



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.**

NEW TWO-STAGE APPLICATION PROCESS

Stage 1: Complete the minimum requirements verification and initial background screening. Applicants must remain in Stage 1 until the APCAT has been completed (if applicable) and approval has been granted.

Stage 2: Complete all application forms and upload required documentation (e.g., hearing and vision forms, driver's abstract, etc.).

Applicants must successfully complete Stage 1 before proceeding to Stage 2.

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 (3) years clear of any criminal activity (detected or undetected).
- One (1) year clear of discharge from bankruptcy.
- Ability to pass an Enhanced Security Clearance (ESC) (conducted by CPS).
 - Obtaining an ESC can be challenging if you have not lived in Canada or the United States for a minimum of three (3) years.
- Meet the medical, health, and fitness standards.
- Passed the Alberta Police Cognitive Ability Test (APCAT) within the last five (5) years.

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

APPLICATION DOCUMENTS AND INFORMATION

Information on how to apply can be found on our website. 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.

DRIVER'S LICENCE

- Non-GDL licence.
- Licence address must match current address.
- Must be valid.

☐ Yes, my licence meets the requirements

☐ No, my licence 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

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

APCAT RESULTS

- A valid passed APCAT score is required at the time of application (84/120).
- APCAT results are valid for five (5) years from the date of the test.
- Result letterhead must be uploaded.

☐ Yes, my results meet the requirements ☐ No, my results do 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). Do not submit until you have obtained this.**
 - 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.
- Other education documents, certifications or rewards 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 (3) 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 (3) years, you will also be required to obtain your driver's abstract from your previous province.
- No more than five (5) demerit points are allowed.
- Valid for 30 days from the date of issue.

☐ 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.
- Supplemental night vision form is required when corrective surgery has taken place, regardless of how long ago the procedure was.
- 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.
- Valid for one (1) year from the date of your vision assessment.
- 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

HEARING REPORT FORM

- Must be completed on the CPS 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 (1) 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 that are applicable to you within each section are required.
- Entering the correct dates is important.
- 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 there are gaps or you do not have 10 years of history, an explanation must be provided.

☐ Yes, my employment meets the requirements

☐ No, my employment does not meet the requirements

REFERENCES

- Must be five (5) 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.

☐ Yes, my PDF meets the requirements.

☐ No, my PDF does not meet the requirements

AUTHORIZATION FOR RELEASE OF INFORMATION

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

☐ Yes, my release meets the requirements

☐ No, my release 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