**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.

This information is a bona fide requirement for employment in the security industry, as it is necessary to ensure compliance with legal and regulatory standards, and to uphold the integrity and safety of security operations

**PERSONAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | First Name |  |
| Address |  | City |  |
| Postal Code |  |  |  |
| Email Address |  | Phone |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Languages(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 languages(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: | CAF | Canadian Rangers | | | CIC | | Other | | Where? |  |
| I am a spouse of a CAF member or veteran | | | | I am a dependent of CAF member or veteran | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| I am a RCMP/ Police force Veteran YES  NO | | If yes, where? | |  | | |
| I am 18 years of age or older | |  | | | | |
| I am legally entitled to work in Canada as: | |  | | | | |
| Canadian Citizen | Permanent Resident | Work Permit | | | Study Permit | |
|  |  | Expiry: |  | | Expiry: |  |

**EDUCATION/LICENSES/QUALIFCATIONS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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 Certificate | YES NO | Expiry date: |  | (Please attach a copy) | | |
| Driver’s License | YES NO | Expiry date: |  | Level: |  | |

**AVAILABILTIY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Which district are you applying to work in (Please only apply to one district) | | | | | |
| Cobourg District | Quinte District | | Kingston Area | Brockville Area | Cornwall Area |
| I am looking for (check one): | | Part Time Work (16 -24 hours per week) | | |  |
|  | | Full Time Work (25 to 40+ hours per week) | | |  |

|  |  |
| --- | --- |
| **SECURITY CLEARENCE - ELIGIBILITY** |  |
| **ALL OF OUR EMPLOYESS NEED TO BE ELIGIBLE FOR SECRET LEVEL CLEARANCE** as 75% of our clients are with the Federal Government. The Clearances are issued by PWGSC, not Commissionaires. To meet the MIN requirement to be eligible for this level of Clearance, PWGSC requires that applicants requesting Clearance be in Canada for the LAST 5 years (Reliability Clearance) or 10 years (Secret Level II Clearance). | |
| Are you eligible for a reliability clearance | YES  NO |
| Are you eligible for a secret clearance | YES  NO |

**GOVERNMENT ISSUED ID’S**

|  |  |  |  |
| --- | --- | --- | --- |
| To be eligible to work for the Commissionaires, you will need to provide proof of 2 ID’s: | | | |
| Birth Certificate |  | Work or Study Permit |  |
| Passport (Canadian) |  | Ontario Photo Card |  |
| Driver’s License |  | Permanent Resident Card |  |
| Passport (Other) |  | Canadian Citizenship |  |

**EMPLOYMENT QUESTIONS**

|  |  |  |
| --- | --- | --- |
| 1 | Have 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 your personal belongings/vehicle, if required at a clients site? | 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? | YES NO |

**REFERENCES:** (must provide PROFESSIONAL references only.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | Name |  | Phone: |  |
|  | | | | |
| 2 | Name |  | Phone: |  |

**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.

Please feel free to submit any documents that you feel will help you stand out.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Applicant Name: |  | Signature: |  | Date: (MM/DD/YY) |  |

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.