



Kentville Police Service

Applications for Full Time Police Officers

The Kentville Police Service is inviting applications for full time Police Constable positions with the Kentville Police Service. We encourage applications from African Nova Scotians, racially visible persons, women in non-traditional positions, persons with disabilities, Indigenous persons, and persons of the LGBTQ+ community. We encourage applicants to self identify.

Why Work with Us?

Being part of the Kentville Police Service means you will be working in a dedicated, positive, and supportive environment. Our service is known for its high standard of service, dedication to being innovated, and commitment to serving all members of our community. We do this because we value our people, the community we serve and we're passionate about what we do.

Kentville is the heart of the Annapolis valley, which is one of the most beautiful and picturesque areas in Nova Scotia. We have quiet residential neighbourhoods, a vibrant business district and offer exceptional recreation opportunities for all. Please check out the following links to experience some of the great things Kentville has to offer.

<https://kentville.ca/about/moving-to-kentville>

<https://www.youtube.com/watch?v=OgFy0m-ndlw>

<https://youtu.be/VTntzaCVI00>

We are looking for individuals who have a passion for progressive policing and a desire to make a difference in our community.

Key Information to consider:

- We accept experienced police officers and recent graduates
- All new hires start in patrol
- Nova Scotia Department of justice guidelines state an experienced police officer refers to:
 - Current serving police officers in Canada, or
 - Canadian Military police (regular service) with qualifications of Level 5, or
 - Applicants who successfully completed an approved Police Recruit Training Program from a Nova Scotia recognized training program within the last 24 months or less, and/or,
 - Applicants who successfully completed an approved police Recruit program from a Nova Scotia recognized training program and has been gainfully employed with a recognized Canadian police agency within the last 24 months or less

QUALIFICATIONS:

- Be a graduate of (Police Science, Cadet Program) the Atlantic Police Academy or other recognized Police Cadet Training Institution, or have previous police officer experience within the last 24 months
- Be a Canadian Citizen or permanent resident of Canada
- Be at least 19 years of age
- Grade 12 education
- No criminal convictions for which a pardon has not been granted and no adult criminal record
- Have a valid Class 5 Drivers License or equivalent from another Canadian province

ASSETS:

- PROS training
- Candidates representing diverse communities
- Previous police experience

HOW TO APPLY:

Copies of the following documents are required:

- Completed Kentville Police Service Employment Application
- Cover letter and resume
- Three letters of reference (professional)
- Birth Certificate
- Driver's License
- Certificate from a recognized police training program
- Motor Vehicle Driver's Abstract
- Valid certificate in standard first aid and CPR level C

SELECTION PROCESS:

1. Screening

All applicants will be reviewed. You will advance to the second stage of the process if your application demonstrates that you meet the application criteria.

2. Suitability Assessment

Candidates will be reviewed in the suitability assessment.

3. Interview

You will participate in a competency-based panel interview. The interview is designed to allow you to draw on examples from your work or life experience to demonstrate that you possess the necessary competencies to be a Kentville Police Officer

4. Integrity & Lifestyle Questionnaire

You will be given a Integrity & Lifestyle Questionnaire to complete and return to the Chief of Police. The questionnaire will be reviewed, and a decision will be made if you are suitable to move forward in the process.

ADDITIONAL STEPS:

Background and reference checks

You will be thoroughly investigated to determine your suitability to be a police officer. Your references and previous employers may be contacted, and family and friends may be contacted and/ or visited during this stage.

Medical Exam

If you are successful through the previous stages, you must undergo a medical exam to see if you meet the medical standards set by the Kentville Police Service and the Province of Nova Scotia. This exam will include a vision and hearing test.

HOURS OF WORK: Kentville Police Service operates 24 hours a day, seven days a week-therefore shift work (including days, nights, weekends, and holidays) is a requirement of this position. A typical shift is 12 hours, depending on operational requirements, flexibility around scheduling is required.

SALARY RANGE: Starting compensation will be commensurate with the successful candidates' qualifications and experience within the Collective Agreement between the Town of Kentville and the Kentville Police Association. The annual constable base salary ranges from \$63,703 - \$98,307 (as of April 1, 2023).

WORK LOCATION: 80 River Street, Kentville, NS, B4N 1G9

THIS COMPETITION WILL REMAIN OPEN UNTIL THE POSITIONS ARE FILLED

Please send applications to Chief of Police, Kentville Police Service, 80 River Street, Kentville, NS, B4N 1G9 or via e-mail to the attention of Chief of Police:

info@kentvillepolice.ca



Kentville Police Service Employment Application

Revised 2023/03/09

Police Constable Application

DROP OFF OR MAIL COMPLETED APPLICATION PACKAGE TO:

KENTVILLE POLICE SERVICE

Attn: Deputy Chief Police

Kentville Police Service, 80 River Street, Kentville, NS B4N 1G9, info@kentvillepolice.ca

1. An essential component in the selection process of the Kentville Police Service is a background investigation. Information gathered will be used to assess the suitability of the Applicant for a police career. There will be a security check on the Applicant and members of their family.
2. All questions must be answered. If a question is not applicable, mark N/A.
3. All information supplied is subject to verification by investigation. False statements can disqualify or result in dismissal if employed.
4. The form can be hand or type written. If handwritten, complete by printing in **ink**. Neatness and legibility are of the utmost importance. If you make an error, do not use white-out. Place a single line through the error and write the correction above or beside or print off a new page and start again.
5. If extra space is required, attach additional pages to this application.
6. Postal codes must be supplied for each address given.
7. No information received from inquiries concerning information in this application will be released to the applicant.

All of the items below must be submitted with this application form.

Copy of birth certificate

Copy of valid first aid and CPR level C

Motor vehicle driver's abstract

Copy of Driver's license/Social Insurance card

Detailed current resume and cover letter

Signed authorization and feedback waiver form

Certificate from a recognized Canadian police training program

Surname: _____ Given: _____ Middle: _____

Address: _____ City: _____ Province: _____

Postal Code: _____ Phone (H): _____ Phone (C): _____

Email: _____ Birthdate: ____/____/____ (Y/M/D)

Other than the name(s) listed above, please list any name change(s), or name(s) you may have used in the past.

Name change from: _____ to: _____ Date of change ____/____/____

CONFIDENTIAL WHEN COMPLETE

Kentville Police Service Employment Application

Personal information on this employment application is being collected under the authority of the Freedom of Information & Protection of Privacy Act (FOIPP) Section 26©. It will be used to determine your suitability, eligibility or qualifications for employment.

EDUCATION AND TRAINING - Proof of education will be required prior to engagement

INSTITUTION FROM MOST RECENT	FROM YR/MTH	TO YR/MTH	COURSES OF STUDY	DEGREE, CERTIFICATE OR # OF CREDITS COMPLETED
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

LANGUAGES SPOKEN: _____

LANGUAGES WRITTEN: _____

ADDITIONAL EDUCATION INCLUDING COURSES, WORKSHOPS AND SEMINARS:

MEDICAL HISTORY

Have you ever experienced any type of illness, injury or accident that may affect your performance as a police constable?

YES NO If yes, please specify: _____

Have you had laser eye surgery?

YES NO If yes, please specify type: _____

Date of surgery: _____

DRIVING HISTORY

Driver's License: Province: _____ Class(es): _____ Licence Number: _____

Have you ever had a driver's licence in another province ? YES NO

If yes, please specify: _____

Have you ever had your driver's licence suspended? YES NO

If yes, please specify: _____

List all driving offences. Attach page if necessary:

DATE	OFFENCE	LOCATION	POINTS/FINE
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

CONFIDENTIAL WHEN COMPLETE

**Kentville Police Service
Employment Application**

LAW ENFORCEMENT APPLICATIONS

List all applications to this or any other law enforcement agencies:

AGENCY	APPLICATON DATE	STATUS (describe reason for non-selection)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever taken a polygraph examination? YES NO

If yes, please specify date and agency: _____

EMPLOYMENT HISTORY

Begin with your most recent employer and continue in reverse order. Provide history for the last ten (10) years if applicable. Provide an explanation for all gaps in employment.

1. EMPLOYER NAME: _____ PHONE: _____

EMPLOYER ADDRESS: _____ SUPERVISOR: _____

START DATE: ____/____/____ FINISH DATE: ____/____/____ POSITION HELD: _____

DUTIES/RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

2. EMPLOYER NAME: _____ PHONE: _____

EMPLOYER ADDRESS: _____ SUPERVISOR: _____

START DATE: ____/____/____ FINISH DATE: ____/____/____ POSITION HELD: _____

DUTIES/RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

3. EMPLOYER NAME: _____ PHONE: _____

EMPLOYER ADDRESS: _____ SUPERVISOR: _____

START DATE: ____/____/____ FINISH DATE: ____/____/____ POSITION HELD: _____

DUTIES/RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

CONFIDENTIAL WHEN COMPLETE

**Kentville Police Service
Employment Application**

4. EMPLOYER NAME: _____ **PHONE:** _____

EMPLOYER ADDRESS: _____ **SUPERVISOR:** _____

START DATE: ____/____/____ **FINISH DATE:** ____/____/____ **POSITION HELD:** _____

DUTIES/RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

If you were asked to resign, or were fired from a job, or had a gap in employment, provide details and explanations. _____

VOLUNTEER EXPERIENCE

ORGANIZATION NAME: _____ **PHONE:** _____

CONTACT PERSON: _____

START DATE: ____/____/____ **FINISH DATE:** ____/____/____ **POSITION HELD:** _____

DUTIES/RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

ORGANIZATION NAME: _____ **PHONE:** _____

CONTACT PERSON: _____

START DATE: ____/____/____ **FINISH DATE:** ____/____/____ **POSITION HELD:** _____

DUTIES/RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

OFFENCE RECORD

Have you ever been charged with a federal, provincial or municipal offence (other than minor driving offences)? YES NO If yes, give date and particulars of each charge and/or conviction:

If a criminal pardon has been granted, attach a copy of the pardon.

Note: Conviction of an offence does not necessarily preclude consideration for employment by the Kentville Police Service.

**Kentville Police Service
Employment Application**

REFERENCES

List four people who we can contact for a character reference.

They cannot be related to you:

NAME: _____ OCCUPATION: _____ YEARS KNOWN: _____

ADDRESS AND POSTAL CODE: _____

PHONE NUMBER: _____ EMAIL: _____

NAME: _____ OCCUPATION: _____ YEARS KNOWN: _____

ADDRESS AND POSTAL CODE: _____

PHONE NUMBER: _____ EMAIL: _____

NAME: _____ OCCUPATION: _____ YEARS KNOWN: _____

ADDRESS AND POSTAL CODE: _____

PHONE NUMBER: _____ EMAIL: _____

NAME: _____ OCCUPATION: _____ YEARS KNOWN: _____

ADDRESS AND POSTAL CODE: _____

PHONE NUMBER: _____ EMAIL: _____

Do you know anyone employed by the Kentville Police Service? YES NO

If yes, name of individual(s): _____

Your connection: _____

How did you learn about Kentville Police vacancies?

- Social Media
- Internet
- Newspaper
- Town employee: _____
- Police officer: _____
- Other: _____

**Kentville Police Service
Employment Application**

**CONSENT TO RELEASE OF PERSONAL AND/OR PRIVATE INFORMATION,
WAIVER AND RELEASE**

I, _____, having applied for a position with the Kentville Police Service, and recognizing that I am required to supply information to be used to determine my qualifications, moral character, honesty and suitability for employment with the Service, hereby request and authorize the full disclosure of any and all records, files, notes, reports, opinions or other information concerning me, including employment files and records, performance evaluations, discipline records, background investigation files, polygraph reports, medical, psychiatric and psychological files and reports, complaints or grievances filed by or against me, training files, education files, school records and transcripts, credit rating and history files, income tax files, records and returns, driving records, military records, criminal records and police, probation and parole reports.

I hereby authorize the Kentville Police Service to make such investigations, as they deem necessary to determine approval or disapproval of this application. I understand that the Kentville Police Service will have the final say in the approval or rejection of this application, and the criteria and method they use in arriving at their decision will not be questioned or objected to by me and I will have no grievance against the Kentville Police Service or the Town of Kentville in this regard.

I waive the right to review any information received by the Kentville Police Service.

I release any individual, company, government agency, or public body and their representatives, agents and employees from any claim or action whatsoever which may result from furnishing the above information to the Kentville Police Service.

This waiver is valid for a period of one year from the date of signature.

APPLICANT SIGNATURE

DATE

**Kentville Police Service
Employment Application**

FEEDBACK WAIVER

Dear Applicant:

You are competing in a highly competitive process designed so you can prove your abilities. Our objective is to select individuals we believe are the best qualified to provide policing service in Kentville, now and for the future.

The process is lengthy and at each step, a minimum level of achievement must be met. However, even if you meet this minimum standard, the Recruiting Unit must still determine which applicants are the best qualified to proceed for further testing. This decision will be based on the qualifications of the applicants, how many testing spaces are available at each step, and on how many police officers we expect to hire. To reiterate, even if you meet our minimum standard of performance, you may not be selected to proceed to the next step of testing due to the number of other more qualified applicants in the process.

We encourage you to keep other career options open and to manage your life based on the fact you may not achieve your goal of becoming a police officer with the Kentville Police Service. If you are advised after a testing step that others are more competitive, please remember that due to the volume of qualified applicants, the reason has less to do with you and more to do with others.

This volume also means that we do not have the resources to meet with unsuccessful applicants, nor are we able to provide specific feedback to these individuals when they are not selected to continue in our process.

These words may sound discouraging to you. However, we prefer to be as direct as possible so that you know what is involved in the process. If you do not accept these conditions, please do not enter our testing process so that our significant investment of time, money and staff can be allocated toward other more committed applicants.

I understand and accept that I cannot be provided with feedback if I am unsuccessful in my application to become a police officer with the Kentville Police Service.

This waiver is valid for a period of one year from the date of signature.

Print Name

Signature

Date