



# SUMMER STUDENT EMPLOYMENT APPLICATION

**For summer employment with the Greater Sudbury Police Service**

Return the completed application form by **MARCH 1<sup>ST</sup>, 2011:**

**In Person:** Police Headquarters – 190 Brady Street

**Mail:** Greater Sudbury Police Service  
Human Resources Branch  
190 Brady Street P3E 1C7

**Email:** humanresources@police.sudbury.on.ca

\*\*\*THIS APPLICATION MUST BE COMPLETED IN ITS ENTIRETY\*\*\*

<b>PERSONAL DATA</b>	
Surname	Given Name
Complete Address	Home Telephone No.
	Business Telephone No.
Do you have a current First Aid Certificate?	Yes <input type="checkbox"/> Attach copy      No <input type="checkbox"/>
Do you have a current C.P.R. Certificate?	Yes <input type="checkbox"/> Attach copy      No <input type="checkbox"/>
Do you have a valid driver's licence?	Yes <input type="checkbox"/> Attach copy      No <input type="checkbox"/>
<p>A requirement for all summer students' positions is that the student returns to school in the Fall. Please provide the grade, course and school you will be attending. Please specify what month and year you plan to return.</p> <p>_____</p> <p>_____</p> <p>_____</p>	

<p>Have you ever been convicted of a criminal offence for which a pardon has not been granted?</p> <p style="text-align: center;">Yes _____ No _____</p> <p>If yes, give details.</p> <p>_____</p> <p>_____</p>
---

Have you ever worked for the Greater Sudbury Police Service before?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain.

DRIVER'S LICENCE #

Class "G"

Other: \_\_\_\_\_

**LANGUAGES**

**Weak**

**Fair**

**Proficient**

Speak

Read

Write

Speak

Read

Write

Speak

Read

Write

**EDUCATION**

If you have not graduated from high school, what grade will you be attending in September 2011?  
\_\_\_\_\_

If you have graduated from high school, what post secondary institution will you be attending in September 2011?  
\_\_\_\_\_

Are you currently attending University/College Yes  No   
Course Name/Concentration: \_\_\_\_\_

If attending a post secondary institution, in what year will you be enrolled in September 2011? \_\_\_\_\_

Have you attained a degree/diploma (specify): \_\_\_\_\_

University Courses / College Courses   
(received)

Course Name: \_\_\_\_\_

College Certificate: \_\_\_\_\_

RELATED COURSES /  
SEMINARS / LICENCE /  
WORKSHOPS / HOBBIES

---

RELATED EXPERIENCE

---



---



---



---

EXPLAIN SUITABILITY FOR THE  
POSITION

---



---



---



---



---

COMPUTER SOFTWARE

Program

Fair

Proficient

Accredited  
course

Word




Excel




PowerPoint




Access




Database




Other




(please specify)





---






---






---






---

<b>PREVIOUS EMPLOYMENT</b>		
Employer	From	To
Duties		
Employer	From	To
Duties		
Employer	From	To
Duties		
Employer	From	To
Duties		

RESUME ATTACHED	Yes <input type="checkbox"/>	No <input type="checkbox"/>
-----------------	------------------------------	-----------------------------

<b>DECLARATION</b>
I certify that the statements made by me in this application are true and complete to the best of my knowledge and belief and are made in good faith. I understand that if any of these statements are untrue, this application may be rejected or any appointment to a position to be nullified.

SIGNATURE	DATE
-----------	------

Personal information on this form is being collected during the recruitment process under the authority of the Police Services Act Section 43, for the purpose of assessing your suitability for employment. Questions about this collection should be directed to:

HUMAN RESOURCES  
 GREATER SUDBURY POLICE SERVICE  
 190 BRADY STREET, SUDBURY, ONTARIO  
 P3E 1C7



## GREATER SUDBURY POLICE SERVICE

### SUMMER STUDENT PROGRAM

Indicate with a check mark the positions you are applying for:

#### **Assistant Boat Patrol**

*(Required certifications must be attached to be considered for this position)*

- Attach copy of a valid driver's license (Class G or G2)
- Attach copy of valid First Aid and C.P.R. Certificate
- Attach copy of boating license.

#### **Fleet Assistant**

- Attach copy of a valid driver's license (Class G or G2)
- Good physical condition
- Must have good working knowledge of Word, Excel, Windows and Microsoft applications

#### **Property Assistant**

- Attach copy of valid driver's license (Class G or G2)
- Good physical condition

#### **Receptionist Assistant – Central Records**

- Typing skills 40 wpm or better
- Must have good working knowledge of Word, Excel, Windows and Microsoft applications
- Must be bilingual (French – English)

#### **Stores Assistant**

- Attach copy of valid driver's license (Class G or G2)
- Must have good working knowledge of Word, Excel, Windows and Microsoft
- Good physical condition

**Finance Assistant**

- Typing skills 40 wpm or better
- Accounting or business background will be considered an asset
- Must be extremely proficient in Excel and a good working knowledge of Word, Windows and Microsoft applications

**Clerk – Various Branches (Human Resources; Health & Wellness  
Criminal Investigations)**

- Typing skills 40 wpm or better
- Organizational/Interpersonal skills
- Must have good working knowledge of Word, Excel, Windows and Microsoft applications

**Information Systems Assistant**

- Working knowledge of software, hardware and installation
- Must have good working knowledge of Word, Excel, Windows and Microsoft applications
- University/College courses in Information Systems/Technology will be considered an asset

**\*\*Only those students selected for an interview will be contacted.**

**APPLICATION DEADLINE: MARCH 1<sup>ST</sup>, 2011**