



Kingston Police Community Volunteers

705 Division Street, Kingston, ON K7K 4C2

KPCV Application Instructions / Info

- 1. Please complete this application in full either on computer screen and then print or print off and complete in pen. (if done on computer can be saved)**
- 2. Be sure to sign and date the KPCV application on page 2**
- 3. On the Police Check Section please be sure to complete all applicable sections then date, sign and have it witnessed (TWO SIGNATURE LINES each). If you don't have a witness it can be witnessed when you hand deliver the application to the front desk at 705 Division Street. If you are mailing the application you MUST have witnessed before sending it in.**
- 4. We normally cut off recruitment every year on the 30th of September and start the interview process late November or early December. PLEASE NOTE ONLY APPLICATIONS SELECTED FOR INTERVIEW WILL BE CONTACTED.**



KINGSTON POLICE COMMUNITY VOLUNTEERS



APPLICATION

INSTRUCTIONS: Please fill out the complete form on the screen and print it, including the CPIC form attached. All information submitted is confidential and for the use of the Kingston Police and the Kingston Police Community Volunteers. All applicants will be screened prior to acceptance. If additional space is required, please use a separate piece of paper and attach it to this application.

Name:
Surname Given Name Initial **Date of Birth:** Day/Month/Year

Address:

City: **Province:** **Postal Code:**

Phone: (Home) **(Work)**

Licensed Driver? YES NO Province: Drivers Licence #
(Please attach photocopy of Driver's Licence)

Education: (Include highest grade completed, post secondary degrees, and any relevant courses or training)

Employment: (employer, job title and length of time) (attach resume if needed)

Previous Volunteer Experience: (extent of experience, positions held and time with organization)

Special Skills: (If you have any special qualifications that may be of assistance to The Kingston Police Community Volunteers, such as valid First Aid, C.P.R., Red Cross Life saving qualifications, or radio communications training, please indicate in the space below). (Use a separate piece of paper if needed).

References: (Please supply three references, i.e. present/past employer/supervisor, clergy, etc) (Supply name, address and telephone number)

(1)

(2)

(3)

Time Commitment: How long can you actively participate with KPCV?

(Years)

Please state your reasons for applying to the Kingston Police Community Volunteers?

What do you feel you can contribute as a member to the KPCV organization?

(Skill sets, experience, certifications, hobbies, equipment knowledge etc...)

By signing this application, I give the Kingston Police and/or the Kingston Police Community Volunteers permission to contact the people named as my references. In addition I give my consent to the Kingston Police and/or the Kingston Police Community Volunteers to conduct a (CPIC) Canadian Police Information Centre check and a local background check and any other checks deemed necessary to determine my suitability as a volunteer.

I certify that the information contained within this application is true and correct. I understand that if I am accepted as a volunteer member of KPCV, I do not gain any special and/or increased authorities or powers, and I am authorized to act only as any other citizen of the community. I further understand that while involved in Kingston Police Community Volunteer activities I will be required to wear all mandatory uniform items as required by the organization and my conduct shall be governed by all rules and regulations as set forth by the Kingston Police and the Kingston Police Community Volunteers.

****ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED****

Signature

Date



KINGSTON POLICE
POLICE INFORMATION CHECK /
POLICE VULNERABLE SECTOR CHECK

S/C # _____
 Online # _____

Reason for Request Volunteer/Employment/Other (if other, state specific reason): _____

Do you require this check because you will be working or volunteering with vulnerable persons?

(If so, you will need to complete the section titled “Applicant’s Consent to Conduct a Police Vulnerable Sector Check.”)
 “Vulnerable persons” means persons who, because of their age, a disability, or other circumstances, whether temporary or permanent, (a) are in a position of dependence on others; or (b) are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.

Yes

Do you have a criminal record that you are willing to disclose? If you have a criminal record and do not disclose that record in its entirety, the Kingston Police will either report an incomplete result or require you to submit fingerprints at an additional cost. If you are disclosing your criminal record, you must complete a Declaration of Criminal Record form.

Yes

Applicant’s Personal Information (Please Print Legibly) Date of Application: _____

Last Name: _____ First Name: _____ Middle Name: _____

Previous Surnames: _____ Male Female Date of Birth: _____
 (Maiden, Adopted, Previous Marriages) Year Month Day

Current Residence (include full address, including city/town/province) _____

Past Residences (previous 5 years): 1. _____

2. _____

3. _____

Agency Requiring Check (or reason for request): 1. _____

2. _____

Applicant’s Contact Information

Residential Phone:	Business Phone:	Cell Phone:	Email address:

Applicant’s Consent to Conduct a Police Information Check

- I hereby release and discharge the Kingston Police and all members and employees of the said police agency from any and all actions, claims, and demands for damages, loss, or injury howsoever arising which may hereafter be sustained by myself as a result of the disclosure of information by the Kingston Police.
- I hereby authorize the Kingston Police to inquire into and disclose the results of their search as an attachment to this form. The disclosure of information will be in accordance with Kingston Police policy (as specified on the reverse side of this form).
- I also consent that, should I come into contact with any police agency after the completion of this check while connected with the above-named agency, the Kingston Police shall have the right to notify that agency.
- I certify that the information provided by me in this application is true and correct to the best of my knowledge and belief. I have read this consent, understand it, and agree to it in its entirety.

 Signature of Applicant

 Signature of Witness
 As the witness to this application, I have confirmed the identification of the applicant.

 Signature of Parent/Guardian
 (if applicant is under 18 years of age)

Applicant’s Consent to Conduct a Police Vulnerable Sector Check

I am an applicant for a paid or volunteer position responsible for the well-being of one or more children or vulnerable persons.

Description of the paid or volunteer position: _____

The name of the person or organization is: _____

Provide details regarding the children or vulnerable persons: _____

I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a pardon for, any of the sexual offences that are listed in the schedule to the Criminal Records Act. I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the Criminal Records Act in respect of which a pardon was granted or issued, that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me.

I also consent to information contained in a criminal record, found as a result of a criminal record check for a sexual offence for which a pardon has been granted or issued, being disclosed by a police force or other authorized body to the person or organization referred to above to whom or to which I am applying or have applied for a paid or volunteer position. I understand that, as a result of giving this consent, that information will be disclosed by the police force or other authorized body to the person or organization, even though a pardon has been granted or issued for the offence.

 Signature of Applicant

 Signature of Witness
 As the witness to this application, I have confirmed the identification of the applicant.

 Signature of Parent/Guardian
 (if applicant is under 18 years of age)

Office Use Only

Identification: One form MUST be government-issued and include applicant’s name, date of birth, signature, and photo of applicant.

Type of ID Produced: _____ Type of ID produced: _____
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RESULTS FOR NATIONAL REPOSITORY CRIMINAL RECORD CHECK		
<input type="checkbox"/>	Negative (not confirmed by prints)	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records did NOT identify any records with the name(s) and date of birth of the applicant. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by FINGERPRINT comparison. Delays do exist between a conviction being rendered in court and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
<input type="checkbox"/>	Negative (confirmed by prints)	Based solely on the fingerprints, name(s), and date of birth provided by the applicant, a search of the RCMP National Repository of Criminal Records did NOT identify any records associated with the applicant that may be disclosed in accordance with federal laws. Delays do exist between a conviction being rendered in court and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
<input type="checkbox"/>	Criminal Record (not confirmed by prints)	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records has resulted in a POSSIBLE match to a registered criminal record. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by FINGERPRINT comparison. As such, the criminal record information declared by the applicant does NOT constitute a certified criminal record by the RCMP. Delays do exist between a conviction being rendered in court and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
<input type="checkbox"/>	Criminal Record (confirmed by prints)	Based solely on the fingerprints, name(s), and date of birth provided by the applicant, a search of the RCMP National Repository of Criminal Records identified that the fingerprints submitted by the applicant were certified as identical to fingerprints registered under criminal FPS Number. Delays do exist between a conviction being rendered in court and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
<input type="checkbox"/>	Incomplete	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records could NOT be completed. Positive identification that a criminal record does or does not exist requires the applicant to SUBMIT FINGERPRINTS to the RCMP National Repository of Criminal Records by an authorized police service or accredited private fingerprinting company. Delays do exist between a conviction being rendered in court and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.

RESULTS OF VULNERABLE SECTOR SCREENING ONLY	
<input type="checkbox"/>	A search of pardoned sex offenders was conducted. No information to release.
<input type="checkbox"/>	A search of pardoned sex offenders was conducted. Information authorized for release. See attached page(s).
<input type="checkbox"/>	A search of pardoned sex offenders WAS NOT conducted.

RESULTS OF INVESTIGATIVE DATABANK AND LOCAL INDICES CHECKS		
<input type="checkbox"/>	NEGATIVE	No information was revealed that can be disclosed in accordance with Kingston Police policy.
<input type="checkbox"/>	POSITIVE	Information that might be relevant to assessing the suitability of the applicant was found (see attached page[s]).

Kingston Police Policy Respecting Information that May Be Released on Completed Police Checks

The Police Information Check will include the following information as it exists on the date of the search.

- Criminal convictions from CPIC and/or local databases and summary convictions (where the summary conviction is registered in another jurisdiction, the Kingston Police shall confirm the information and solicit consent for the release of the conviction information).
- Findings of guilt under the Youth Criminal Justice Act within the applicable disclosure period.
- Outstanding entries such as charges and warrants, judicial orders, peace bonds, probation orders, and prohibition orders.
- Absolute discharges (for a period of one year after sentence date) and conditional discharges (for a period of three years after sentence date).

The Police Vulnerable Sector Check will include all of the above and the following information as it exists on the date of the search.

- Not Criminally Responsible by Reason of Mental Disorder.
- All record suspensions or pardons as authorized for release by the Minister of Public Safety.
- **In EXCEPTIONAL circumstances, where an Exceptional Assessment has been undertaken, non-conviction information including, but not limited to:**
 - withdrawn, stayed, or dismissed charges; and
 - police interaction information, including suspect information. Police interaction information may appear as a specific notation on a completed check that is descriptive of specific concerning behaviours, e.g., violent or threatening behaviour.

The Kingston Police reserve the right to refuse to complete a police check where they believe that they have information relevant to the check being performed but are prohibited from disclosing the information.



Police Records / Criminal Information Search completed on: _____

Check completed by: _____

Total Number of Attached Pages: _____

The Kingston Police were unable to perform checks for following police jurisdictions: