

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:** _____

Address: _____ **City:** _____ **Postal Code:** _____

Email Address: _____ **Phone:** _____

Language(s): In **English:** I am Fluent I am Functional I have Basic Skills
 In **French:** I am Fluent I am Functional I have Basic Skills

I am also able to communicate in the following language(s): _____

I am a military veteran/currently serving member: **Yes** **No**

If yes, # of Years Served: _____ Last Year Served: _____ Discharge Type: _____

I served in the: Canadian Armed Forces Canadian Rangers CIC Other Where? _____

I am the **spouse** or **dependant** of a Canadian Armed Forces member or veteran:

I am an RCMP/police force veteran: **Yes** **No**

If yes, where? _____

I am 18 years of age or older:

I am legally allowed to work in Canada: As a Canadian Citizen As a Permanent Resident On a Study/Work Permit

EDUCATION/LICENSES/QUALIFICATIONS *(transcript may be required)*

High School Level completed: 9 10 11 12

Post Secondary Level completed: Certificate Bachelors Masters PhD

Security Guard License Yes No Expiry date: _____ *(Please attach a copy)*

First Aid Qualified Yes No Expiry date: _____ *(Please attach a copy)*

AVAILABILITY

Which district are you applying to work in? *(you may only apply to one district)*

Brockville area **Cobourg** area **Cornwall** area **Kingston** area **Quinte** area

I am looking for *(you may only check one)*:

Part Time Work *(16-24 hours per week)*

Full Time Work *(25 to 40+ hours per week)*

I am available *(You may indicate availability for ANY Shift or LIMITED Shifts but not both):*

ANY Shift *(meaning you are normally available for any day, evening, night, weekend, and holiday shift)*

LIMITED Shifts *(check any that apply)* **Days** **Evenings** **Nights** **Weekends**

EMPLOYMENT QUESTIONS

1. Have you served with the Commissionaires in the past? Yes No
If yes list which Division & District: _____
2. Can you provide proof of driver's license and a clean driver's abstract, if required? Yes No
3. Do you have reliable transportation to any Commissionaire contract site? Yes No
4. Have you ever been convicted of a criminal offence? Yes No
5. Are you willing to submit to a search of personal belongings/vehicle, if required? Yes No
6. Do you have any reason(s) preventing you from working odd shift patterns? Yes No
7. Can you work in isolation/alone? Yes No
8. Can you walk 1 to 5kms per patrol? Yes No
9. Can you sit for more than 5 hours per shift? Yes No
10. Can you lift objects up to 25kgs? Yes No
11. Can you complete 1 to 7 patrols per shift? Yes No
12. Can you climb for than 50 stairs per patrol? Yes No
13. Can you stand for 2 to 4 hours per shift? Yes No
14. Do you feel you can rapidly respond to any emergency situation? Yes No

Please attach your résumé. References may be requested during the recruiting process.

DECLARATION:

I certify that the statements made by me in this application, attached résumé, supporting documentation and those answers given during my employment interview(s) are accurate and complete to the best of my knowledge.

I understand that any incorrect, false, misleading 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 any checks for references, credit or of my submitted documentation to verify the information provided is accurate, and to assess my character and suitability for security work. Reference checks may include communication with former employers, schools with whom I am acquainted and/or law enforcement agencies.

By signing this form, I consent and agree to the Commissionaires – Kingston & Region Division using any personal information provided during the application process for any purpose(s) relating to my hiring and, if hired, 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 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 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 Terms & Conditions of Employment as well as under any policy, procedures, SOPs, or any other form of communication(s) intended to direct employees.

I further understand and agree that Commissionaires policy, procedures, SOPs, or any other form of communication(s) intended to direct employees are subject to modification without notice.

Applicant name: _____ Signature: _____ Date: _____

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