

APPLICATION FOR EMPLOYMENT

POSITION CRITERIA – SECURITY GUARD

The goal of a Security guard is to **detect, deter, observe and report on behalf of a client**. Security guards watch for impending danger and protect assets, people and property. Security guards observe and report crimes they may encounter.

A Commissionaire's duties and responsibilities include, but are not limited to: monitoring premises to prevent theft or damage to property; deter infractions of rules; report writing; recording observations and occurrences; foot and vehicle patrol surveillance activities; interviewing witnesses; location access control.

Security work is shift work and operates 24 hours a day, 7 days a week including days, evenings, nights as well as weekends and holidays. Shifts can range from 3 to 12 hours in length, include multiple sites, as part of a team, with a partner or alone and have a range of rates of pay based on contract location. Shifts can be regularly scheduled but may include irregular shift patterns and short notice call-ins.

PERSONAL INFORMATION

Surname: _____ First Name: _____ Inits: _____

Street Address: _____

City: _____ Prov: _____

Email Address: _____ Phone: _____

 First Language: English French Other(s) _____

 I am a Canadian Armed Forces veteran: Yes No # of Years Served: _____ Last Year Served: _____

 Honourable discharge? Yes No

 Reg Reserve Rangers CIC

 I am an RCMP veteran: I am a police force veteran: Yes If so, where? _____

 I am the spouse of a Canadian Armed Forces member/veteran:

 I am 18 years of age or older:

 I am legally allowed to work in Canada:

EDUCATION/LICENSES/QUALIFICATIONS

Highest Level of High School Completed: 9 10 11 12 (circle one) Year Completed: _____

Post Secondary – List certificate/Degree programs and year completed

Security Guard License #: _____ Expires: _____

First Aid Certificate: _____ Expires: _____

AVAILABILITY

Ideally, how many hours a week can you be available for? _____

 I am available for all shifts: Yes No

Which districts are you available to work in? (check any that apply)

Monday	Days	Evenings	Nights
Tuesday	Days	Evenings	Nights
Wednesday	Days	Evenings	Nights
Thursday	Days	Evenings	Nights
Friday	Days	Evenings	Nights
Saturday	Days	Evenings	Nights
Sunday	Days	Evenings	Nights

(circle any shift above you feel you could cover)

 Brockville (Smith's Falls, Prescott)
 Cobourg (Peterborough, Port Hope)
 Cornwall (Morrisburg)
 Kingston (Gananoque, Napanee)
 Quinte (Belleville, Trenton)

EMPLOYMENT QUESTIONS

1. Have you served with the Commissionaires in the past? Yes No
 If yes list which district(s) _____
2. Do you have reliable transportation to any Commissionaire contract site? Yes No
3. Can you provide proof of driver's license and a clean driver's abstract? Yes No
4. Have you ever been convicted of a criminal offence for which a Record of Suspension has not been granted? Yes No
5. As an employee are you willing to submit to a search of your personal belongings and vehicle when going on or off duty? Yes No
6. Do you have any reasons that may preclude you from working any and all shift patterns or working alone? Yes No
7. Can you walk 1 to 5kms per patrol? Yes No
8. Can you sit for more than 5 hours per shift? Yes No
9. Can you lift objects up to 25kgs? Yes No
10. Can you complete 1 to 7 patrols per shift? Yes No
11. Can you climb for than 50 stairs per patrol? Yes No
12. Can you stand for more than 4 hours per shift? Yes No

REFERENCES: (must provide PROFESSIONAL references only. No personal references accepted)

1. Name: _____ Phone: _____
2. Name: _____ Phone: _____

Résumé: Please attach your résumé.

DECLARATION:

I certify that the statements made by me in this application and attached résumé, and those given during my employment interview(s) are accurate and complete to the best of my knowledge. I understand that any incorrect, false, or incomplete statement of information furnished by me in connection with my employment may disqualify me from employment or be cause for immediate dismissal. I understand that the personal information provided on this application form will be used by Commissionaires Kingston & Region Division to make an initial hiring decision. I therefore authorize Commissionaires Kingston & Region Division to conduct reference checks to verify the information on this form, and to assess my character and suitability for security work. Reference checks may include communication with former employers, schools or law enforcement agencies with whom I am acquainted.

By signing this form, I consent and agree to the Commissionaires – Kingston & Region Division using my personal information provided in this application and attached resume for purposes relating to my hiring and, if hired, for purposes relating to my continued employment such as the administration of payroll and employee benefits. I also consent and agree to the Commissionaires – Kingston & Region Division disclosing only as much information as may be needed by third parties who provide services to Commissionaires – Kingston & Region Division in connection with my employment, such as payroll and benefits administration. I further consent and agree to the collection, use and disclosure of any personal information provided to the Commissionaires – Kingston & Region Division for purposes relating to my continued employment, where required. I understand that under the Ontario Employment Standards Act (ESA) and Personal Information Protection and Electronic Documents Act (PIPEDA), Commissionaires – Kingston & Region Division will treat my personal information in a confidential manner and that, if hired, I will be required to provide updated personal contact documentation (i.e. address, telephone number, e-mail or other electronic address).

I understand and agree that, if hired, my employment will be subject to various guidelines, rules and regulations of Commissionaires as stated in the Employee Information Package, any policy and procedure manuals, terms of conditions or other communications to employees. I further understand and agree that Commissionaires policies and procedures are subject to modification without notice.

Applicant name: _____ Signature: _____ Date: _____

The Canadian Corps of Commissionaires – Kingston & Region Division is committed to an open policy of providing equal opportunities and ensures that all qualified applicants will receive equal consideration for positions within the organization, to promote fair representation in the four designated groups. Upon request, Commissionaires will provide accommodation to those candidates who require assistance.