



NOTICE TO APPLICANTS

ALL APPLICATIONS MUST BE DIRECTED TO:

**MORDEN POLICE SERVICE
APPLICANT CONTEST
106-195 STEPHEN ST.
MORDEN, MANITOBA
R6M 1V3**

Completed Applications must be received by:

January 18th, 2016



MORDEN POLICE SERVICE MINIMUM STANDARDS

1. **AGE** Not less than 18 years of age
2. **RESIDENCY** Must be a Canadian citizen or a permanent resident
3. **EDUCATION** Completed Grade XII in Manitoba or achieved a Grade XII standing through General Education Development (G.E.D.) or a standing the Chief of Police deems not less than Gr. XII in Manitoba.
4. **DRIVING LICENSE** *To Apply:* Hold at minimum a valid/subsisting Man. class 5.0 driver's license or equivalent from another province/territory of Canada (max. 6 demerit points) *Before Hiring:* This must be upgraded to a class 4.0 driver's license.
5. **HEALTH** Excellent health and physical condition. Applicants chosen to progress through the competition must successfully pass a physical fitness test.
6. **CRIMINAL RECORD** Must have a clear criminal record, or have received a pardon prior to submitting the application. An application will not be processed where there is an outstanding criminal prosecution against the applicant.
7. **VISION**
A. Aided & Unaided Visual Acuity
Applicants who require visual aids (glasses or contact lenses) must have vision of 20/60 (6/18) in one eye, 20/200 (6/60) in the other OR a combination of 20/80 (6/24) in both eyes, or better, without visual aids. Vision must be correctable to 20/30 (6/9) in each eye. *The procedure of*

orthokeratology is not acceptable as a means of visual acuity enhancement.

B. Binocular Vision

- a) Vertical Eye Muscle Imbalance - maximum of 1 prism diopter of deviation.
- b) Horizontal Eye Muscle Imbalance (in distance viewing) -maximum of:
1) 5 prism diopters overconvergence,

C. Color Vision

Applicants must also pass the Titmus color plate test, the Ishihara color plate test, or the Farnsworth D- 15 color vision test.

Vision, which does not meet these standards, will be cause for rejection.

8. WRITING

Good writing skills. Once again many candidates underestimate this requirement. An integral component of a police officer's duties is their ability to write effectively. A spelling test and an essay are included in the competition.

CANDIDATES EITHER DO OR DO NOT POSSESS THE BASIC QUALIFICATIONS SET FORTH. NO EXCEPTIONS WILL BE MADE TO ESTABLISHED STANDARDS.

REQUIRED APPLICATION DOCUMENTS

The Morden Police Service selection process is an open competition that results in the best candidate(s) being offered employment. Be aware that all phases of the selection process are a competitive process. You are not only competing against the minimum standards but also against every applicant in the process.

The following documents are to be completed and submitted to the Morden Police Service no later than:
January 18th, 2016

1. *Application for Engagement form:*

This form must be completed in full, ensuring that you have dated and signed it.

2. *Personal Resume:*

Here you may include more information about yourself if you desire, and include additional detail on things not covered in the Application form, such as job descriptions and related skills, etc. ****Three recent character reference letters (dated within 60 days & signed) are a mandatory requirement****

3. *Photocopy of Birth Certificate OR Proof of Citizenship:*

4. *Photocopy of Grade XII or G.E.D. Diploma:*

Include a photocopy of transcript of Grade XII/G.E.D. marks as well as any post secondary transcripts.

5. *Authorization Form* (Ensure witness signs)

Applications that do not contain all of the above will be considered incomplete and will not be accepted.

Those applicants chosen to continue through the process will be contacted after January 18th, 2016. At that time, only those contacted should immediately begin preparing the following documents and submit

to the Morden Police Service no later than:

February 26th, 2016

1. *Drivers Abstract:*

A driver's abstract obtained from the Motor Vehicles Branch office(s) dated not more than one month before date of this application from each jurisdiction in which the person holds/held a driver's licence within the past three years. Fees may vary depending upon the agency. More than 6 demerits on your license will disqualify your application.

2. *Vision Report:*

An ophthalmologist or optometrist must complete this Vision Report. To facilitate the Optical Examination, contact lenses must not be worn for a 48-hour period prior to the examination.

3. *Medical Clearance Form:*

A doctor, providing consent that you are medically fit to participate in the Physical Fitness evaluation, must complete this form.

Applications that do not contain all of the above will be considered incomplete and will not be accepted.

Completed applications should be either mailed or hand delivered to the following address.

Morden Police Service
Applicant Contest
106-195 Stephen St.
Morden, Manitoba
R6M 1V3

Questions can be answered by calling the Morden Police Service administration phone line at (204)822-6292, Mon.- Fri., between 8:00am-4:00pm.

SELECTION PROCESS SUMMARY

Advancement through the selection process is dependent upon successfully completing each stage.

Additionally, be aware that the application process is a competitive exercise. Your qualifications and test scores will be examined and measured against the scores of all other applicants in the process to judge your overall competitiveness for selection.

- 1) **Application evaluation:** Applications are reviewed to ensure candidates meet the basic requirements and packages are complete. They are then evaluated against one another.
- 2) **Selection of long List:** Approximately 10-15 candidates are chosen to continue the contest. **ONLY THOSE CHOSEN TO CONTINUE THE CONTEST WILL BE CONTACTED.**
- 3) **Work-Related Education Test & Essay:** Candidates will be required to participate in a 2 ½ hour job related examination and essay writing. The essay is to be approx. 300 words in length (topic provided at time of writing). As well, complete a “Integrity & Lifestyles” questionnaire.
- 4) **Physical Fitness Test:** A high standard of physical fitness is required for employment with the Morden Police Service. Candidates will be required to undergo The Canadian Standardized Test of Fitness.
- 5) **Initial Interview**
- 6) **Child Abuse Registry Check:** Forms will be provided
- 7) **Selection of Short List:** Approximately 3-6 candidates are chosen to continue the contest.
- 8) **Background Investigation:** After a comprehensive background investigation, on chosen Short List candidates, **ALL** Long List candidates are notified.
- 9) **Interview #2:** Applicants may be requested to supply fingerprints at this time.
- 10) **Final Selection:** Candidate(s) approved for hiring is/are selected. **ALL** remaining candidates are notified. **Hiring of candidate subject to approval of training academy.**

TERMINATION OF APPLICATION POLICY

- 1) If a candidate's application is terminated at any stage, due to competitive standards not being met, a new application is necessary to re-enter any future competition.
- 2) All test results are the exclusive property of the Morden Police Service. Candidates are not advised of test results. **Candidate's applications may be terminated, without appeal, at any stage of the selection process due to the applicant's inability to compete with other applicants.**



MORDEN POLICE SERVICE APPLICATION FOR ENGAGEMENT

Full Name: _____

Full Address: _____

Birth date: _____ Social Insurance Number: _____

Telephone Numbers: Home _____ Work _____

High School Attended	Post Secondary Institution
Name:	Name:
City:	Years:
Province:	Degree/Diploma:
	Major/Minor:

Have you previously applied for engagement with this or any other agency? Yes ___ No ___	
AGENCY	YEAR/STATUS

Are you acquainted with a member of the Morden Police Service? If so, please list.	

(If further space needed, please provide information on separate sheet and attach to application)

List all Criminal, Traffic, and Liquor Offenses with which you have been charged.

Month/Year	Location	Brief Detail	Disposition <small>Guilty/Not Guilty/Fine</small>

Commencing with the present, list all employment for past five years

From Mo/Yr.	To Mo/Yr.	Employer	Address & Ph#	Position Held	Reason for Leaving

List residences during the last three years

From Mo/Yr	To Mo/Yr	Street address	Town/City & Province



VISION REPORT for the MORDEN POLICE SERVICE

Full Name of Applicant: _____ Date of Birth: _____

Have you ever had eye surgery? _____ If yes, date and procedure _____

THE FOLLOWING TO BE COMPLETED BY THE ATTENDING OPHTHALMOLOGIST OPTOMETRIST

1. Visual Acuity

	Without Visual Aids	With Present Lenses	With Best Possible Corrections
Right Eye			
Left Eye			
Both Eyes			

2. Esterman Visual Fields (150 degrees binocular): PASS _____ FAIL _____

3. Stereo Acuity (100" of arc): PASS _____ FAIL _____

4. Color Vision (choose any of the three tests and circle that selection)

Titmus color plate test

Ishihara color plate test PASS _____ FAIL _____

Farnsworth D-15 color vision test

****Applicants who require visual aids (glasses or contact lenses) must have vision of 20/60 (6/18) in one eye, 20/200 (6/60) in the other OR a combination of 20/80 (6/24) in both eyes, or better, without visual aids. Vision must be correctable to 20/30 (6/9) in each eye. *The procedure of orthokeratology is not acceptable as a means of visual acuity.* DOES THE APPLICANT MEET THE REQUIREMENTS - YES or NO**

Attending Ophthalmologist / Optometrist

Name: _____ Address: _____

Ph#: _____ Signature: _____

APPLICANT'S SIGNATURE: _____ DATE: _____



TO THE APPLICANT: The cost of the **MEDICAL EXAMINATION AND EYE TEST** is the responsibility of the **APPLICANT**.

ADDITIONAL TEST(S) AS REQUESTED BY PHYSICIAN		MORDEN POLICE SERVICE MEDICAL AND PHYSICAL EXAMINATION Medical Findings	NOTE TO EXAMINING PHYSICIAN
Urinalysis			The person you are about to examine is being evaluated for the position described on this form. In conducting your exam and reporting your findings and conclusions, take the job duty into consideration.
Pulmonary Function			
Tuberculin Skin Test (TST)			
EKG/Resting			
EKG/Stress			
Hemoglobin/Hematocrit			
Chest X-Ray			
Back X-Ray			
Other Tests			

POSITION APPLIED FOR: Police Constable

1. Examinee's Name	2. SIN	3. Height (Ft., Inches)	4. Weight (pounds)
5. Eyes - PLEASE NOTE THAT THE EMPLOYEE WILL BE REQUIRED TO HAVE AN EYE TEST COMPLETED AT A PROFESSIONAL EYE CENTRE AND THE EYE CENTRE WILL PROVIDE A REPORT TO THE TOWN.			
6. Blood Pressure/Pulse			
a. Systolic/Diastolic	b. Two additional Readings if elevated	c. Pulse	
7. Physical Examination			
Clinical Evaluation	Normal	Abnormal	Remarks
a. Head, face, neck, and scalp			
b. Nose			
c. Mouth and Throat			
d. Ears			
e. Eyes			
f. Lungs and Chest			
g. Heart			
h. Vascular system (Varicosities, etc.)			
i. Abdomen			
j. Anus and rectum (if indicated)			

k. Endocrine system			
l. Hernia (Any type)			
m. Upper extremities			
n. Feet			
o. Lower extremities			
p. Spine; Sciatica			
q. Identifying body marks, scars			
r. Skin, lymphatics			
s. Neurologic			
t. Mental status			

Comments/Implications for Fitness for Duty

Summarize below any medical findings which in your opinion would limit the person's performance of the job duties and/or would make him a hazard to himself or others:

HEARING – Deafness or noticeable loss in either or both ears should be noted.

BLOOD PRESSURE – Note if the Blood Pressure of the applicant is normal for that individual.

HEART – Police Service members may be required to perform vigorous work. Any heart conditions or defects or implications of said condition should be noted.

HERNIA – **Note if individual is subject to hernia or other related problems, and should avoid heavy work.**

BACK TROUBLE, SCIATICA OR LUMBAGO – It is important that the applicant's back (spinal column) is in good condition. Any abnormalities or weakness in the back or indication of Sciatica or Lumbago should be noted.

HANDS, ARMS, FEET AND LEGS – Applicant should have free movement and full use of all limbs. Any stiffness, defects, amputations or injuries should be noted.

DOCTOR'S COMMENTS – May include comments on any of the noted topics, and/or but not limited to the applicant's weight, stomach problems, skin conditions, allergies, or specifics which the physician feels may be of concern to the Employer.

If none, do indicate below:

- No limitations for this job
- Limiting conditions as follows:

8. Physician Signature and Address

a. Physician's Name (Type or Print)	b. Telephone	c. Address
c. Physician Signature	d. Date	



Morden Police Service

AUTHORIZATION

I, _____, hereby authorize any doctor, financial institution, employer or other person, to whom a duplicate or photocopy of this document is provided, to furnish any information, opinions, reports, records, or copies which may be requested by the Morden Police Service, in connection with the undersigned's application for employment with the Service.

I agree to waive any right of action against any person or institution providing information or opinions in compliance with this authorization.

Signature of Witness

Signature of Applicant

Date