



# Employment Questionnaire

DATE: \_\_\_\_\_

## Part 1 – Pre-Employment Terms (To be completed prior to employment)

**Personal** (Please Print Clearly in Capital Letters)

Last Name		First Name		Second Name	
Civic Street Address					
	Number	Apt. #	Street Name		
Mailing Address	<input type="checkbox"/> Same as above Or				
City		Province		Postal Code	
Dates at Current Address		(dd/mm/yy - dd/mm/yy)			
Phone (Home)		Phone (Other)			
Email					

Have You Ever Applied For Employment or Served with the Commissionaires in Canada? If so, Where And When?

No	Yes	Where	When

### Please Tell Us How You Heard About Working for Commissionaires Nova Scotia (CNS)

Chronicle Herald       Daily News       Trident       Other Publication (specify) \_\_\_\_\_  
 Website-CNS       Website-HRDC       Website-Other (specify) \_\_\_\_\_  
 Referral from current CNS employee       Friend       I am a returning CNS member       SCAN Seminar

Specify Geographical Area of You Would Prefer to Be Employed (there is no guarantee of placement, however)

Date Available	

### Education

Secondary Grade Completed	College/University Completed	Business or Trade School Completed

**Part 1 (continued)**

**Traditional Service Experience (Please indicate which one)**

Service		Enlistment Date	Release Date	Rank on Release	Moc #
Army	Country				
Navy	Country				
Air Force	Country				
Primary Reserve - Element					
Supplementary Reserve-Element					
Royal Canadian Mounted Police					

**Non-Traditional Experience**

Spouse, Sibling, Child of a Traditional Recruit	SPSE		Professional Ground Search and Rescue	GSCH	
Coast Guard	CGRD		Parks Canada Police	PKSP	
Emergency Med Tech	EMT		Professional Fire Fighter	FFTR	
Canada Customs	CCUS		Community College – Security & Policing Grad	CCOL	
Corrections Canada	PGRD		Experienced Security Guard	ECSG	
RCMP Auxiliary	RAUX		Other Police	OPOL	

**Summary of Work History**

Dates	Company	Reason For Leaving

**Special Qualifications (e.g. St. John's Ambulance, certified trainer, computer skills, typing, locksmith, etc.)**


**Languages And Fluency (Fluent, Good, Fair, Slightly)**

Language	Spoken	Written	Read
English			
French			
Other			

**Part 1 (continued)**

- |   | <b>YES</b>               | <b>NO</b>                |
|---|--------------------------|--------------------------|
| 1. a. Have you ever been convicted of a criminal offence for which a pardon has not been granted? .....               | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Are you presently charged with or under investigation for any criminal offence? .....                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you agree to refrain from alcohol eight hours prior to reporting for duty and while on duty? .....              | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are you willing to accept transfers to details within the employment area to meet CNS staffing requirements? ..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are you a Canadian citizen and legally entitled to work in Canada? .....   | <input type="checkbox"/> | <input type="checkbox"/> |

**Applicant's Certification**

I hereby certify that the facts set forth in the above questionnaire are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this questionnaire shall be considered sufficient cause for dismissal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Six Month Availability Status**

Please indicate which code best describes your availability status:

- |                                  |                          |   |
|----------------------------------|--------------------------|---|
| Full Time (FT)                   | <input type="checkbox"/> | I want to work full time. I am available for any shift within the geographic area I indicated on the first page.  |
| Full Time with Restriction (FTR) | <input type="checkbox"/> | I am usually available for full time employment regardless of the shift, the location or the nature of the job; however, I have some restriction (please fill in restrictions): |
| Part Time (PT)                   | <input type="checkbox"/> | I want to work part time only. My availability is:  |
| Casual (C)                       | <input type="checkbox"/> | I want to work on a casual basis without a time or site commitment.   |

I have selected the above category and understand that my availability as shown above is a commitment for a six month period. It is understood that, within reason, personal circumstances may change. Any requirement for change should be submitted to the Personnel Scheduling Coordinator or your District Manager.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Part 1 (continued)**

**Authorization to Disclose Personal Information**

A security clearance and fingerprints are a bonafide occupational requirement for employment with Commissionaires Nova Scotia (CNS). These documents will require your submission of personal information.

I give consent to the disclosure of personal information for the purpose of conducting checks on my personal character and reliability, and police records, including fingerprinting and reference checking. I also understand that personal information will be forwarded for the purpose of benefits and other company administration purposes.

I agree to provide all information necessary to complete security screening and fingerprinting. I authorize CNS to disclose information to federal, provincial, municipal governments and/or vendors as required by law or for the purpose of fulfilling terms of CNS contracts.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Applicant's Certification**

I agree to attend, without pay, the Commissionaires Security Officer Course (CSOC) and the First Aid (FA) certification training. The CSOC is an eight day course and FA training is a one day course. FA training is not required if I possess a current FA certificate. I understand that I am responsible for keeping my FA qualification up-to-date and failure to do so will result in my termination from CNS.

From the commencement date of employment with CNS, I will be placed on a five hundred and twenty (520) hour probation period. The probationary period will also apply to personnel who have previously served in CNS and then re-enrolled or who accept a progressive position within CNS. Employment may be terminated at any time during the probation period without notice. CNS may extend the probationary period provided that the extension is documented and presented to the employee prior to the end of the probationary period.

If assigned to the Area Spare List, I agree to undertake any duty for which I am offered proper remuneration. As a general rule, refusal to accept three job assignments will be construed as "job abandonment" and is grounds for dismissal.

I agree to working shift work, as well as weekends, if that is a requirement for my employment with CNS.

I hereby certify that the facts set forth in Part 1 are true and complete to the best of my knowledge. I acknowledge that I have read and understood Part 1, the above Pre-Employment Terms. I understand that these Pre-Employment Terms are subject to change at the sole discretion of the employer without impact upon the employment relationship. I understand that if employed, falsified statements on this questionnaire shall be considered sufficient cause for dismissal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Part 2 – Terms of Employment (to be completed after employment)**

**Personal (Please Print Clearly in Capital Letters)**

**Date:**

<b>Dates at Current Address (dd/mm/yy - dd/mm/yy)</b> If less than 5 years, please record complete addresses & dates on the reverse side of this questionnaire.			
<b>Social Insurance Number (SIN)</b>			
<b>Date of Birth (dd/mm/yy)</b>		<b>Place of Birth</b>	
<b>Height</b>		<b>Eye Colour</b>	

**Part 2 (continued)**

**Veteran Status (Please indicate if you have participated in any of the following)**

WW2		Afghanistan	
Korea		Other (Specify)	
Persian Gulf			
Cyprus			
Bosnia			

**Scheduling and Dispatch Questions**

**YES NO**

1. Do you have a reliable vehicle? .....  YES  NO
2. Do you have a valid Driver's Licence? .....  YES  NO
3. Are you in receipt of Canada Pension (CPP)? .....  YES  NO

**Next of Kin**

<b>Name</b>		<b>Phone</b>	
<b>Address</b>		<b>Relationship</b>	

All applicants prior to enrolment with Commissionaires Nova Scotia (CNS) are required to read and sign the following Terms of Employment.

I shall accept transfers from one work site to another, within the same geographical area. I also agree that if the Client considers me unsuitable for employment, or if there is a change to contract requirements, I may be returned to the Area Spare List or reassigned to another site and that reassignment will not affect the employment relationship. I also understand that the rate of pay and the rank may be different with each reassignment and I agree that a change in rate of pay will not affect the employment relationship.

I understand that all persons joining CNS are designated as Commissionaires. I may be promoted to a progressive or supervisory rank; however, I agree to relinquish such rank if reassigned to the Area Spare List or another work site. Reassignment may also result in a change in pay or geographical area and I agree to this.

I understand that harassment is a violation of CNS Standard Rules & Regulations. Incidents of harassment will not be tolerated by CNS and are grounds for immediate dismissal. I will receive harassment training as part of the CSOC.

I agree to keep my uniform neat, clean, tidy and in good repair at all times. I understand that the uniform, badges and equipment will be supplied by, but remain the property of, CNS and shall be returned on request.

I agree to pay any sum that may be chargeable against me under CNS Policies & Procedures Manual or company practices for clothing, equipment, damage to CNS' interests or property, and any money CNS may be called upon to pay on my account or on account of my default/neglect.

I agree to read and conform to CNS Policies & Procedures Manual and directives published in *Details*, as well as all other communiqués, which may be published, from time to time.

I understand that CNS employs me at will. CNS endeavors to employ me as long as there is available work, but if there is no employment for me, CNS may place me on the Area Spare List or terminate my employment.

I agree to provide my fingerprints for security reasons, and I agree to have my photograph taken for identification card and security purposes.

I acknowledge that I have read and understood Part 2. I understand that these Terms of Employment are subject to change at the sole discretion of the employer.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date