



KINGSTON POLICE

SERVING OUR COMMUNITY SINCE 1841

Dear Applicant,

We appreciate your interest in the **Youth in Policing Initiative - Student** position. Run in collaboration with the Ministry of Children, Community and Social Services since 2006, the fall **Youth In Policing Initiative** is an 8 week (starting week July 2, 2024 & finishing week of August 30, 2024, full-time employment (40 hours per week) opportunity for youth ages 15-18 residing in The City of Kingston. Throughout the initiative, youth will interact with, and learn about, the many aspects of policing, have the opportunity to serve their community, and learn about leadership and teamwork. Students may be eligible to receive various training courses along with other certifications during this employment opportunity.

Important Information for Applicants:

Please understand that this is a competitive process and you may be disqualified at any stage. This application must be completed in full, including your cover letter and resume. Incomplete applications will not be considered. Misrepresentation on this application may result in grounds for dismissal.

You may complete this application by enabling editing on Microsoft Word to save your answers. All fields in this form are editable/typable through Microsoft word. You may also complete the application by printing, completing, scanning, and then emailing your package to yipi@kingstonpolice.ca. A third option for applying is to print the application or pick up an application package at the Front Desk at the Kingston Police Headquarters, complete fully and drop it off in person to the Front Desk at the Kingston Police Headquarters.

For any section requiring a signature, you may do one of the following:

- 1) Print the pages requiring a signature, sign them, and re-scan your application as one document
- 2) Copy and paste an e- signature into the desired field
- 3) Type in your signature (full legal name), affirming your acknowledgement/consent

You may be required to provide original signatures at a later date in the selection process.

Applications must be submitted either via email to yipi@kingstonpolice.ca or submitted at the Front Desk of the Kingston Police Headquarters to the Attention of Constable Valerie Hurding. Applications must be submitted before the deadline posting of **May 20, 2024**.

The Kingston Police Service is an equal opportunity employer. We thank applicants for their interest.

Kingston Police Service

705 Division Street, Kingston ON

K7K 4C2 Telephone(613)549-4660

All candidates in the selection process for the Youth in Policing Initiative with the Kingston Police Service will have a security background investigation performed by a member of the service. As an organization it is imperative we maintain the respect and trust of the community we serve.

I, _____
authorize the KINGSTON POLICE SERVICE to collect personal information concerning myself including academic, employment history, appraisals, records contained in my personal file, medical, physical, financial, character information, including opinions from sources other than myself. Inquiries will be made beyond those supplied by the applicant (parents, spouses, neighbours, associates) for the purpose of obtaining and evaluating information relevant to job skills and abilities, in relation to my application for the position of Youth in Policing. Parents/Guardians may be subject to a Criminal Records Check(s) and, by signing below, the parent/guardian specifically authorizes this. In addition, I authorize the KINGSTON POLICE SERVICE to conduct a review of the following records in relation to this application:

- Police Automated Registration Information System
- International Criminal Police Organization (Interpol)
- Criminal Investigation Services of Ontario
- Canadian Police Information Systems
- Ontario Criminal Intelligence Information Systems
- Pending charges under the Child and Family Services Act
- Local Intelligence Files
- Contacts/Investigations with any police agency
- Consumer Credit Investigation
- Social Networks: Instagram, Snapchat, Tik Tok, Twitter, Facebook, My Space, etc...

Applicant Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Part 1: Personal Information



Last Name: _____

Legal Given Name(s): _____

Preferred Name: _____

Date of Birth (DD/MM/YYYY): _____

Social Insurance Number (SIN): _____

Cell Phone: _____ Home Phone: _____

Primary Email: _____

Address (including Number, Street, Apartment Number, Lot, Concession, RR#):

Town/City, Province: _____ Postal Code: _____

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. If selected for an interview, would you be able to provide a photocopy of your proof of citizenship, drivers licence (if applicable), and SIN? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Will you be between the ages of 15-18 by the start of the program (July 2, 2024)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. If you are selected for the Youth in Policing Initiative, will you be available for the entire length of the program; Mondays to Fridays; July 2-August 30, 2024? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are you legally eligible to work in Canada? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are you a Canadian Citizen or permanent resident of Canada? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you ever previously been hired by Kingston Police Youth in Policing (for any amount of time)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Including this application, how many times have you applied to Youth in Policing? | | _____ |
| 8. If selected for the program, what size shirt would you require (unisex)? | | _____ |

9. Have you ever been convicted of any criminal offence for which a pardon has been granted or issued? (This means any fine, period of imprisonment, or period of probation offered by the court) *(If yes, please explain)*
- YES NO
-

10. Have you ever been investigated or interviewed by a Police Service regarding any matter? *(If yes, please explain)*
- YES NO
-

11. Do you know anyone that works for the Kingston Police that would like to refer you for this position? *(If yes, state their name, position, and relation to you)*
- YES NO
-

12. Please list all emails that have ever been associated to you, including school emails.

13. Please list the username of all your **current and past social medias**. DO NOT LIST PASSWORDS. *(If you do not use a specific site listed, leave blank. If you have multiple accounts on the same platform, or a platform not listed, utilize the "other" section and state the platform)*

Instagram: _____	Linked In: _____
Snapchat: _____	Other: _____
Tik Tok: _____	Other: _____
Twitter: _____	Other: _____
Facebook: _____	Other: _____

List all immediate family members 16 years of age.

Last Name (Full)	First Name (Full)	Relation to You	Date of Birth (DD/MM/YYYY)	City, Province and Country of Birth	Current Full Address (Include City & Postal Code)	Primary Phone Number

Part 2: Education

	YES	NO
Are you currently enrolled in secondary school?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will you be returning to secondary or post-secondary school in September 2024?	<input type="checkbox"/>	<input type="checkbox"/>

Secondary School Attended: _____

Highest Grade Completed:

Type of Certificate/Diploma Earned:

Post-Secondary School Attended: _____

Type of Post-Secondary (Trade/College/University): _____

Program/Course Name:

Licence/Certificate/Diploma Earned:

Please LIST other relevant Courses, Workshops, Seminars, Training Licences, Certificates, or Degrees:

Part 3: Employment History

Beginning with your present or previous employer and continuing in reverse time order, **list and describe every position you have held since the beginning of your work experience**. If you have held two or more positions with the same employer, list and describe each position separately. Include military, part-time, and summer employment. (Please attach additional sheets as required).

	YES	NO	N/A
Is your current employer(s) aware you are seeking employment? Please be advised they may be contacted at a further point in the selection process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Organization: _____	Position: _____
Employment Start Date: _____	End Date: _____
Supervisor Name & Title: _____	Phone #: _____

Complete Mailing Address (Including City & Postal Code):
Brief Description of Duties:
Reason for Leaving:

Organization: _____	Position: _____
Employment Start Date: _____	End Date: _____
Supervisor Name & Title: _____	Phone #: _____

Complete Mailing Address (Including City & Postal Code):
Brief Description of Duties:
Reason for Leaving:

Organization: _____ **Position:** _____

Employment Start Date: _____ **End Date:** _____

Supervisor Name & Title: _____ **Phone #:** _____

Complete Mailing Address (Including City & Postal Code):

Brief Description of Duties:

Reason for Leaving:

Organization: _____ **Position:** _____

Employment Start Date: _____ **End Date:** _____

Supervisor Name & Title: _____ **Phone #:** _____

Complete Mailing Address (Including City & Postal Code):

Brief Description of Duties:

Reason for Leaving:

Organization: _____ **Position:** _____

Employment Start Date: _____ **End Date:** _____

Supervisor Name & Title: _____ **Phone #:** _____

Complete Mailing Address (Including City & Postal Code):

Brief Description of Duties:

Reason for Leaving:

Part 4: Questionnaire

Answer in full sentences (unless otherwise stated). Do not go beyond the provided space.

This section of the application is scored, please respond with detail and relate experiences to Youth in Policing.

How did you hear about the Youth in Policing Initiative?

Please tell us a little bit about yourself.

What skills do you possess that will benefit the Youth In Policing Initiative?

Please describe an area of improvement you wish to focus on throughout the Youth in Policing Initiative.

How do you feel about the community in which you live and the school you go to?

Please LIST any other qualification(s) you believe are relevant to the position.

Part 5: Declaration

I hereby declare that the foregoing information is true and complete to the best of my knowledge. I understand that a false statement may disqualify me from further consideration for employment or result in dismissal should I be hired. It is understood and accepted that I am involved in a competitive process and that I may be declined at any stage of this process.

Applicant Signature: _____ **Date:** _____

Please ensure your resume and cover letter are attached with this application. Failure to include them will result in your application being considered incomplete and automatically rejected.

Once complete, save your document and submit via email to yipi@kingstonpolice.ca

Please copy and paste your cover letter here:

Please copy and paste resume here (format before pasting):