



Corps of Commissionaires
South Saskatchewan Division
122 Albert St. Regina, SK S4R 2N2

Employment Application Instructions

ELIGIBILITY

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

PREFERENCE FOR INTERVIEW AND EMPLOYMENT

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

- The Canadian Armed Forces
- The Royal Canadian Mounted Police

Others who may receive priority include:

- Police Officers and Public Service Employees (fire, corrections, EMT/Paramedic)
- Spouses of former or serving members of the above groups
- Military members with service in other Allied countries
- Other qualified individuals who wish to contribute to the safety and security of

Canadians.

EMPLOYMENT

Many of the positions within the Commissionaires organization involve security guard duties. Other positions include mobile patrol, bylaw, parking enforcement, and occasionally, administrative positions may be required. Individuals who complete an application for employment will be considered for an interview as suitable positions become available and, in the priority listed above. Please note that the Corps does not guarantee an interview. Applications with missing or incomplete information may be rejected. **Only applicants selected for an interview will be contacted.**

APPLICATION

Applications are held for three (3) 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.

Step 1: PISGA Training

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

Step 2: Employment Application Form

The Employment Application Form must be completed in its entirety, and a résumé must be attached.

Canadian Corps of Commissionaires (South Saskatchewan Division)

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Email: southsask@commissionaires.sk.ca • Toll free: 1-866-757-0998 or www.commissionaires.sk.ca



Step 3: Interview

Only 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.

Step 4: Offer of Employment

The Offer of Employment will only be made when several conditions have been met. First, an applicant must have met all criteria: successful completion of the PISGA training with a competitive score, successful score on the Commissionaires Benchmark Language Assessment, suitability assessment through formal interview process, and cleared Criminal Record Check with no detrimental offences that would prohibit employment with the Commissionaires. Finally, skills must be compatible with our existing job opportunities. Once these conditions have been met, an applicant may be contacted with a letter of offer and invited to join the Commissionaires South Saskatchewan Division.

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 and First Aid certification.
Note: If you reference educational courses completed, please attach copies of certificates.
3. Provide your complete employment history to date.
4. Include character references – relatives and friends 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:

First impressions are important. It is important to dress appropriately for an interview.

- Dress should be business casual for both men and women (slacks/dress pants, collared shirt/blouse)
- Cell phones and other media are to be turned off or placed in silent mode and put away in a pocket or purse.
- Communicate professionally to effectively present yourself as a strong candidate during the interview.

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

Digital Signature: _____

Date: _____

Printed Name: _____



**South Saskatchewan Division
Employment Application Form**

CONTACT INFORMATION

Name: _____
(Last Name) (First & Middle Names)

Address: _____
(City)

(Province) (Postal Code)

Telephone: _____
(Home) (Cell)

Email: _____

Date of Application: _____

Position Requested: _____

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 of age or older? Yes ☐ No ☐
3. Do you have a valid driver's license? Yes ☐ No ☐
 - a. If yes, provide license number and class: _____
4. Do you have transportation to get to and from work? Yes ☐ No ☐
5. Please indicate your preferred employment type:
Full Time ☐
Part Time ☐
Casual ☐



6. Indicate the shifts you are willing and available to work:

- Daytime ☐
Evenings ☐
Nights ☐
Any ☐

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

- 0 – 1 year ☐
1 – 5 years ☐
5 – 10 years ☐
10 + years ☐

8. Do any of the following describe you?

- Former Cdn Armed Forces ☐
Former RCMP ☐
Former Police ☐
Current CAF/RCMP/Police ☐
General Applicant ☐

9. When would you be able to start work?

____ / ____ / ____
Year Month Day

QUALIFICATIONS

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

Yes ☐ No ☐

If yes, please specify the location and the date you achieved the certification:

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

- First Aid/CPR ☐
Fireman's/Boiler Certificate ☐
WEIMS ☐
Other Qualifications ☐

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

3. How would you rate your computer skills?

- Nil (0-2) ☐
Fair (3-5) ☐
Good (6-8) ☐
Excellent (9-10) ☐



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

- Comfortable walking up and down stairs ☐
Standing or sitting for long periods of time ☐
Getting in and out of a vehicle frequently ☐
Able to work extended hours ☐
Drive at night ☐

5. Please 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. Please identify other known languages:

Spoken: _____
Written: _____

EDUCATION

List 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 any employment held over the last five years.

1. Company Name: _____
Employer Address: _____
Telephone Number: _____ Full or Part-time work: _____
Supervisor Name: _____ Title: _____
From (dd-mm-yyyy): _____ To: (dd-mm-yyyy): _____



Main Duties and Responsibilities: _____

Reason for Leaving: _____

2. Company Name: _____

Employer Address: _____

Telephone Number: _____ Full or Part-time work: _____

Supervisor Name: _____ Title: _____

From (dd-mm-yyyy): _____ To: (dd-mm-yyyy): _____

Main Duties and Responsibilities: _____

Reason for Leaving: _____

3. Company Name: _____

Employer Address: _____

Telephone Number: _____ Full or Part-time work: _____

Supervisor Name: _____ Title: _____

From (dd-mm-yyyy): _____ To: (dd-mm-yyyy): _____

Main Duties and Responsibilities: _____

Reason for Leaving: _____

- If you have more than three employers in the past five years, please include a resume with your application.



CHARACTER REFERENCES (local, recent, 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 (record suspension) has not been granted?
Yes ☐ No ☐

If Yes, state the offence(s): _____

Date of offence(s): _____

Location of offence(s): _____

Disposition of offence(s): _____

Police Force involved (RCMP, Municipal, Provincial): _____

CANADIAN ARMED FORCES / RCMP SERVICE RECORD

****Discharge papers or certificates of service must be presented with your application. ****

Complete this section only if it pertains to you:

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: _____

Occupation: _____

Total Years of Service: _____

UN Service: _____

Medals / Decorations:

Are you the spouse of a Veteran or currently serving member?

Yes ☐ No ☐

Have you ever applied to the Corps of Commissionaires?

Yes ☐ No ☐

Have you ever worked with the Corps of Commissionaires?

Yes ☐ No ☐

If yes, what Division or Province? _____

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 provided to the foregoing questions and 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.

I agree to the above terms and conditions. Yes ☐ No ☐

Digital Signature: _____

Date: _____

Printed Name: _____

*Please note, if you select "no" above, your file will not be processed.