

## North Saskatchewan Commissionaires Hiring Process

### Step 1: PISGA Training

Before an application will be considered, the candidate must successfully complete the 40-hour Private Investigators and Security Guards Act, 1997 training. A pass mark is 75% and pass marks **may be considered** when ranking applicants.

### Step 2: Employment Application Form

The *Employment Application Form* must be completed in its entirety and the résumé must be attached.

### Step 3: Interview

***Only those applicants selected for an interview will be contacted.*** This is important to understand, because not all applicants are going to be called for interviews. An application **does not** automatically give you the right to expect an interview or an offer of employment.

A *Threshold Knowledge Test* will be administered as part of the Interview Process. There is no time limit on this test. The test is marked out of 25 and an applicant must score a minimum of 19 out of 25 to pass. If an applicant fails this test the application process is over.

### Step 4: Offer of Employment

The *Offer of Employment* will only be made when several conditions have been met. Firstly, the applicant must have met all the aforementioned criteria. That means that the applicant has successfully completed the PISGA training with a competitive score, has successfully passed the Canadian Language Benchmark Assessment, was invited for an interview and was found to be a suitable candidate, and cleared the Police Record Check with no offences that are considered a detriment to employment with the Commissionaires. And finally, the applicant's **skill sets must be compatible with existing job opportunities**. If all these conditions have been met, the applicant **may** be offered employment with the Commissionaires North Saskatchewan Division.

Corps of Commissionaires  
North Saskatchewan Division  
110-145 1<sup>st</sup> Avenue North, Saskatoon, SK S7K 1W6

## **Employment Application Instructions**

### **ELIGIBILITY**

Persons of good character who are former military or police personnel, or other eligible candidates of good character. Applicant must be fluent in English. Report writing and communication skills required for all positions. Bilingualism is an asset. Ideally, you must possess and excellent employment record, Grade 12 or post secondary education, and above average customer service skills.

### **PREFERENCE FOR INTERVIEW AND EMPLOYMENT**

Preference for interview and employment will be given to former members of:

The Canadian Forces;  
The Royal Canadian Mounted Police;

Others who may receive priority include:

Police Officers, Public Service Employees (fire, corrections, EMT/Paramedic);  
Military members with service in other Allied countries;  
Other qualified individuals who wish to contribute to the security of Canadians.

### **EMPLOYMENT**

Many of the positions that the Commissionaires perform are as security guards, however other positions, such as mobile patrol, bylaw and parking enforcement, and on occasion, administrative positions may be needed. Individuals who complete an application for employment will be considered for an interview as suitable positions become available, in the priority order listed above. Please note that the Corps does not guarantee an interview. No telephone calls please. Applications with missing or incomplete information could be rejected. **Only those applicants selected for an interview will be contacted.**

### **APPLICATION**

Applications are held for six (6) months. If you have not been called during that time and still wish to remain on the Corps' prospective employment list, a new application will be required.

**Instructions for Completion of the Employment Application Form:**

1. Please fill out the attached *Employment Application Form* in its entirety.
2. Attach a copy of your Security Guard Training Certificate. Note: If you make reference to educational courses completed, then attach copies of the certificates.
3. Provide your complete employment history to date.
4. Include Character References – relatives are not to be included.
5. Applications with missing or incomplete information may be rejected.
6. The Commissionaires do not guarantee an interview.

**Presenting yourself for the interview:**

The first impression you make to a potential employer is the most important one. The first judgement an interviewer makes is going to be based on how you look and what you are wearing. It is always important to dress appropriately for a job interview.

- ✓ Dress should be in business attire for both men and women (i.e. dress pants, shirt with collar).
- ✓ Neat, tidy and well-groomed (i.e., hair combed, beard trimmed, clothes clean and not wrinkled).
- ✓ Do not bring a coffee or chew gum.
- ✓ Cell phone is to be turned off and placed in pocket or purse.
- ✓ Be professional and present a positive image to your prospective employer.

**By signing below, I am indicating that I have read the above instructions and understand them. I understand that by not following the aforementioned instructions, my application may be rejected.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# COMMISSIONAIRES

## North Saskatchewan Division Employment Application Form

### CONTACT INFORMATION:

**Name:** \_\_\_\_\_  
(Surname) (Given Names)

**Address:** \_\_\_\_\_  
(Street) (City)  
\_\_\_\_\_  
(Province) (Postal code)

**Telephone:** \_\_\_\_\_  
(Home) (Cellular)

**Email:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

**Complete all sections as thoroughly as possible.** The Corps of Commissionaires is pleased to consider your application for employment. The information requested on this application is needed to determine your qualifications for positions that may be currently available or become available in the future. The information contained herein is confidential and is for the exclusive use of the Corps of Commissionaires.

**Discrimination in employment because of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or conviction of an offence for which a pardon has been granted is prohibited by Federal legislation and/or Provincial laws.**

**PERSONAL INFORMATION:**

1. Are you legally entitled to work in Canada? Yes  No

2. Are you 18 years or older ? Yes  No

3. Do you have a valid drivers licence? Yes  No

If yes, driver's licence number and class \_\_\_\_\_

4. Do you have transportation to get to and from work? Yes  No

5. Indicate what work you prefer:

Full Time

Part Time

Casual

6. Indicate the shifts you are willing to work:

Daytime

Evenings

Nights

Any

7. Indicate years of related work experience in the security field:

0 to 1 year

1 to 5 years

5 to 10 years

More than 10 Years

8. Which of the following describes you?

Allied Forces

Current RCMP / Police

Former RCMP / Police

Current Canadian Forces

General Applicant

9. When would you be available to start training or work?

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Year Month Day

**QUALIFICATIONS:**

1. Do you have security guard certification in accordance with provincial legislation?

Yes  No

If yes, please specify where and date \_\_\_\_\_

2. Do you have one or more of the following qualifications? (check all that apply)

- First Aid / CPR
- Fireman's / Boiler Certificate
- Commissionaires Supervisors Course
- Other Qualifications

**\*\*Copy of certificates required where applicable\*\***

3. How would you rate your computer skills?

- Nil
- Fair
- Good
- Excellent

4. Please indicate whether you are physically able to accomplish the following:

- Comfortable walking up and down stairs.
- Able to sit or stand for long periods of time.
- Get in and out of a vehicle frequently.
- Able to work extended hours.
- Drive at night.

5. Rate your English language ability:

- |       |                               |                               |                                    |
|-------|-------------------------------|-------------------------------|------------------------------------|
| Speak | Fair <input type="checkbox"/> | Good <input type="checkbox"/> | Excellent <input type="checkbox"/> |
| Read  | Fair <input type="checkbox"/> | Good <input type="checkbox"/> | Excellent <input type="checkbox"/> |
| Write | Fair <input type="checkbox"/> | Good <input type="checkbox"/> | Excellent <input type="checkbox"/> |

6. Are you bilingual (English and French)? Yes  No

7. Identify other languages:

Spoken \_\_\_\_\_

Written \_\_\_\_\_

**EDUCATION:**

List types of degree(s), diploma(s), and certificate(s) obtained:

Name of Institution High School/Post Secondary/ Trade School	Program Taken	Completed	
		Yes/No	Year

**EMPLOYMENT HISTORY:**

List Employment held over the last five years.

Company Name \_\_\_\_\_

Address of Employer \_\_\_\_\_

Telephone Number \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Supervisor's Title \_\_\_\_\_

From (yyyy-mm-dd) \_\_\_\_\_ To (yyyy-mm-dd) \_\_\_\_\_

Full or Part-time \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

For reference purposes, may we contact the employer listed above? Yes  No

Company Name \_\_\_\_\_

Address of Employer \_\_\_\_\_

Telephone Number \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Supervisor's Title \_\_\_\_\_

From (yyyy-mm-dd) \_\_\_\_\_ To (yyyy-mm-dd) \_\_\_\_\_

Full or Part-time \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

For reference purposes, may we contact the employer listed above? Yes  No

Company Name \_\_\_\_\_

Address of Employer \_\_\_\_\_

Telephone Number \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Supervisor's Title \_\_\_\_\_

From (yyyy-mm-dd) \_\_\_\_\_ To (yyyy-mm-dd) \_\_\_\_\_

Full or Part-time \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

For reference purposes, may we contact the employer listed above? Yes  No

If you have more than 3 employers in the last 5 year period, please include on a resume.

**CHARACTER REFERENCES:** (local, recent, and not a relative)

\_\_\_\_\_  
(Name) (Address) (Telephone)

\_\_\_\_\_  
(Name) (Address) (Telephone)



**SECURITY CLEARANCE:**

- 1. Are you willing to have your photograph and fingerprints taken for security purposes?  
Yes  No
  
- 2. Are you willing to be searched going off and on duty?  
Yes  No
  
- 3. Have you ever been convicted of a Criminal Offence for which a pardon has not been granted?  
Yes  No

If so, state offence(s): \_\_\_\_\_

Date of Offence(s): \_\_\_\_\_

Place of Offence(s): \_\_\_\_\_

Disposition of Offence(s): \_\_\_\_\_

Name of the police force involved: (RCMP, Municipal, or Provincial) \_\_\_\_\_

**CANADIAN MILITARY / RCMP SERVICE RECORD:**

**\*\*Discharge papers or Certificates of Service must be presented with your application\*\***

Complete the following section if you have either Military or RCMP service.

- |                                  |                                  |                                    |                                |
|----------------------------------|----------------------------------|------------------------------------|--------------------------------|
| Army <input type="checkbox"/>    | Navy <input type="checkbox"/>    | Air Force <input type="checkbox"/> | RCMP <input type="checkbox"/>  |
| Regular <input type="checkbox"/> | Reserve <input type="checkbox"/> | Police <input type="checkbox"/>    | Other <input type="checkbox"/> |

Enlistment Date: \_\_\_\_\_ Discharge Date: \_\_\_\_\_

Reason for Discharge: \_\_\_\_\_ Service Number: \_\_\_\_\_

Rank on Discharge: \_\_\_\_\_ Trade: \_\_\_\_\_

Total Years of Service: \_\_\_\_\_ UN Service: \_\_\_\_\_

Medals/Decorations:  
\_\_\_\_\_  
\_\_\_\_\_

Are you the spouse of a Veteran or current serving? Yes No

1. Have you ever applied for membership in the Corps of Commissionaires?

Yes  No

2. Have you ever worked with the Corps of Commissionaires before?

Yes  No

3. If yes, what Division/ Province? \_\_\_\_\_

4. When? \_\_\_\_\_

**RESUME:**

You may submit a resume for review with your application, but this is optional.

**DECLARATION:**

I have read and completed this application in full. I certify that, to the best of my knowledge and belief, the answers given to the foregoing questions and the statements made by me in this application are correct and complete. I understand that misrepresentation or omission of the facts in this application may result in disqualification or dismissal. Commissionaires is an Equal Opportunity Employer.

I agree to the above terms. Yes

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

(Print clearly)