

Peel Police Online External Job Application

Introduction

This document provides you with the information required to sign in, register, navigate around, and apply to a job using the NEW Online Application.

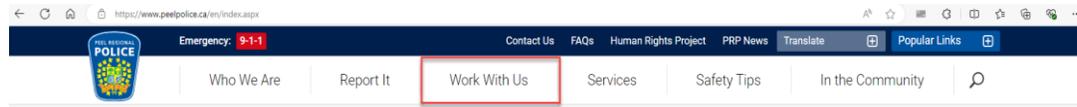
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Search for, View and Save a Job Search

Work With Us

From the Peel Police website, click the heading **Work with Us** and follow the options below.



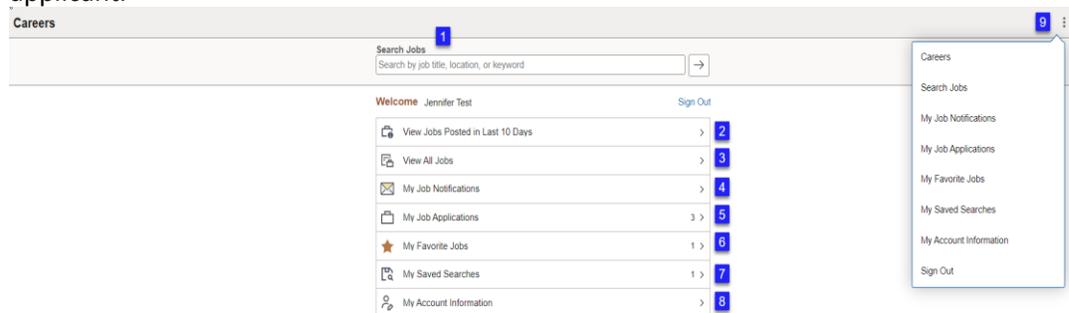
<i>If you interested in applying for a(n)...</i>	<i>Then click...</i>
Civilian Position...	Civilian Careers > Apply Online
Recruit Constable, Cadet or Experienced Officer...	Become an Officer > Police Constables and Cadets > Apply Online
Auxiliary Officer	Auxiliary Police > Apply Online

Navigating Around the Online Application

Below is the main Careers page of the Peel Police online job application. In it, you can:

1. Search Jobs
2. View jobs that were posted in the Last 10 Days.
3. View jobs that were posted regardless of when.
4. View job notifications. This is where you will find jobs that meet your search criteria as well as if you were sent a referral to a job opening by a peer.
5. View your job applications that were both submitted or in draft.
6. View your favorite jobs.
7. View your saved searches.
8. View and/or update your account information.
9. Use the ellipses to navigate back to one or all of the above sections.

Note: to save a search and to use items 4 thru 8, you must be logged in as a registered applicant.



Continued on next page

Search for, View and Save a Job Search, Continued

Search Jobs

Use the search bar at the top of the Careers page to enter the description of the type of job you are interested in and click the arrow button to the right of the search bar.

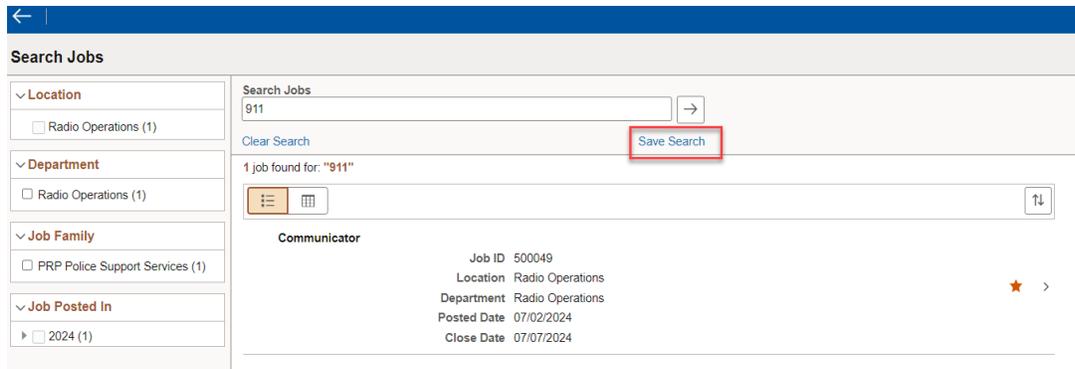


The screenshot shows a search bar with the text "911" entered. To the right of the search bar is a button with a right-pointing arrow, which is highlighted with a red box.

Result: you are moved to the **Search Jobs** page where the results of your search are displayed.

Save Searched Jobs

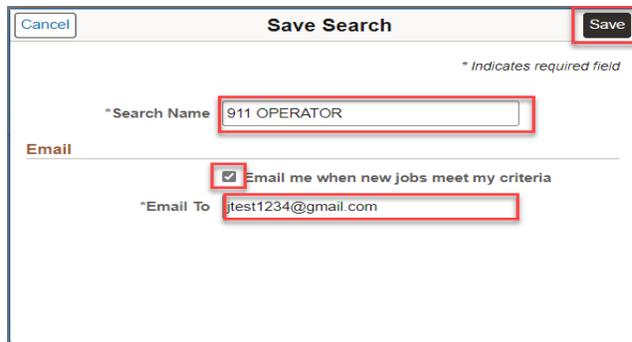
From here, you can save your search by clicking the Save Search link underneath the search bar.



The screenshot shows the Search Jobs results page. On the left, there are filters for Location, Department, Job Family, and Job Posted In. On the right, there is a search bar with "911" entered and a "Save Search" button highlighted with a red box. Below the search bar, it says "1 job found for: '911'". A job listing for "Communicator" is shown with details: Job ID 500049, Location Radio Operations, Department Radio Operations, Posted Date 07/02/2024, and Close Date 07/07/2024.

Complete the following information to save your search and click the Save button when you are finished.

- Name of your search
- Click the *Email me when new jobs meet my search criteria* checkbox.
- The *Email to* field is defaulted with the primary email address you used when you registered.



The screenshot shows the "Save Search" dialog box. It has a "Cancel" button on the left and a "Save" button on the right. The "Search Name" field contains "911 OPERATOR". The "Email" section has a checked checkbox for "Email me when new jobs meet my criteria". The "Email To" field contains "test1234@gmail.com". A note at the top right says "* Indicates required field".

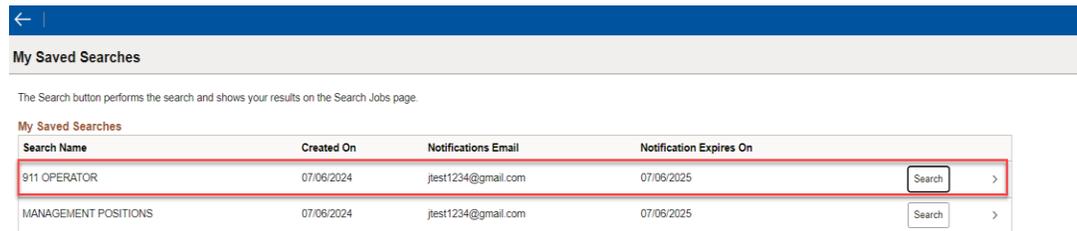
Result: your saved search now appears in the Saved Searches section of the Careers page.

Continued on next page

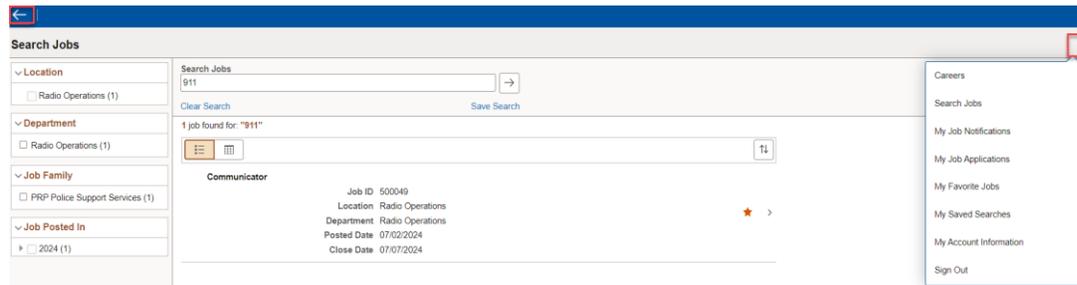
Search for, View and Save a Job Search, Continued

Save Searched Jobs, continued

Note: your saved search will expire one (1) year from the day that you created it.

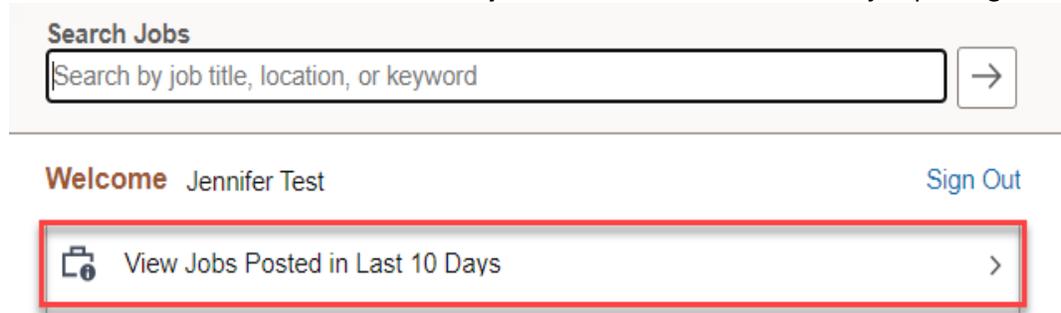


Click either the Back arrow or the ellipses to navigate back to the Careers page.

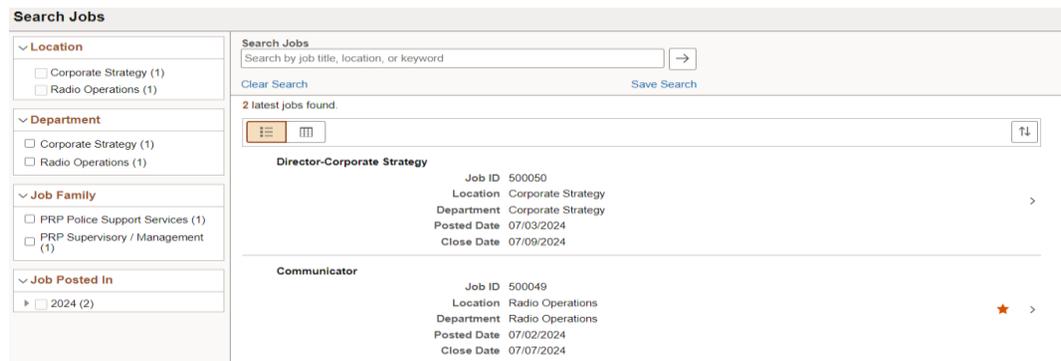


View Jobs Posted in Last 10 Days

Click the **View Jobs Posted in Last 10 Days** item to view the most recent job postings.



Result: you are presented with a list of the most recent job postings.



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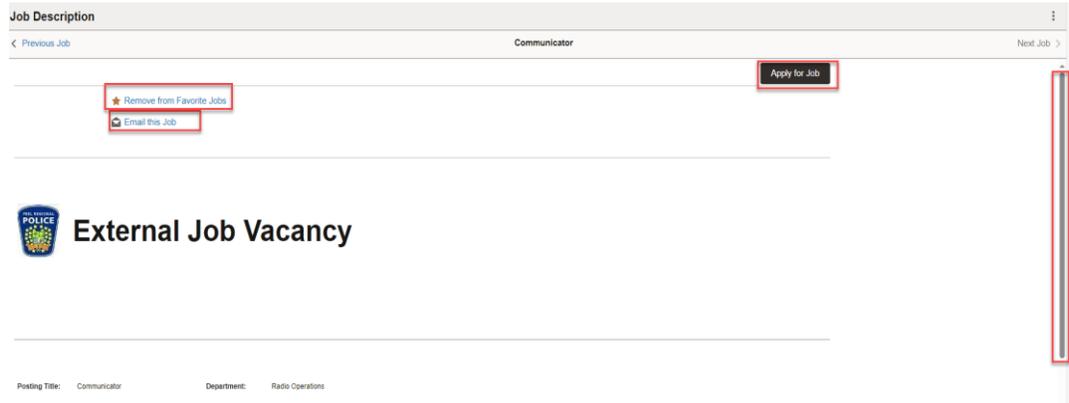
Search for, View and Save a Job Search, Continued

View Jobs Posted in Last 10 Days, continued

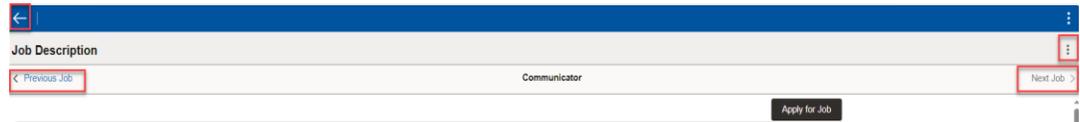
Click one of the listed jobs to view the description and additional posting information.

Use the scroll bar to view the whole posting.

Note: from this page, you can email the job to a peer, mark it and/or remove it as a favorite or apply to it.

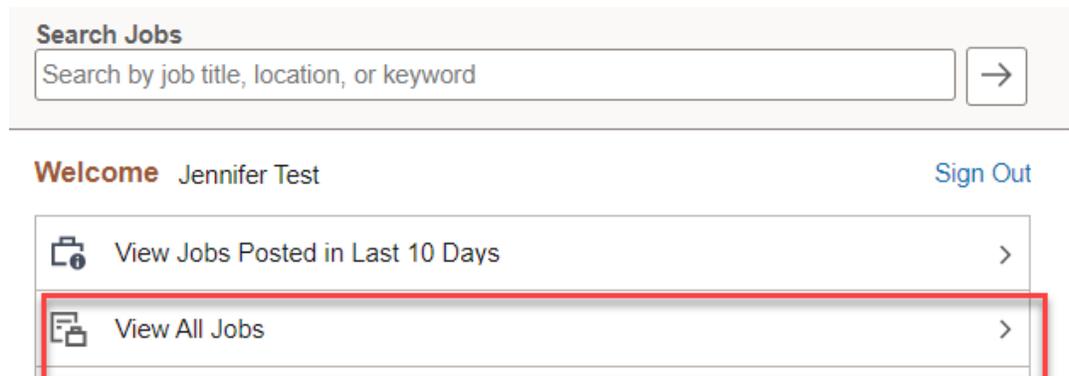


Click the Previous Job and Next Job links at the top of the page to view other postings or click the Back arrow or ellipses to navigate back to the desired page.



View All Jobs

Click the **View All Jobs** item to view a list of jobs regardless of when they were posted. Follow the same steps as the last section to view the job description and take the desired action.



Continued on next page

Search for, View and Save a Job Search, Continued

My Job Notifications

Click the **My Job Notifications** to view a list of notifications about job postings that you have received. The types of notifications that would be listed here include:

- If you were referred or emailed a job posting, linked to a job by a recruiter or the results of job searches.

Search Jobs

Welcome Jennifer Test [Sign Out](#)

- View Jobs Posted in Last 10 Days >
- View All Jobs >
- My Job Notifications** >

My Job Applications

Click the **My Job Applications** items to view a list of your submitted and unsubmitted job applications.

Search Jobs

Welcome Jennifer Test [Sign Out](#)

- View Jobs Posted in Last 10 Days >
- View All Jobs >
- My Job Notifications >
- My Job Applications** 3 >

Click the arrow to the right of the Withdraw button to view your submitted application or to continue your unsubmitted application.

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
Director-Corporate Strategy	500050		Submitted	07/05/2024 3:27PM	07/05/2024 3:27PM	Withdraw 
Director-Corporate Strategy	500050		Not Submitted	07/05/2024 5:57PM		Withdraw 
Recruit Constable	500001		Not Submitted	07/05/2024 5:59PM		Withdraw 

Continued on next page

Search for, View and Save a Job Search, Continued

My Favourite Jobs

Click the **My Favorite Jobs** item to view a list of postings that you added as a favorite.

Search Jobs

Welcome Jennifer Test [Sign Out](#)

- View Jobs Posted in Last 10 Days >
- View All Jobs >
- My Job Notifications >
- My Job Applications 2 >
- My Favorite Jobs** 1 >

Result: a list of job postings display.

Click the arrow to the right of the **Date Saved** column to view the posting.

My Favorite Jobs							
My Favorite Jobs							
Job Title	Job ID	Location	Job Status	Job Family	Date Posted	Close Date	Date Saved
<input type="checkbox"/> Communicator	500049	Radio Operations	Open		07/02/2024	7/7/2024	07/06/2024

From here, you can remove the job as a favorite, email the job or apply for the job, if it is still available.

Job Description

< Previous Job Communicator

★ Remove from Favorite Jobs

✉ Email this Job

- Careers
- Search Jobs
- My Job Notifications
- My Job Applications
- My Favorite Jobs
- My Saved Searches
- My Account Information
- Sign Out

External Job Vacancy

Continued on next page

Search for, View and Save a Job Search, Continued

My Saved Searches

Click the **My Saved Searches** item to view a list of jobs that you created a job search agent for.

Search Jobs
Search by job title, location, or keyword →

Welcome Jennifer Test [Sign Out](#)

- View Jobs Posted in Last 10 Days >
- View All Jobs >
- My Job Notifications >
- My Job Applications 2 >
- My Favorite Jobs >
- My Saved Searches 2 >**

Click the **Search** button to perform a search for your desired job.

My Saved Searches

The Search button performs the search and shows your results on the Search Jobs page

Search Name	Created On	Notifications Email	Notification Expires On	
911 OPERATOR	07/06/2024	jtest1234@gmail.com	07/06/2025	Search >
MANAGEMENT POSITIONS	07/06/2024	jtest1234@gmail.com	07/06/2025	Search >

If there are jobs posted that meet your search criteria, you will be brought to a list of jobs where, by clicking on it, you can view the job description, apply, add to Favorites or email the job to a peer.

Search Jobs

Location: Radio Operations (1)
Department: Radio Operations (1)
Job Family: PRP Police Support Services (1)
Job Posted In: 2024 (1)

Search Jobs: 911 →
Clear Search Save Search
1 job found for: "911"
Communicator
Job ID 500049
Location Radio Operations
Department Radio Operations
Posted Date 07/02/2024
Close Date 07/07/2024

Use the back arrow or the ellipses to navigate back to the desired page.

Job Description

Previous Job Communicator

Remove from Favorite Jobs
Email this Job

Apply for Job

- Careers
- Search Jobs
- My Job Notifications
- My Job Applications
- My Favorite Jobs
- My Saved Searches
- My Account Information
- Sign Out

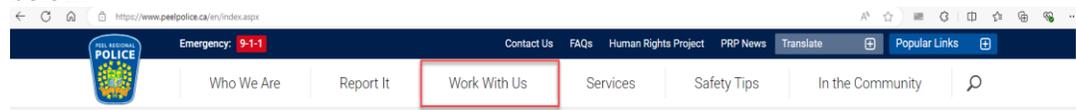
End

Registering as a NEW Applicant

Registering as a New Applicant

From the Peel Police website, click the heading **Work with Us** and follow the options below.

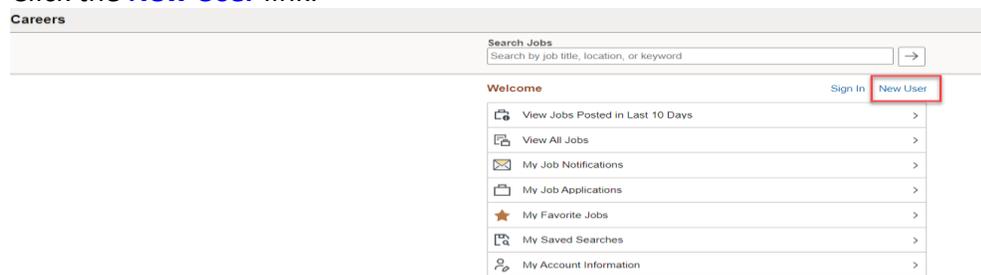
Step 1



<i>If you interested in applying for a(n)...</i>	Then click...
Civilian Position...	Civilian Careers > Apply Online
Recruit Constable, Cadet or Experienced Officer...	Become an Officer > Police Constables and Cadets > Apply Online
Auxiliary Officer	Auxiliary Police > Apply Online

Step 2

Click the **New User** link.



Step 3

Complete the New User Registration page and click the Register button.

Note: Home Address is required upon registration.

New User Registration

Account Information

Already Registered? [Sign In Now](#) **Register**

*User Name

Please select a password that:
 (1) Has minimum of 8 total characters with at least 1 digit, 1 lowercase character, 1 uppercase character and 1 special character from the set [!@#%&*^&_+=|{}?><~

 (2) Does not match your user name.
 (3) Does not match any of your email addresses.

*Password

*Confirm Password

*First Name

*Last Name

*Email Address

Phone

Address Information

Country

*Address 1

Address 2

Address 3

Address 4

*City

*Province

*Postal

Result: you are returned to the Job Search page.

Note: if you have registered previously and are registering again as a new applicant, you must use a new email address

Registering as a NEW Applicant, Continued

Step 4

Click the My Account Information item to view and update your contact information.

Search Jobs
Search by job title, location, or keyword →

Welcome Jennifer Test [Sign Out](#)

- View Jobs Posted in Last 10 Days >
- View All Jobs >
- My Job Notifications >
- My Job Applications 2 >
- My Favorite Jobs >
- My Saved Searches 2 >
- My Account Information >**

Update the applicable information and click the Save button.

My Account Information * Indicates required field

You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

Account Settings [Save](#)

User Name: test0v
Contact Method: Not Specified
[Change Password](#)

Name

Basic Profile: >
*First Name: Jennifer
Middle Name:
*Last Name: Test
Name Suffix:
Preferred First Name: Jennifer

Address

Country: Canada
*Address 1: 52 First Region Drive
Address 2:
Address 3:
Address 4:
*City: Brampton
*Province: Ontario
*Postal: L6Y 5T7

Email (Required)

Email	Type	Primary
test0v@gmail.com	Home	Yes

Phone

Phone Number	Extension	Type	Primary
11111-1111		Home	Yes

Use the Back arrow or ellipses to navigate back to the desired page.

← My Account Information ⋮

My Account Information * Indicates required field

You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

Account Settings [Save](#)

User Name: test0v

End

Apply to a Job

Work with Us!

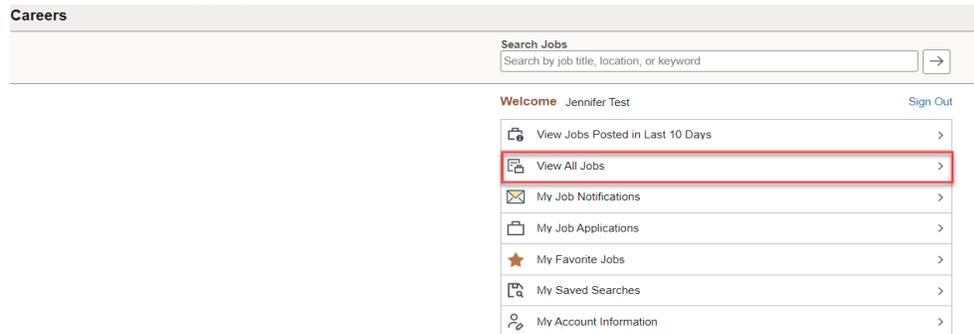
From the Peel Police website, click the heading **Work with Us** and follow the options below.



<i>If you interested in applying for a(n)...</i>	Then click...
Civilian Position...	Civilian Careers > Apply Online
Recruit Constable, Cadet or Experienced Officer...	Become an Officer > Police Constables and Cadets > Apply Online
Auxiliary Officer	Auxiliary Police > Apply Online

Step 1

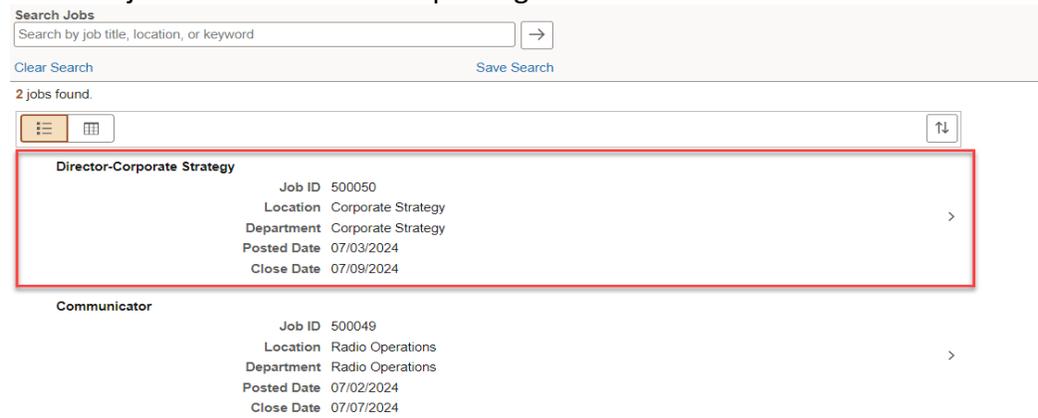
Click **View All Jobs**.



Result: a list of available jobs is displayed.

Step 2

Click the job title for the desired posting.



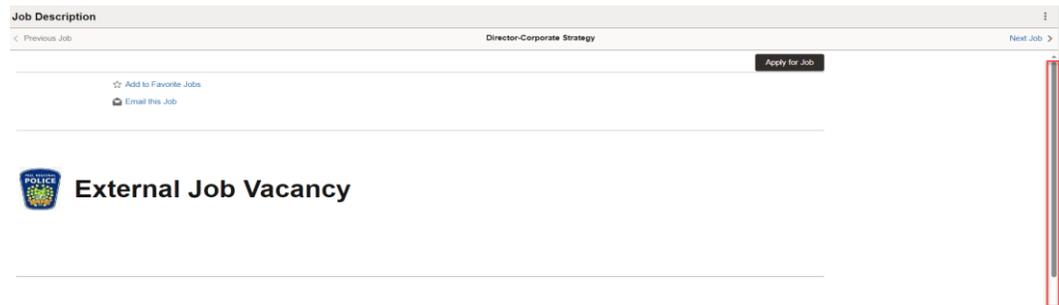
Result: the job posting is displayed.

Continued on next page

Apply to a Job, Continued

Step 3

Use the scroll bar to the right of your screen to scroll down and review the posting details.

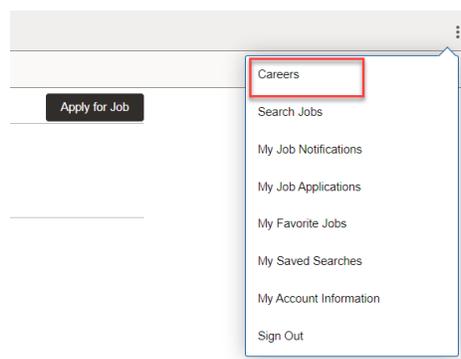


Step 4

Use the table below to determine your next step.

If you want to...	Then click the...
Apply for this job...	Apply for Job button and go to <i>Step 5</i> in the <i>Completing and Submitting Your Application</i> section of this document.
Save this job so you can apply to it later...	Add to Favourite Jobs link
Email the job to someone...	Email this job link
Look at the details of another posting...	Previous or Next Job link.

Alternatively, you can use the ellipses to the main Careers page.



End

Completing and Submitting your Application

Purpose

The purpose of this section is to provide the steps to successfully complete and submit your online application to a job opening.

NOTE: this procedure assumes you have already registered as an applicant. If you have not done so, refer to the section on Registering as a New Applicant.

You can save at any time during the completion of your application and return to it later.

Navigation

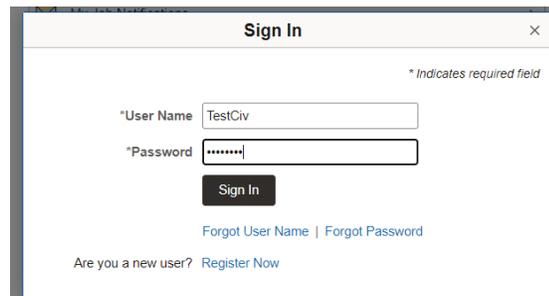
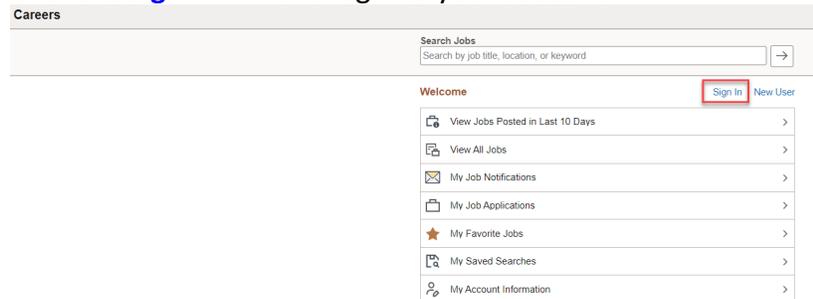
From the Peel Police website, click the heading **Work with Us** and follow the options below.



<i>If you interested in applying for a(n)...</i>	Then click...
Civilian Position...	Civilian Careers > Apply Online
Recruit Constable, Cadet or Experienced Officer...	Become an Officer > Police Constables and Cadets
Auxiliary Officer	Auxiliary Police > Apply Online

Step 1

Click the **Sign In** link and log into your account.

A screenshot of a 'Sign In' form. The form is titled 'Sign In' and has a close button in the top right corner. Below the title is a note: '* Indicates required field'. There are two input fields: '*User Name' with the text 'TestCiv' and '*Password' with masked characters. Below the password field is a 'Sign In' button. At the bottom of the form, there are links for 'Forgot User Name | Forgot Password' and 'Are you a new user? Register Now'.

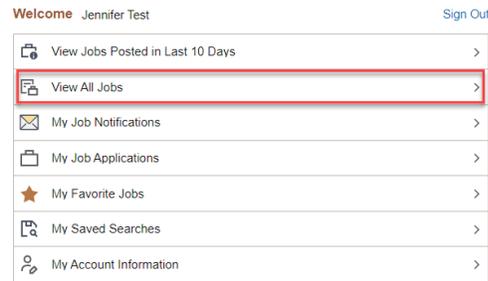
Result: you are returned to the **Job Search** page.

Continued on next page

Completing and Submitting your Application, Continued

Step 2

Click **View All Jobs**.



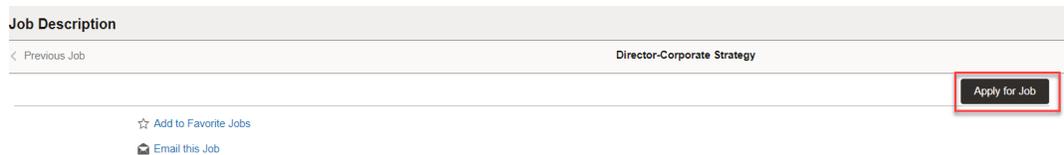
Step 3

Select the job you want to apply to.



Step 4

Click **Apply for Job**.



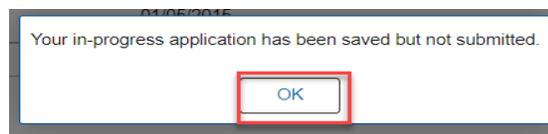
System TIMEOUT

IMPORTANT: There is a **20-minute timeout** after inactivity. At that time, you will be logged out and redirected to the main Careers page. You will need to log back in to continue your application.

SAVING your Application

Note: The application will automatically save as you move from page to page. At any time, you can click the Save as Draft button to save your progress at any time.

You will receive an on-screen message indicating that your in-progress application has been saved but not submitted. Click the OK button. You will remain in the application until you click the Exit button.



Continued on next page

Completing and Submitting your Application, Continued

Copying and Pasting into the Application

You can copy and paste information into the text boxes contained within the application (for example the Cover Letter, Work Experience and Additional Information sections). When copying and pasting, please be sure to use plain text.

Step 5

Review the Prequalifying Notices carefully.

The screenshot shows a web browser window titled 'Apply for Job' for the position of 'Director-Corporate Strategy'. The application is in progress, and the user is at 'Step 1 of 5: Start'. The page contains a progress bar on the left with steps: 1. Start (In Progress), 2. Prequalify (Not Started), 3. Cover Letter (OPTIONAL) (Not Started), 4. My Application (Not Started), and 5. Review and Submit (Not Started). The main content area is titled 'Step 1 of 5: Start' and includes instructions for the user. Below the instructions, there is a 'Prequalification Notices' section with the job title 'Director-Corporate Strategy' and job ID '500050'. A link 'View Terms and Conditions' is visible, and below it is an unchecked checkbox labeled 'I agree to the Terms and Conditions'. At the top right, there are buttons for 'Save as Draft' and 'Next >'. A red 'X' button is also visible in the top right corner of the page.

Click the link to review the Terms and Conditions. Once you are finished, click the 'X' button at the top right-hand corner of the page.

The screenshot shows the 'Terms and Conditions' page. The page title is 'Terms and Conditions'. Below the title, there is a section titled 'Prequalification Terms and Conditions' with the text: 'After you submit your answers to the following questionnaire, you will be immediately informed if you are eligible to continue with the application.' Below this, there is a section titled 'Application Terms and Conditions' with the text: 'You are advised that your responses submitted in this application constitute a legal undertaking and any false or incorrect information will render your application void. Applicants who are offered employment will be required to successfully complete a pre-employment education and employment background check. Based on the position applied for, applicants may also be subject to psychological and medical assessments. Peel Regional Police is subject to the Municipal Freedom of Information and Protection of Privacy Act. All personal information submitted on unsuccessful applications that do not proceed to background stage will be retained by Peel Regional Police for two years, pursuant to the Peel Regional Police Records Retention Schedule. Personal information for applications that proceed to further stages of the recruitment process will be further retained within our Recruitment & Staff Support Bureau subject to the Peel Regional Police Records Retention Schedule. All information collected will only be used for the purpose of processing this application. Should you require further information about our obligations under the Municipal Freedom of Information and Protection of Privacy Act, please refer to information about our Information and Privacy Unit, at https://www.peel.police.ca/en/services/freedom-of-information-requests.aspx.' A red 'X' button is visible in the top right corner of the page.

Click the "I agree to the Terms and Conditions" checkbox and click the **Next** button.

The screenshot shows the 'Apply for Job' application page, similar to the previous one, but with the 'I agree to the Terms and Conditions' checkbox now checked. The 'Next >' button is highlighted with a red box, indicating it is the next step to click. The 'X' button in the top right corner is also highlighted with a red box.

Result: you will be moved to the prequalifying page.

Continued on next page

Completing and Submitting your Application, Continued, Continued

Step 6

Answer the prequalifying questions and click the **Next** button.

Result: upon clicking the Next button, you will receive an on-screen message advising if you are not eligible to continue with the application. If you are eligible, you will progress to the next page of the application.

Below is a screenshot of the message received if you are not eligible to continue. Click the ‘X’ in the top right-hand of the message. You are returned to the main Career page. Note that you have 1 application submitted in your My Job Applications section.

Step 7

Answer the Application Questionnaire, if applicable, and click the Next button.

Continued on next page

Completing and Submitting your Application, Continued, Continued

Step 8

Type or paste your cover letter in the Cover Letter text box. Click the **Next** button.

Apply for Job
Director-Corporate Strategy

Step 3 of 5: Cover Letter (OPTIONAL)

Cover Letter

This optional section is available for you to provide your Cover Letter information that will be included with your online application.
Note: text cannot be longer than 12000 characters.

Save as Draft | < Previous | **Next >**

Note: If you are copying and pasting your cover letter, please be sure to paste using plain text.

The cover letter is optional and limited to 12,000 characters. If you go beyond the 12,000 characters you will be notified to reduce the characters down to 12,000 after you click the next button. Below is an example of the message you will receive.

Please remove 20273 chars from your written text before proceeding.

OK Cancel

Continued on next page

Completing and Submitting your Application, Continued

Step 9

Click the drop-down arrow in the Highest Education Level field to select the appropriate value.

The screenshot shows a web application interface for 'Step 4 of 5: My Application - My Application'. On the left is a progress bar with steps: 1. Start (Complete), 2. Prerequisite (Complete), 3. Cover Letter (OPTIONAL) (Complete), 4. My Application (In Progress), and 5. Review and Submit (Not Started). The 'My Application' section is active, showing sub-sections: 'My Application' (In Progress), 'Additional Info (OPTIONAL)' (Not Started), and 'Review and Submit' (Not Started). The main content area is titled 'Education History' and contains a 'Highest Education Level' dropdown menu. The dropdown is open, showing options from 'A-Not Indicated' to 'U-Designation'. A red box highlights the dropdown arrow. Below the dropdown are sections for 'Work Experience', 'Job Training', and 'Degrees', each with an 'Add' button and a message: 'You have not added any work experience.', 'You have not added any training information.', and 'You have not added any degrees.' respectively.

Step 10

Adding Work Experience

Click the Add Work Experience button.

The screenshot shows the 'Highest Education Level' dropdown set to 'I-Master's Level Degree'. Below it is the 'Work Experience' section, which contains the text 'You have not added any work experience.' and a red-bordered button labeled 'Add Work Experience'.

Complete the following fields and click **Done** when finished:

- Start Date
- End Date (if applicable)
- Employer
- Job Title
- Responsibilities / Job Description

The screenshot shows a modal form titled 'Add Work Experience' with a 'Cancel' button on the left and a 'Done' button on the right. The form contains the following fields: 'Start Date' (01/05/2015), 'End Date' (MM/DD/YYYY), 'Employer' (ABC Company), 'Ending Job Title' (Manager), 'Supervisor', 'Supervisor Email', 'Supervisor Phone', 'OK to contact?' (Yes), and a large text area for 'Description'.

To add more work experience, click the plus sign above your first entry and repeat this step until you are finished.

Work Experience

Employer	Job Title	Start Date	End Date
ABC Company	Manager	01/05/2015	>

Continued on next page

Completing and Submitting your Application, Continued

Step 11

Click the **Add Job Training** button to add any training that is relevant to the position.

Job Training

You have not added any training information.



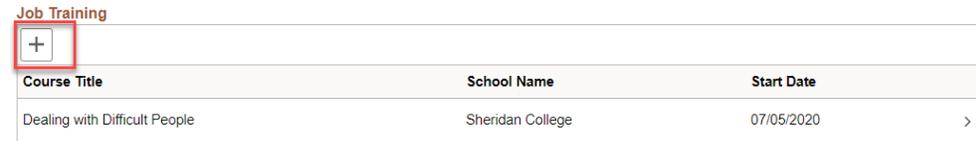
Complete the following fields and click the **Done** button:

- **Course Title**
- **School Name**
- **Course Start Date**

A form titled "Add Job Training" with a "Cancel" button on the left and a "Done" button on the right. It contains three input fields: "Course Title", "School Name", and "Course Start Date" (with a date picker icon).

Course Title	School Name	Course Start Date
		MM/DD/YYYY

To add more training, click the plus sign above your first entry and complete this step again.

A table titled "Job Training" with a plus sign button in the top left corner. The table has three columns: "Course Title", "School Name", and "Start Date".

Course Title	School Name	Start Date
Dealing with Difficult People	Sheridan College	07/05/2020

Step 12

Click the Add Degrees button to add the details of your education.

Degrees

You have not added any degrees.



Complete the following fields:

Education Level

- Click the Magnifying Glass to search for your education level.
- Click the arrow beside the Search Criteria heading.

A form titled "Lookup" with a "Cancel" button on the left. It contains a search bar with the text "Search for: Education Level" and a magnifying glass icon. Below the search bar are two expandable sections: "Search Criteria" and "Search Results".

Search Criteria	Search Results

Only the first 100 results can be displayed.

Continued on next page

Completing and Submitting your Application, Continued

Step 12 continued

Enter the beginning of the education level in the **Description** field and click Search.

Cancel Lookup

Search for: Education Level Show Operators

Search Criteria

Content Type DEG

Content Item ID (begins with)

Description (begins with)

- Select the appropriate education level.

Cancel Lookup

Search for: Education Level

> Search Criteria

Search Results 42 rows

Content Item ID ^{TL}	Description ^{TL}
MINDREL	Master of Industrial Relations
MLAW	Master of Law
MIMGMT	Master of Management
MANALYTC	Master of Management Analytics

- Country
- Province
- School Code
 - Click the magnifying glass to search for and select the school you attended.
 - Click the arrow beside Search Criteria.

Cancel Lookup

Search for: School Code

> Search Criteria Only the first 100 results can be displayed.

Search Results 100 rows

- Enter the name of the school in the Description field and click Search.

Cancel Lookup

Search for: School Code Show Operators

Search Criteria

School Code (begins with)

Description (begins with)

- Select the school

Cancel Lookup

Search for: School Code

> Search Criteria

Search Results 1 row

School Code ^{TL}	Country ^{TL}	State ^{TL}	Description ^{TL}
UWESTERN	CAN	ON	University of Western Ontario

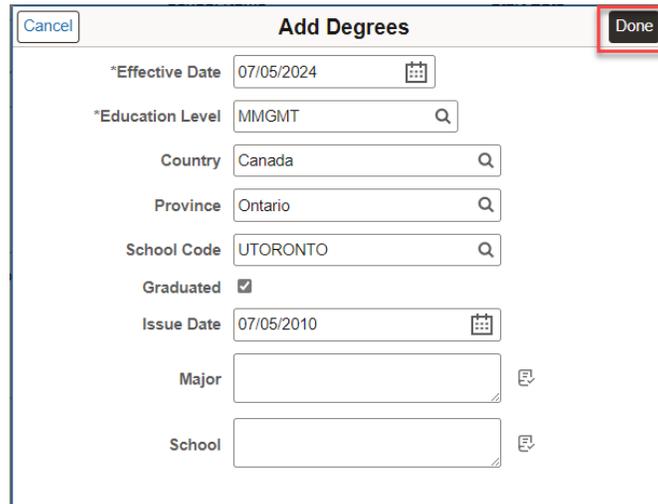
Result: the school code is populated in the School Code field.

Continued on next page

Completing and Submitting your Application, Continued

Step 12 continued

- Click the Graduated checkbox (if applicable)
- Complete the Issue Date field with the date you obtained your degree.



Cancel **Add Degrees** Done

*Effective Date 07/05/2024

*Education Level MMGMT

Country Canada

Province Ontario

School Code UTORONTO

Graduated

Issue Date 07/05/2010

Major

School

Click the **Done** button when you are finished with the entry.

To add more education details, click the plus sign above your first entry and repeat the above steps.

Degrees

Education Level	Graduated	Issue Date	Major	School
Master of Management	Yes	07/05/2010		>

Step 13

Click the Add Licenses and Certifications button.

Licenses and Certifications

You have not added any licenses and certifications.

Add Licenses and Certifications

Continued on next page

Completing and Submitting your Application, Continued

Step 14

Complete the following fields and click **Done** when finished

License/Certification

Click the magnifying glass in the License/Certifications field to search for the license.

Add Licenses and Certifications

*Effective Date 07/07/2024

*License/Certificate

- Click the arrow beside Search Criteria.

Lookup

Search for: License/Certificate

> Search Criteria

Search Results

Only the first 100 results can be displayed.

- Enter your license in the Description field and click Search.

Lookup

Search for: License/Certificate

> Search Criteria

Content Type LIC

Content Item ID (begins with)

Description (begins with) First

Search Clear

Search Results

Show Operators

Result: your search results are displayed.

- Select the desired license.

Lookup

Search for: License/Certificate

> Search Criteria

Search Results

4 rows

Content Item ID ↑	Description ↑
FIRST AID	First Aid Certificate
FAPRP	First Aid Certified
FIRSAINS	First Aid Instructor
FAINST	First Aid/CPR Instruct/Train

Continued on next page

Completing and Submitting your Application, Continued

Step 14
Continued

Expiration Date
Date Issued
License/Certification # (if known)
Issued By

Cancel **Add Licenses and Certifications** Done

*Effective Date 07/07/2024

*License/Certificate FIRSTAID

Expiration Date 07/07/2025

Date Issued 07/07/2022

License/Certification #

Issued By

If you have more licenses to add, click the plus sign above the first added license and repeat the above steps.

Licenses and Certifications

License/Certificate	Expiration Date	Date Issued	Issued By
First Aid Certificate	07/07/2025	07/07/2022	>

Step 15

Click the Add Language Skills button.

Language Skills

You have not added any language skills.

[Add Language Skills](#)

Continued on next page

Completing and Submitting your Application, Continued

Step 16

Complete the following fields and click **Done** when finished.

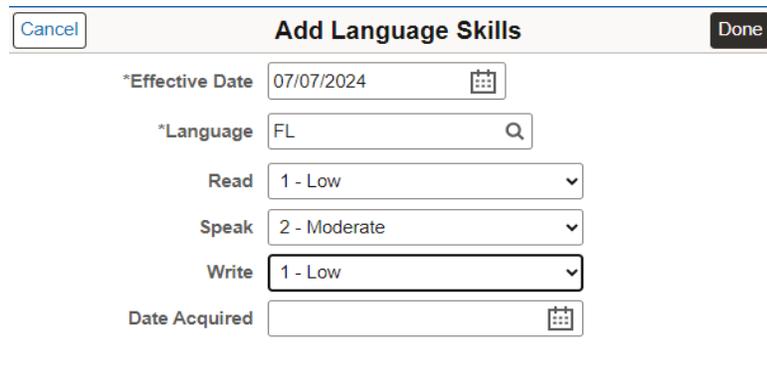
Language: click the magnifying glass to select the language.

Read: click the drop-down arrow to select your proficiency.

Speak: click the drop-down arrow to select your proficiency.

Write: click the drop-down arrow to select your proficiency.

Date acquired: if applicable.



The screenshot shows a form titled "Add Language Skills" with a "Cancel" button on the left and a "Done" button on the right. The form contains the following fields:

- *Effective Date: 07/07/2024 (with a calendar icon)
- *Language: FL (with a magnifying glass icon)
- Read: 1 - Low (with a dropdown arrow)
- Speak: 2 - Moderate (with a dropdown arrow)
- Write: 1 - Low (with a dropdown arrow)
- Date Acquired: (with a calendar icon)

To add more languages, click the plus sign and repeat the above steps.

Step 17

If applicable, click the Add Volunteer Work button and complete the following fields. Click **Done** when finished. If this section is not applicable, proceed to Step 18.

Organization

Hours Per Year

Calendar Year (the year you volunteered)

Position Title

Contact Name

Contact Details



The screenshot shows a form titled "Add Volunteer Work" with a "Cancel" button on the left and a "Done" button on the right. The form contains the following fields:

- *Organization: Special Olympics
- *Hours Per Year: 50
- *Calendar Year: 2023 (with a calendar icon)
- *Position Title: Event Coordinator (with a calendar icon)
- *Contact Name: John Smith (with a calendar icon)
- *Contact Details: 111/111-1111 (with a calendar icon)

Continued on next page

Completing and Submitting your Application, Continued

Step 17 Continued

If you have more entries to make, click the plus sign above your first entry and repeat the above step.

Volunteer Work

Description	Hours Per Year	Calendar Year	Position Title
Special Olympics	50.00	2023	Event Coordinator

Step 18

Complete the following fields of the Referrals section.

How did you learn of the job?
Specific Referral Source
Are you a former employee?

Referrals

How did you learn of the job?

Specific Referral Source

Are you a former employee?

Step 19

Click the Next button

Result: you are moved to the Step 4 of 5: My Application – Additional Info (OPTIONAL) section.

Step 20

If you have anything to add in the Conferences and Seminars section, follow the steps below. If not, please proceed to Step 22.

Click the Add Conferences and Seminars button.

Step 4 of 5: My Application - Additional Info (OPTIONAL)

Conferences and Seminars

You have not added any conferences and seminars.

[Add Conferences and Seminars](#)

Continued on the next page

Completing and Submitting your Application, Continued

Step 21

Complete the following fields and click Done when finished.

Name/Description

Select Type (Conference or Seminar)

Number of Days

Date Attended

Institution

Cancel **Add Conferences and Seminars** Done

*Name/Description

*Select Type

*Number of Days

*Date Attended

*Institution

If you have other Conferences or Seminars to add, click the plus sign above your last entry and repeat the above steps.

Conferences and Seminars

Description	Date Attended	Select Type	Institution
People Conference	07/10/2023	Conference	Conference Institute >

Step 22

Follow the steps below if you wish to add information in the Additional Info (Optional) section that was not covered in the preceding sections. If you do not wish to add additional information, click the **Next** button.

Click the **Add Additional Info (Optional)** button and complete the following fields. Click **Done** when finished.

Additional Info Type

Additional Information

Cancel **Add Additional Info (Optional)** Done

*Additional Info Type

Additional Information

Continued on next page

Completing and Submitting your Application, Continued

Step 23

Review your online application carefully. If you need to make updates, either use the Previous button to go back to the applicable section or the guide on the left-hand side of the screen.

Apply for Job
Director-Corporate Strategy

Save as Draft < Previous Submit

1 Start Complete

2 Prequalify Complete

3 Cover Letter (OPTIONAL) Complete

4 My Application Complete

5 Review and Submit In Progress

Review your application and make any changes before submitting.

Step 5 of 5: Review and Submit

PRP Verification

Confirm the completeness of your application:

- Cover Letter (OPTIONAL) Section - has not been completed (Warning)
- Work Experience Section - completed
- Job Training Section - completed
- Licenses and Certificates Section - completed
- Languages Section - completed
- Degrees Section - completed

Step 24

When you are ready, click the **YES** - I have verified that my application is accurate and complete checkbox and the Submit button.

Save as Draft < Previous Submit

Review your application and make any changes before submitting.

Step 5 of 5: Review and Submit

PRP Verification

Confirm the completeness of your application:

- Cover Letter (OPTIONAL) Section - has not been completed (Warning)
- Work Experience Section - completed
- Job Training Section - completed
- Licenses and Certificates Section - completed
- Languages Section - completed
- Degrees Section - completed
- Volunteer Work Section - completed
- Competencies Section - has not been completed (Warning)
- Conferences & Seminars Section - completed
- Additional Info (OPTIONAL) Section - has not been completed (Warning)

Verification Step:

Please review any warnings listed above to confirm you have completed all areas of your application which are relevant to the position for which you are applying.

When you are satisfied select the acknowledgment below and then press Submit.

If you need to make changes use the Return to Previous Page link at the bottom of this page.

Yes I have verified that my application is accurate and complete

Result: Your application has been submitted. You will receive an email receipt for your application and be invited to participate in the Equal Opportunity Survey.

Continued on next page

Completing and Submitting your Application, Continued

Step 25

The Equal Opportunity Survey defaults to “I wish to participate”. Use the table below to determine your next step.

<i>If you...</i>	<i>Then...</i>
Want to complete the Equal Opportunity Survey...	Respond to each of the questions and click the Complete button.
Do not want to complete the Equal Opportunity Survey...	Click the “I wish to decline” radio button and click the Complete button.

Self Identifications

Equal Opportunity Survey Invitation

All Peel Regional Police we value diversity because we understand the strengths that diversity of thought, perspective, experience, and talent bring to the achievement of our mission. It is important to us that our work environment is free of discrimination and that our processes and practices are free of bias and systemic barriers. To accomplish this it is important that we understand and can monitor the changing demographics of our workforce and applicants for employment. All applicants are therefore asked to participate in this self-identification survey to provide us with an accurate information base. Completion of this survey is voluntary.

The information collected is recorded confidentially and is used solely for diversity planning and reporting. Access to the information is restricted to those individuals with this responsibility. All reporting is done in aggregate ensuring that the identities of individuals are not compromised. By filling out this survey, you are granting us the right to utilize the information for the above noted purpose. Any questions concerning this form should be directed to the Officer-in-Charge of Recruitment & Staff Support.

I wish to participate
 I wish to decline

Result: you will receive an on-screen notification that your application has been submitted and be presented with links to view the submitted application or return to the Careers page. Alternatively, you can use the ellipses to navigate to another section of the application or sign out.

Application Confirmation ⋮

You have successfully submitted your job application

Jobs Applied For

Job Title	Communicator	Posting Date	07/02/2024
Job ID	500049	Application Date	07/07/2024
Location	Radio Operations		

Careers
 View Submitted Application

- Careers
- Search Jobs
- My Job Notifications
- My Job Applications
- My Favorite Jobs
- My Saved Searches
- My Account Information
- Sign Out

End

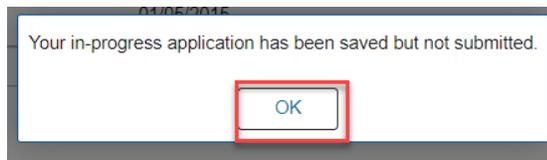
Saving a Draft Application

Purpose The purpose of this section is to explain how the Save as Draft button is used.

Save as Draft At any time, you can click the Save as Draft button to save the progress of your application so you can return to it later to finish it.



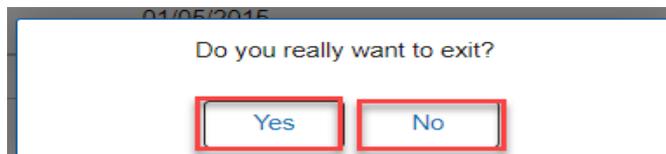
You will receive an on-screen message indicating that your in-progress application has been saved but not submitted. Click the OK button. You will remain in the application until you click the Exit button.



To leave the application, click the Exit button on the top left-hand of the screen.



Result: you are presented with an on-screen message asking you if you are sure that you want to exit. Click either the **Yes** or **No** button.



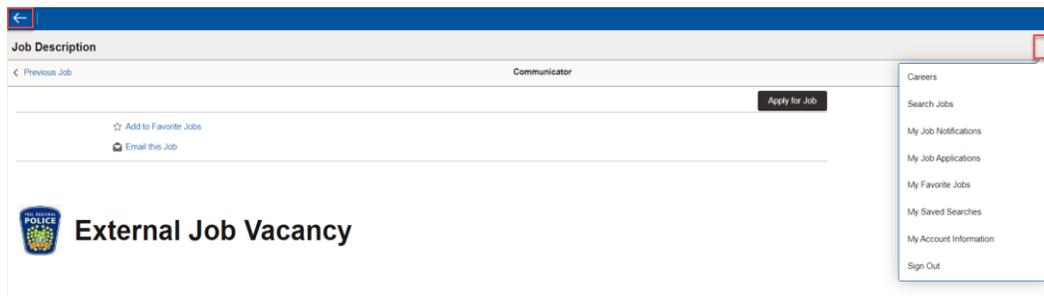
Result: you are returned to the Job Description page.

Continued on next page

Saving a Draft Application, Continued

Save as Draft continued...

Use either the Back arrow or the ellipses to navigate back to the Careers page or to sign out of the application.



Required to Submit Application: You are still required to submit your online application prior to the job posting end date to be considered for the job for which you are applying.

End

Completing your saved Application

Step 1 Log in as a returning applicant.

Step 2 Click My Job Applications.

The screenshot shows a user dashboard for Jennifer Test. At the top, there is a search bar for jobs with the placeholder text "Search by job title, location, or keyword" and a search button. Below the search bar, the user is welcomed and there is a "Sign Out" link. A list of menu items is displayed, with "My Job Applications" highlighted by a red box. The menu items include: View Jobs Posted in Last 10 Days, View All Jobs, My Job Notifications, My Job Applications (with a count of 4), My Favorite Jobs, My Saved Searches (with a count of 2), and My Account Information.

Step 3 Click the arrow to the left of the Withdraw button for the application with the status of *Not Submitted*.

My Job Applications						
Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
Director-Corporate Strategy	500050		Submitted	07/05/2024 3:27PM	07/05/2024 3:27PM	Withdraw >
Recruit Constable	500001		Not Submitted	07/05/2024 5:58PM		Withdraw >
Director-Corporate Strategy	500050		Submitted	07/07/2024 9:55PM	07/07/2024 11:17PM	Withdraw >
Communicator	500049		Not Submitted	07/07/2024 11:41PM		Withdraw >

Result: you are returned to your application.

Step 4 Complete and submit your online application prior to the job posting end date.

Note: reference the Completing and Submitting Your Online Application section of this document for the associated steps.

Result: after submitting your application, the status will change to *Submitted*.

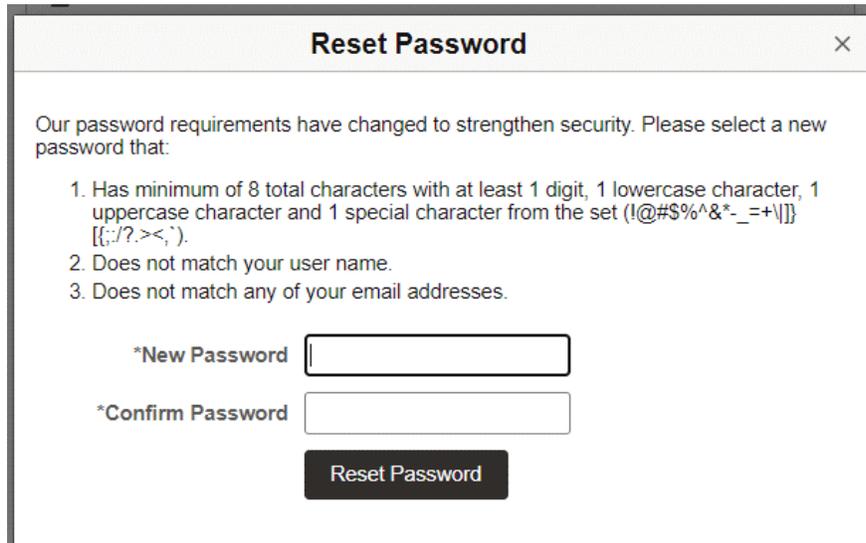
End

Logging in as a Returning Applicant

Purpose

The purpose of this section is to provide the steps to successfully log in as a returning applicant.

IMPORTANT: our password requirements have changed since we upgraded our online application. If this is your first time logging in as a returning applicant since our online application has been updated, you may be forced to change your password if it doesn't meet the new requirements. Below is a screenshot of the message you will receive.



Reset Password [X]

Our password requirements have changed to strengthen security. Please select a new password that:

1. Has minimum of 8 total characters with at least 1 digit, 1 lowercase character, 1 uppercase character and 1 special character from the set (!@#\$%^&*-_+=\|] [;:/?.><,[']).
2. Does not match your user name.
3. Does not match any of your email addresses.

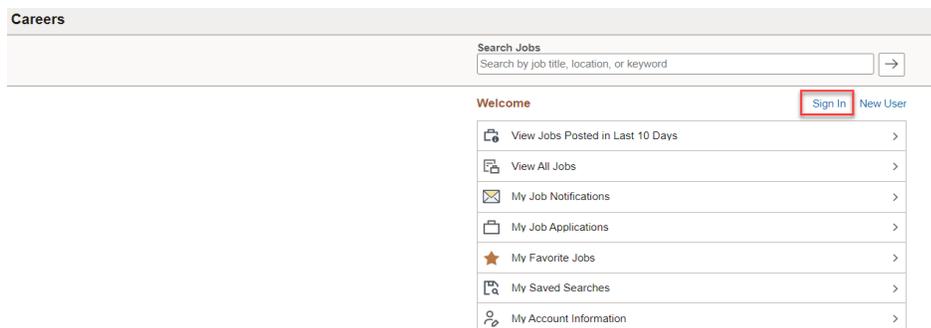
*New Password

*Confirm Password

Reset Password

Step 1

Click the [Sign In](#) link and log into your account.



Careers

Search Jobs
Search by job title, location, or keyword [→]

Welcome [Sign In](#) [New User](#)

- View Jobs Posted in Last 10 Days >
- View All Jobs >
- My Job Notifications >
- My Job Applications >
- My Favorite Jobs >
- My Saved Searches >
- My Account Information >

Continued on next page

Logging in as a Returning Applicant, Continued

Step 2

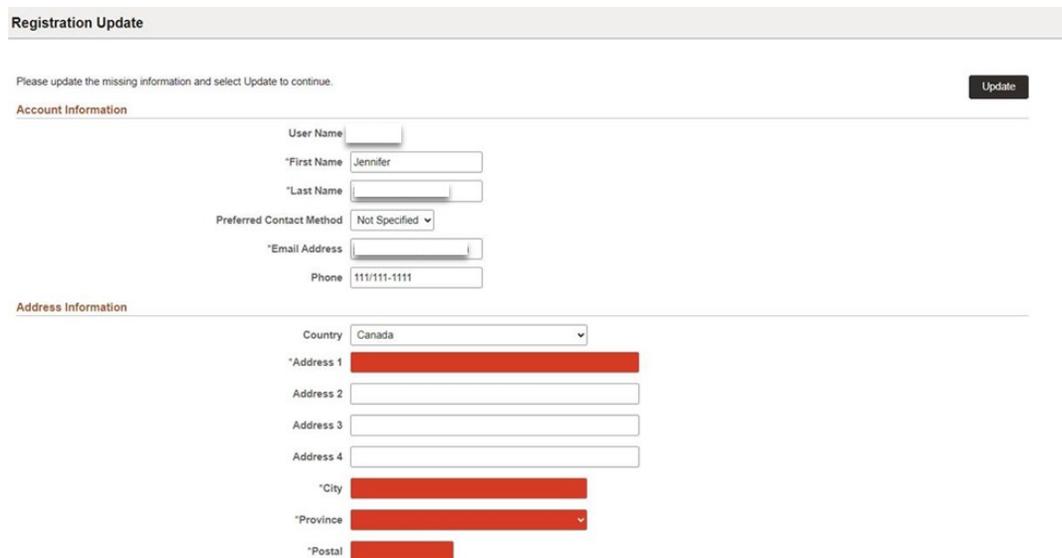
Complete the User Name and Password fields and click the Sign In button.



The screenshot shows a 'Sign In' window with a close button (X) in the top right corner. Below the title bar, there is a note: '* Indicates required field'. The form contains two input fields: '*User Name' with the text 'TestCiv' and '*Password' with masked characters '*****'. Below these fields is a dark 'Sign In' button. Underneath the button are two links: 'Forgot User Name | Forgot Password'. At the bottom left, there is a question 'Are you a new user?' followed by a 'Register Now' link.

Result: you are returned to the Careers page.

NOTE: Address information is required. If your address has not been previously included, you will be prompted to update your account information. Below is a screenshot of what you will see.



The screenshot shows a 'Registration Update' form. At the top, there is a header 'Registration Update' and a sub-header 'Please update the missing information and select Update to continue.' with an 'Update' button on the right. The form is divided into two sections: 'Account Information' and 'Address Information'. Under 'Account Information', there are fields for 'User Name', '*First Name' (Jennifer), '*Last Name', 'Preferred Contact Method' (Not Specified), '*Email Address', and 'Phone' (111/111-1111). Under 'Address Information', there is a 'Country' dropdown (Canada), and several fields for '*Address 1', 'Address 2', 'Address 3', 'Address 4', '*City', '*Province', and '*Postal'. The fields for '*Address 1', '*City', '*Province', and '*Postal' are highlighted in red, indicating they are required.

Enter any required information in the highlighted fields and click the Update button.

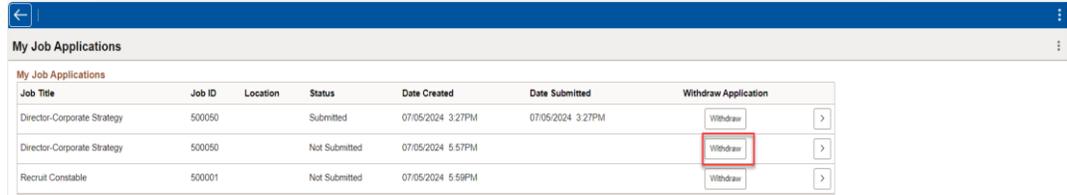
Result: You are signed into your applicant account.

End

Withdraw an Application

Withdrawing an application

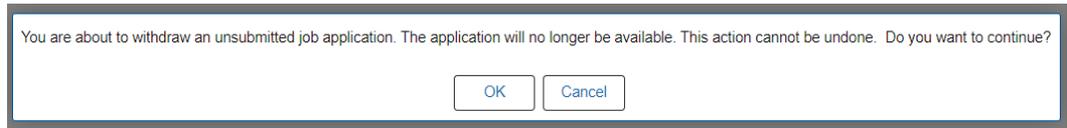
To withdraw your application to a job competition, navigate to “My Job Applications”, click the Withdraw button.



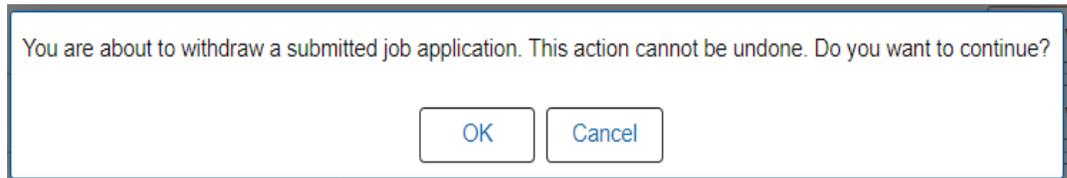
Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
Director-Corporate Strategy	500050		Submitted	07/05/2024 3:27PM	07/05/2024 3:27PM	Withdraw >
Director-Corporate Strategy	500050		Not Submitted	07/05/2024 5:57PM		Withdraw >
Recruit Constable	500001		Not Submitted	07/05/2024 5:59PM		Withdraw >

You will receive an on-screen message asking if you are sure you want to continue with the Withdraw. The message received depends on whether you have submitted your application or not.

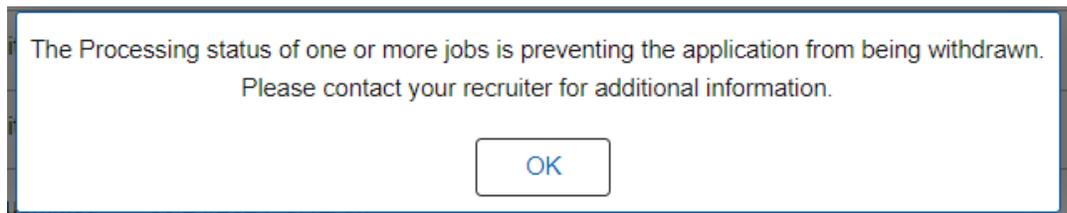
For an unsubmitted application, you will receive this message.



For a submitted application, you will receive this message.



If the job competition that you applied to is in progress, you will receive this message.



Click the OK button to continue with the withdraw process or cancel if you do not want to continue.

Result: Your application is withdrawn from the Job Competition.

End of Procedure