work.

Are you able and willing to assume any shift, night or day, on any day of the week,; including holidays?

- No *Provide details below*
- Yes

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Have you been convicted of a provincial offence? (Paying of a fine is considered a conviction: provincial offence includes, but are not limited to, speeding, running a stop sign under the Highway Traffic Act; catching over the limit or out of-season under the Game and Fish Act; Drinking under age or being drunk in public under the Liquor License Act; violating the Trespass to property Act).

- No
- Yes *What was the specific offence(s)? When and where did it take place? Why did it happen?*

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#### BACKGROUND CHECK

A background check is part of the selection process. It involves a detailed investigation, including a review of any personal involvement in criminal activity; and alcohol or drug use. Is there any information that you wish to add or disclose about yourself that you feel we should be aware of at this time?

- No
- Yes *Please provide details*

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# CONSENT TO RELEASE INFORMATION:

*This section must be filled out. Check one*

**I AGREE**

**I DISAGREE** to sharing information on this form for the purpose of employment

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**Applicant's Signature**

**Date**

**Akwesasne Mohawk Police**

73 Sweetgrass Lane

Akwesasne, QC

613-575-2340

## APPLICATION AGREEMENT CONDITION TO EMPLOYMENT

Carefully read each statement below, and after having the form stamped by a Commissioner of Oath, return by the date requested along with your application to the Office Manager (Kristian Terrance) or another person as identified in the posting.

1. I certify, under penalty of offences involving false written statement (Section 130 (1) of the Criminal Code of Canada), that the answers given herein on this application to employment are true and complete to the best of my knowledge and belief.
2. I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision.
3. I understand that this application is but one element of the selection process for Public safety Dispatcher and then an acceptable background investigation does not guarantee my selection as a Public Safety Dispatcher.
4. In the event of employment, I understand that false or misleading information given herein or during the interview(s), will result in my being disqualified from further consideration and/or termination from employment by the Police service.
5. I further understand as a condition to employment, I may undergo a background investigation, mandatory and random drug testing, and a psychological evaluation.

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SWORN AND SUBSCRIBED TO BEFORE ME \_\_\_\_\_  
*Person Authorized to take Oaths*

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

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*Print Name*

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*Signature of Applicant*



## AUTHORIZATION FOR RELEASE OF INFORMATION AKWESASNE MOHAWK POLICE SERVICE

I, \_\_\_\_\_, the undersigned, hereby authorize any physician, employer, organization or person to whom a signed copy, facsimile transmitted or a photocopy of this authorization therefore is delivered, to provide any information, opinion, reports, records or copies thereof, which may be requested by a representative of the Akwesasne Police Commission, Ontario Provincial Police, Surete de Quebec, R.C.M.P or New York State Police in connection with the background investigation relating to my application for employment with the Akwesasne Mohawk Police Service, and precisely:

Authorized Areas of Disclosure:

- Academic records and transcripts
- Police records, including applicant files and history of law involvement
- Employment records
- Driving record check
- Military and Police records as applicable
- Criminal record check
- Medical information
- Character and reference check
- Financial information, including credit check
- Police application
- Credit bureau check
- Other \_\_\_\_\_

I understand this information will be used to assess my qualifications and suitability in relation to my application for employment with the Akwesasne Mohawk Police Service. I further understand that any questions that I may have concerning the collection of this information should be addressed to:

*Officer Manager  
Akwesasne Mohawk Police Service  
73 Sweetgrass Lane  
Akwesasne QC  
H0M1A0*

[Kristian.terrance@akwesasne.ca](mailto:Kristian.terrance@akwesasne.ca)

I hereby acknowledge and declare the terms of this authorization for release of information are fully understood by me.

Dated at the Territory of Akwesasne, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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*Applicant*

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*Witness*

DECLARATION

I hereby declare that the foregoing information is accurate and complete. I understand that a false statement may disqualify me from employment or result in dismissal. It is understood and accepted that I am involved in a competitive selection process and that my offer of employment may be declined at any processing stage.

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*Applicant Signature*

*Date*

*Witness Signature*

*Date*

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Pursuant to S39(2) of the Freedom of Information and Protection of Privacy Act, you are hereby notified that information about you, including academic, employment, financial, character and personal data, is being collected during the dispatcher process of assessing your qualifications in relation to your application for employment.

All information entered on this application will be subject to investigation and verification. A candidate may be rejected who has intentionally made a false statement of material fact or practice or attempted to practice, and/or any deception or fraud in his/her application, in his/her examination, or in securing his/her eligibility for appointment.