

APPLICANT'S NAME: _____ DATE OF APPLICATION: (YY-MMM-DD) _____

The majority of NWPD communication will be done via email and may be sent to you from several different people within the department. Unfortunately a lot of our emails end up in applicants spam folders and invitations and important communications are missed. **It is your responsibility to check your email inbox and spam folder frequently.** It is also recommended that once you receive an email from NWPD that you add that person to your contact list and identify them as a safe contact.

I HAVE READ THE ABOVE AND WOULD ALSO LIKE TO CONFIRM MY EMAIL ADDRESS:

Please place a check mark in the following boxes to indicate that you have submitted each document with your application. The following documentation is required to be completed in full:

- Police Constable Application Checklist - this form
- Official digital passport photograph in color
- Application for Police Constable
- Security Clearance Questionnaire
- Consent to Release of Personal and/or Private Information, Waiver and Release
- NWPD Vision Report Form
- NWPD Audiometric Report Form
- Driver's Licence – scanned copy
- Birth Certificate – scanned copy
- S.I.N. Card or confirmation of S.I.N. letter issued by Service Canada – scanned copy
- Proof of Citizenship or Permanent Residency – if born outside of Canada – scanned copy
- First Aid Certificate – scanned copy
- Canadian Education:
 - Official High School Education Transcript – scanned copy
 - Official Post-Secondary Education Transcript(s) – scanned copy

You will submit scanned copies with your application; however, if you make it to the background stage of the recruitment process you will be required to submit your original High School and Post-Secondary transcripts. These transcripts do not need to be in a sealed envelope. Note that a print out of your grades from your school's website will not be accepted.

- Non-Canadian Education:
 - Official International Credential Evaluation Services (ICES) Report – scanned copy
 - Official Post-Secondary Education Transcript(s) and translation if necessary – scanned copy

You will submit scanned copies with your application; however, if you make it to the background stage of the recruitment process you will be required to submit your original official ICES Report.

- Proof of Entrance Exam score – Email from Agency – if applicable

Please note the following important points:

It is your responsibility to check and complete all documents prior to submission.

Incomplete or illegible applications will not be reviewed.

All documents submitted with your application become property of the NWPD and will not be returned to the applicant.

Please use this format when saving all of your documents: **FILE NAME – LAST NAME, First Name**