

RECRUITING & SELECTION UNIT

The Calgary Police Service (CPS) is looking for individuals that have a high degree of personal integrity, display sound judgment, have intelligent decision-making skills, maturity, common sense, reflect the diversities within our communities and possess the core values of CPS: **Respect, Honesty, Compassion, Courage, Fairness, Accountability, and Integrity.**

The recruiting process is designed to help us identify the best applicants. It is time consuming and requires a great deal of information and specific attention to detail.

MINIMUM REQUIREMENTS

- 18 years of age or older.
- Canadian citizen or permanent resident.
- Canadian grade 12 or equivalent (Educational Credential Assessment (ECA) if obtained outside Canada).
- Valid non-GDL license with no more than five demerit points.
- No criminal record (or provide a granted pardon).
- Three years clear of any criminal activity (detected or undetected).
- One year clear of discharge from a bankruptcy.
- Ability to pass an Enhanced Security Clearance (conducted by CPS).
 - Obtaining an Enhanced Security Clearance can be challenging if you have not lived in Canada or the United States of America for a minimum of three years.
- Meet the medical, health, and fitness standards.

Having these requirements does not guarantee that you will be successful in the competitive hiring process.

APPLICATION DOCUMENTS AND INFORMATION

You will submit your application online through the Calgary Police Service website. There are several documents that must be completed in full. It is imperative that you have all information and documentation ready prior to applying. ***Attention to detail is extremely important. If you answer 'NO' to any of the following requirements, your application will be ineligible.***

The application documents are fillable PDF documents that will need to be downloaded. You will need the latest version of Adobe Reader (free) to complete. These cannot be completed in a web browser.

DRIVER'S LICENCE

- Non-GDL license.
- License address must match current address.
- Must be valid.

☐ Yes, my license meets the requirements. ☐ No, my license does not meet the requirements.

PROOF OF SOCIAL INSURANCE NUMBER (SIN)

- Documentation must show your full name, SIN and be issued by the Government of Canada.
 - Examples can include SIN card, tax return, T4 and record of employment (ROE).

☐ Yes, my SIN meets the requirements. ☐ No, my SIN does not meet the requirements.

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PROOF OF CANADIAN RESIDENCY

- Documentation can include birth certificate, Canadian passport (photo page), permanent resident (PR) card and citizenship certificate (both front and back pages).
- Document cannot be expired.

☐ Yes, my residency meets the requirements. ☐ No, my residency does not meet the requirements.

EDUCATION DOCUMENTS

- Canadian high school diploma/transcripts or equivalent (GED or CAEC).
- Diplomas and transcripts must be the official document. Official documents include the year of graduation, the Minister of Education's signature or authorizing signature.
 - **If your education was obtained outside of Canada, you will be required to submit your education for an Educational Credential Assessment (ECA). More information can be found at the following link: [ECA](#).**
- *Exceptions: Bachelor's degree from a recognized Canadian institution OR a diploma from a recognized Canadian institution in law enforcement, criminal justice, policing, corrections, etc.*
 - **Do not submit application until you have obtained the assessment.**
- All other educational documents, certifications or rewards that you upload must be the official document or transcript.

☐ Yes, my education meets the requirements. ☐ No, my education does not meet the requirements.

DRIVER'S ABSTRACT

- Minimum three-year period must be requested.
- Driver's abstract must be from the province you are currently licensed.
 - If you have not been licensed in your current province for three-years, you will also be required to obtain your driver's abstract from your previous province.
- No more than five demerit points are allowed.
- Valid for one year from the date of printing.

☐ Yes, my abstract meets the requirements. ☐ No, my abstract does not meet the requirements.

VISION REPORT FORM

- Must be completed on the CPS form. Forms from other agencies will not be accepted.
- Supplemental forms are only required if corrective surgery was performed within the last six months.
- If you do not meet the standard on any part of the Vision Report, you will be required to submit a letter from your eye professional (that would perform the corrective surgery) stating your candidacy for one of the allowable corrective procedures.
 - If you do not meet the standards specified under Phoria, please reach out for additional tests that will need to be completed.
- Valid for one year from the date of your appointment.
- Personal information, optometrist information, signatures and dates are all required information.

☐ Yes, my vision meets the requirements. ☐ No, my vision does not meet the requirements.

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HEARING REPORT FORM

- Must be completed on the Calgary Police Service form. Forms from other agencies will not be accepted.
- If you do not meet Unaided Criteria I, your audiologist must specify which standard you have met.
- Valid for one year from the date of your appointment.
- Personal information, audiologist information, signatures and dates are all required information.

☐ Yes, my hearing meets the requirements. ☐ No, my hearing does not meet the requirements.

EDUCATION AND TRAINING

- All fields within each section are required.
- Entering the correct dates is important.
- If written testing has been completed, this must be noted and score reports should be uploaded.
- All current and previous police applications must be noted.

☐ Yes, my information meets the requirements. ☐ No, my information does not meet the requirements.

EMPLOYMENT HISTORY

- Must be listed in chronological order from most recent.
- Must include history for the last 10- years.
- All employment information is required. If you do not have information that is being requested, write 'unknown' – do not leave fields blank.
- If your history exceeds the number of fields, attach an additional sheet following the same format.
- If there are gaps or you do not have 10- years history, an explanation must be provided.

☐ Yes, my employment meets the requirements. ☐ No, my employment does not meet the requirements.

REFERENCES

- Must be five adults who you are not related to you and are not your current/former supervisors.
- References can be friends, neighbors, coaches, coworkers, etc.
- Addresses for all references must be completed in full.
- Phone numbers and emails are required for all references.

☐ Yes, my references meet the requirements. ☐ No, my references do not meet the requirements.

PERSONAL DISCLOSURE FORM (PDF)

- All questions must be answered.
- Be as detailed and honest in your responses. Withholding information will negatively impact you.
- Signatures are required on pages 1, 5, 6 and 70.

☐ Yes, my PDF meets the requirements. ☐ No, my PDF does not meet the requirements.

Authorization for Release of Information

- Must be completed on the Calgary Police Service form. Forms from other agencies will not be accepted.



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- Applicant information must be completed in full.
- Signature and date from applicant are required.
- Witness name, signature, and date are required.

☐ Yes, my release meets the requirements. ☐ No, my release does not meet the requirements.

Credit Background Screening

- Completed on MINTZ Global Screening form.
- All application information is required.
- Applicant signature and date are required.

☐ Yes, my credit form meets the requirements. ☐ No, my credit form does not meet the requirements.

Enhanced Security Declaration

The Enhanced Security Declaration is an essential document that is used to gather details relating to you, your family, and associates. The information that is required is collected in accordance with Section 33(c) of the Freedom of Information and Protection of Privacy Act. The document will need to be completed in the latest version of Adobe Acrobat and not through a web browser.

SECTION: GENERAL INFORMATION

- Complete all information that is requested.
- You do not need to provide additional identification documents.

SECTION: RESIDENCE HISTORY

- Residence history for the last 10 years is required.
- Must include all individuals that you have resided with, including their phone number, date of birth, and their relationship to you.
- There should be no overlap in dates or gaps in your history.
- If you are unable to provide any information, an explanation must be provided.

SECTION: IMMEDIATE RELATIVES

- List all immediate relatives and relatives of your current/former partner who are over the age of 12.
- All information is mandatory – full name, date of birth, gender, relationship, phone number, and full address.
- This includes individuals who are alive or deceased.

SECTION: QUESTIONNAIRE

- All questions must be answered.
- If you answer 'YES' to any question, details must be provided.

SECTION: AUTHORIZATION FOR RELEASE OF INFORMATION

- Must be dated and signed by the applicant and witness who is 18 or older.

☐ Yes, my declaration meets the requirements. ☐ No, my declaration does not meet the requirements.

REMINDER: If you answered 'NO' to any of the following, **DO NOT SUBMIT YOUR APPLICATION.**

QUESTIONS? Email cpsrecruiting@calgarypolice.ca