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.
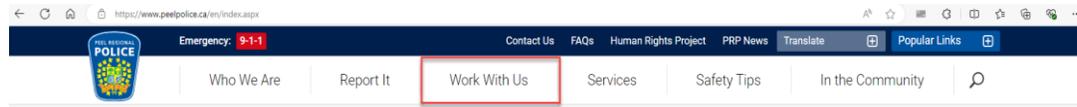
Contents

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.

If you interested in applying for a(n)…	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

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.
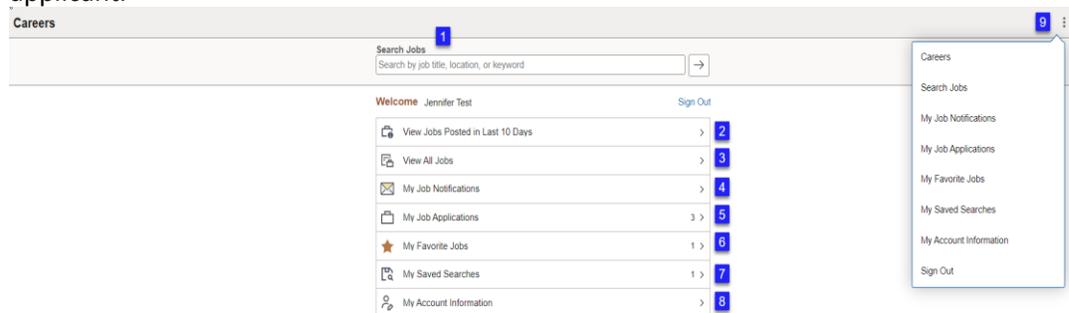
Search for, View and Save a Job Search, Continued

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.
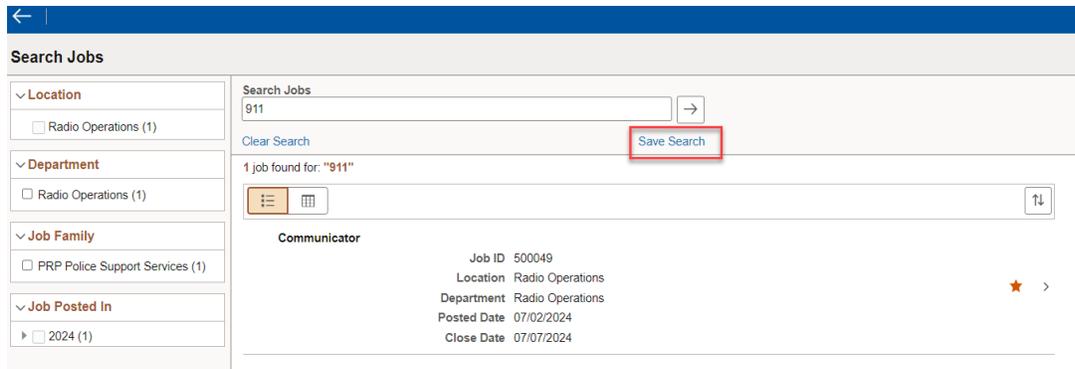

Result: you are moved to the **Search Jobs** page where the results of your search are displayed.

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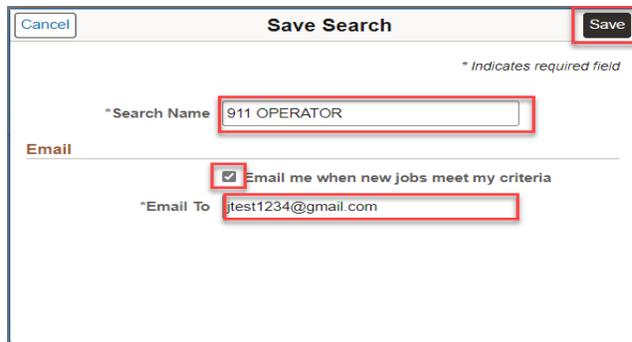
From here, you can save your search by clicking the Save Search link underneath the search bar.

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.

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

Save Searched Jobs, continued

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

My Saved Searches					
The Search button performs the search and shows your results on the Search Jobs page.					
My Saved Searches					
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	>

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

Search Jobs

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

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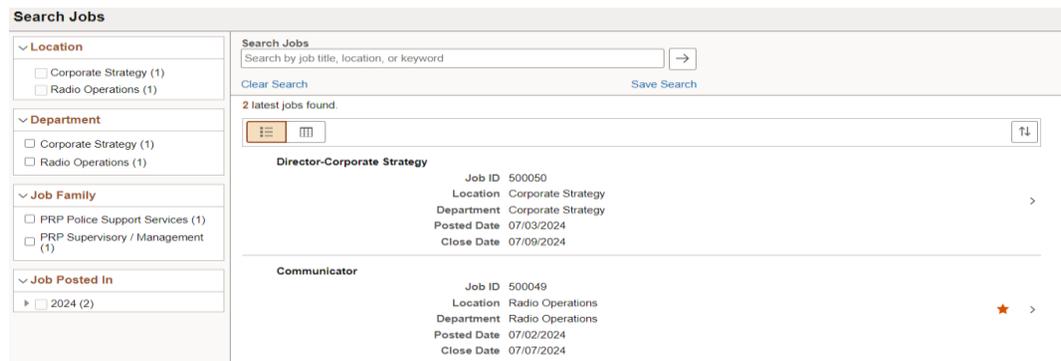My Favorite Jobs
My Saved Searches
My Account Information
Sign Out

View Jobs Posted in Last 10 Days

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

Search Jobs

Search by job title, location, or keyword

Welcome Jennifer Test   Sign Out

📇 View Jobs Posted in Last 10 Days   >
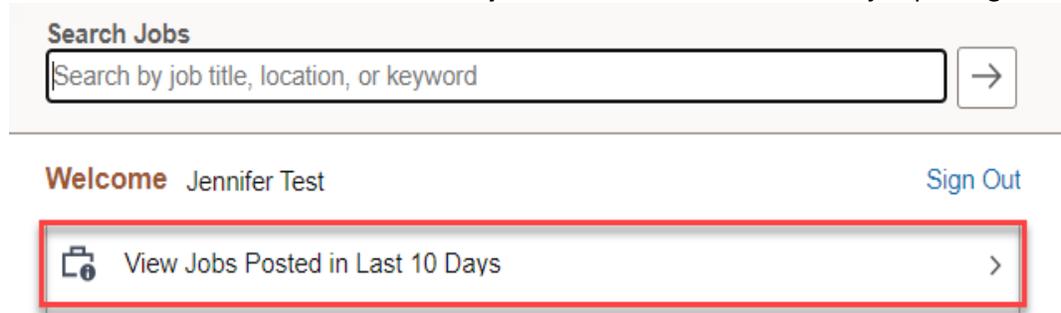
Result: you are presented with a list of the most recent job postings.

Search Jobs

Search Jobs
Search by job title, location, or keyword

Clear Search   Save Search

2 latest jobs found

Location
- Corporate Strategy (1)
- Radio Operations (1)

Department
- Corporate Strategy (1)
- Radio Operations (1)

Job Family
- PRP Police Support Services (1)
- PRP Supervisory / Management (1)

Job Posted In
- 2024 (2)

Director-Corporate Strategy
- Job ID 500050
- Location Corporate Strategy
- Department Corporate Strategy
- Posted Date 07/03/2024
- Close Date 07/09/2024

Communicator
- Job ID 500049
- Location Radio Operations
- Department Radio Operations
- Posted Date 07/02/2024
- Close Date 07/07/2024

**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.
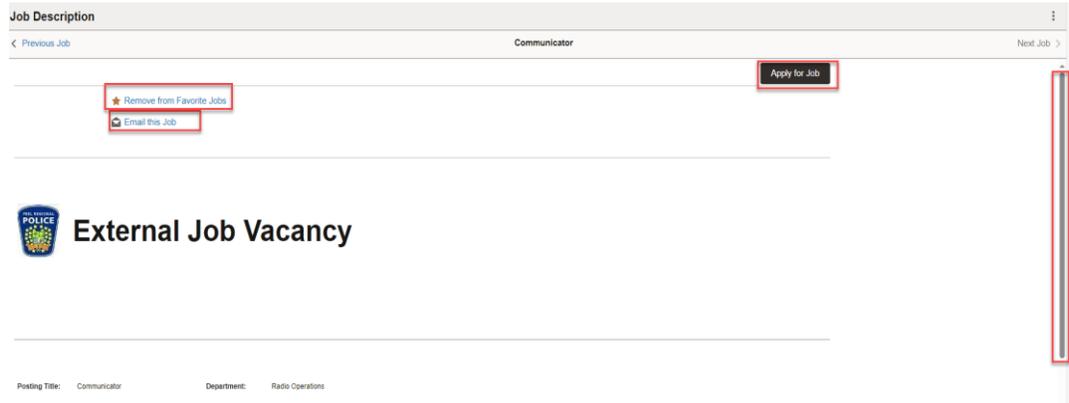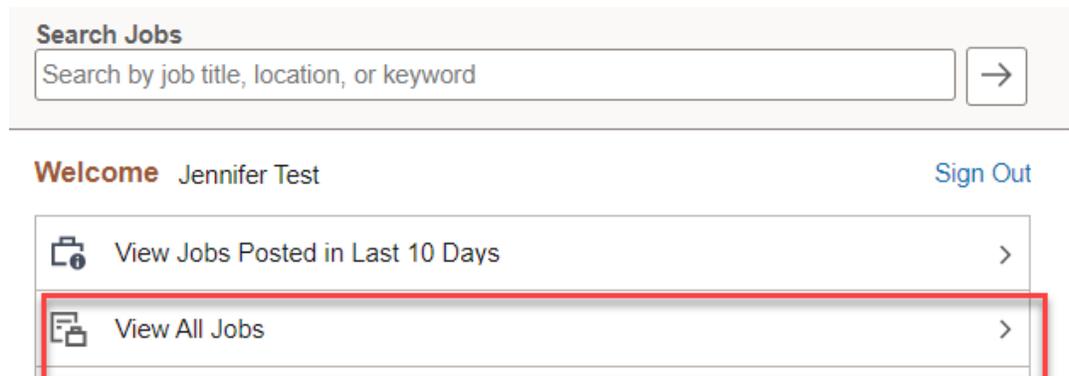

Click the Previous Job and Next Job links at the top of the page to view other postings or click the Back arrow or ellipses to navigate back to the desired page.
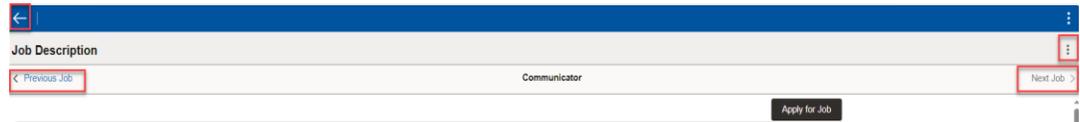
View All Jobs

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

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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.

My Job Applications

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

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

My Favourite Jobs

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

Result: a list of job postings display.

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

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

Continued on next page

My Saved Searches

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

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

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.

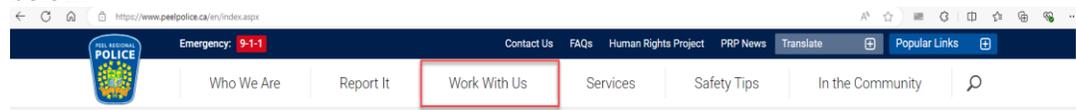Use the back arrow or the ellipses to navigate back to the desired page.

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.
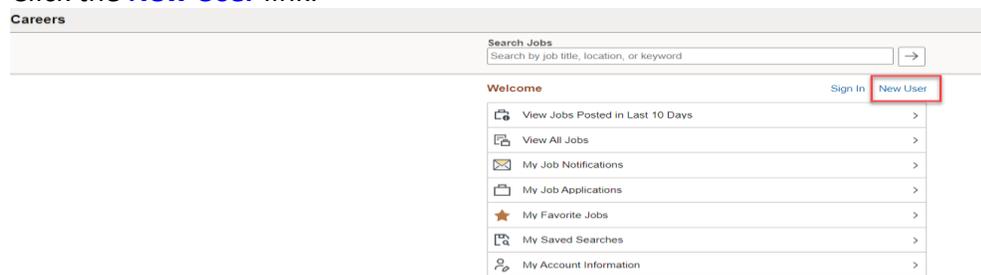
Step 1

If you interested in applying for a(n)…	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.

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.

Update the applicable information and click the Save button.

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



End

Apply to a Job

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

| If you interested in applying for a(n)...	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**.
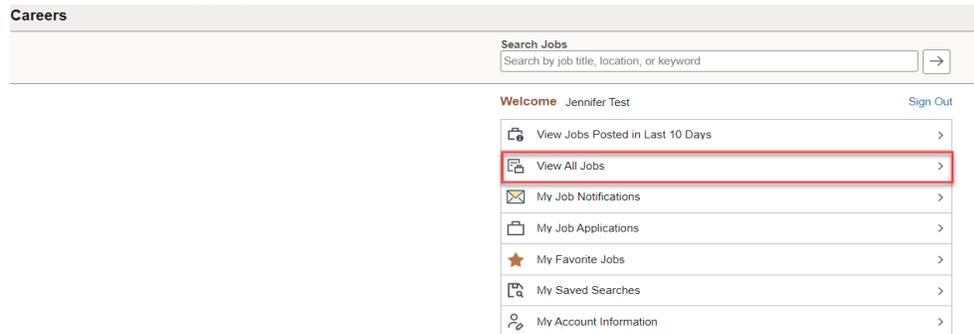
Result: a list of available jobs is displayed.

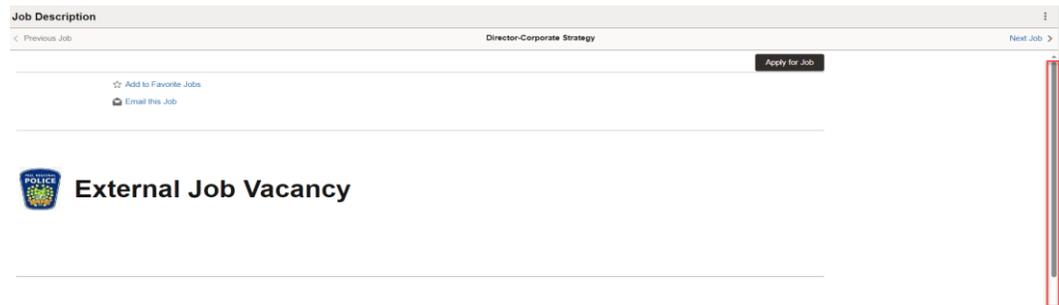| Step 2	Click the job title for the desired posting.
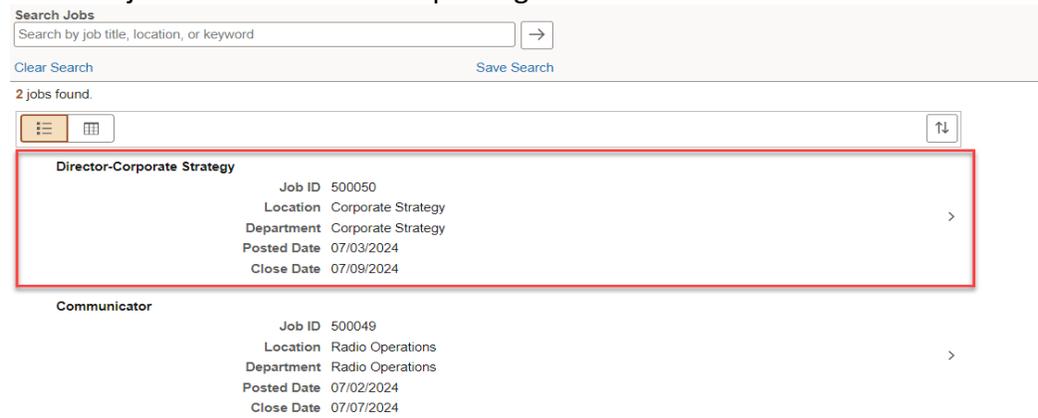
Result: the job posting is displayed.

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 *Step 5* in the *Completing and Submitting Your Application* 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.
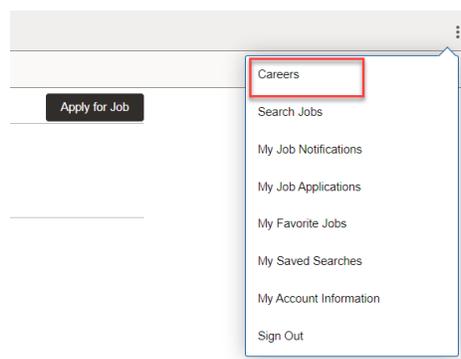
End

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.
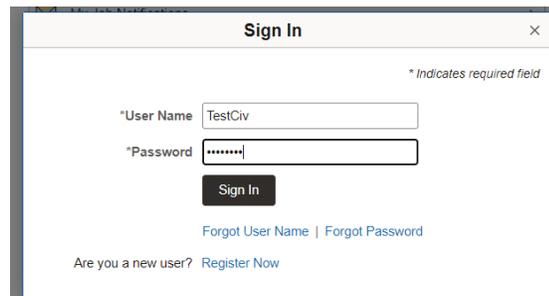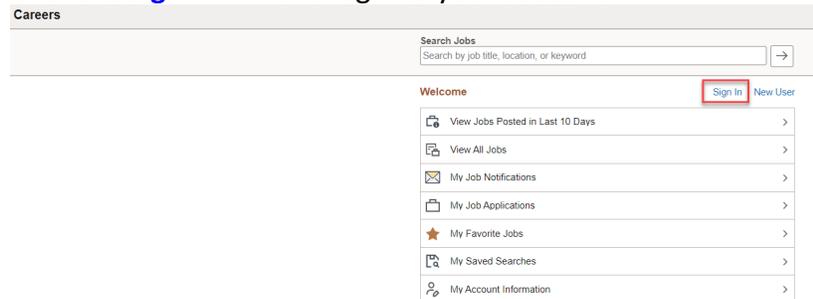
Navigation

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

If you interested in applying for a(n)…	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.

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

Step 2

Click **View All Jobs**.

Welcome Jennifer Test		Sign Out

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	>

Step 3

Select the job you want to apply to.

Director-Corporate Strategy		
Job ID	500050
Location	Corporate Strategy
Department	Corporate Strategy
Posted Date	07/03/2024
Close Date	07/09/2024

Communicator		
Job ID	500049
Location	Radio Operations
Department	Radio Operations
Posted Date	07/02/2024
Close Date	07/07/2024

Step 4

Click **Apply for Job**.

Job Description

< Previous Job   **Director-Corporate Strategy**

[Apply for Job]

☆ Add to Favorite Jobs

✉ Email this Job
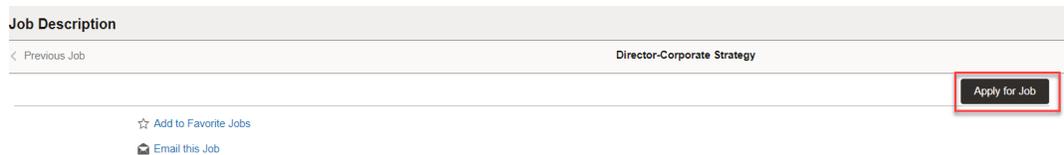
System TIMEOUT

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.

Your in-progress application has been saved but not submitted.
OK
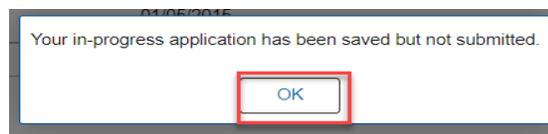
Completing and Submitting your Application, Continued

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.

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.

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

Result: you will be moved to the prequalifying page.

Continued on next page

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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

| Step 8 | Type or paste your cover letter in the Cover Letter text box.   Click the **Next** button. |

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.

Completing and Submitting your Application, Continued

Step 9

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

Step 10

Adding Work Experience

Click the Add Work Experience button.

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

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

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

Step 11

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

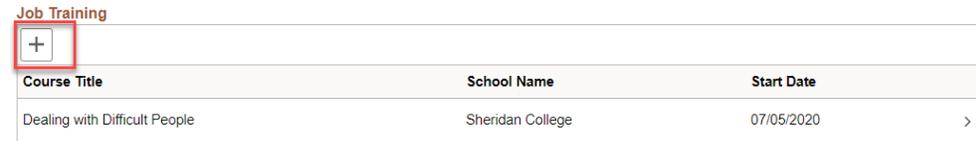**Job Training**

You have not added any training information.

Add Job Training

Complete the following fields and click the **Done** button:
- **Course Title**
- **School Name**
- **Course Start Date**

Cancel	Add Job Training	Done

*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.

Job Training

+

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.

Add 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.

Cancel	Lookup

Search for: Education Level
> Search Criteria
∨ Search Results

Only the first 100 results can be displayed.

Completing and Submitting your Application, Continued

Step 12 continued

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

- Select the appropriate education level.

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

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

- Select the school

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

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.

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.

Step 13

Click the Add Licenses and Certifications button.

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.

- Click the arrow beside Search Criteria.

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

Result: your search results are displayed.
- Select the desired license.

Completing and Submitting your Application, Continued

Step 14 Continued	**Expiration Date** **Date Issued** **License/Certification #** (if known) **Issued By**

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

Step 15	Click the Add Language Skills button.

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.
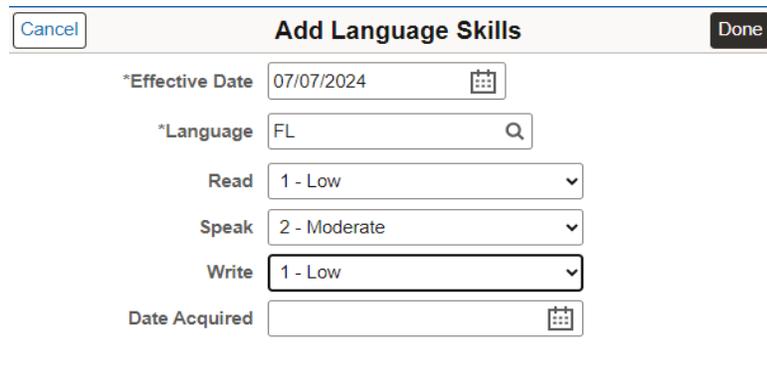
Cancel	**Add Language Skills** Done
*Effective Date	07/07/2024
*Language	FL
Read	1 - Low
Speak	2 - Moderate
Write	1 - Low
Date Acquired	

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

Cancel	**Add Volunteer Work** Done
*Organization	Special Olympics
*Hours Per Year	50
*Calendar Year	2023
*Position Title	Event Coordinator
*Contact Name	John Smith
*Contact Details	111/111-1111

Continued on next page

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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?	Posting
Specific Referral Source	
Are you a former employee	No

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	People Conference	
*Select Type	Conference 🔍	
*Number of Days	3.00	
*Date Attended	07/10/2023 📅	
*Institution	Conference Institute	

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		

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.

Step 24   When you are ready, click the **YES** - I have verified that my application is accurate and complete checkbox and the Submit button.

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

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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.

If you…	Then…
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

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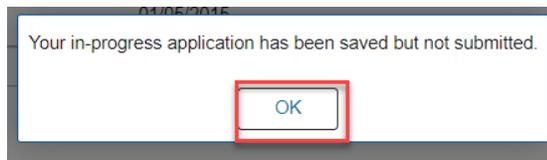
To leave the application, click the Exit button on the top left-hand of the screen.

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.
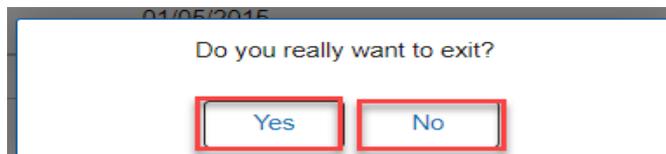
Result: you are returned to the Job Description page.

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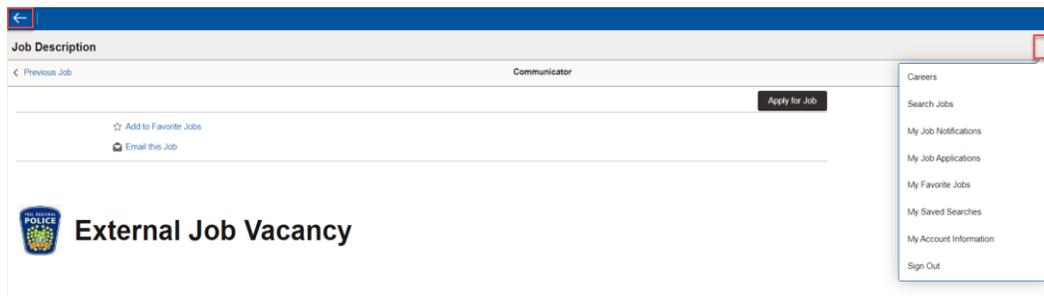
Required to Submit Application: You are still required to submit your online application prior to the job posting end date to be considered for the job for which you are applying.

End

Completing your saved Application

Step 1   Log in as a returning applicant.

Step 2   Click My Job Applications.

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

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.

Step 1 Click the **Sign In** link and log into your account.

Step 2   Complete the User Name and Password fields and click the Sign In button.

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.

Enter any required information in the highlighted fields and click the Update button.
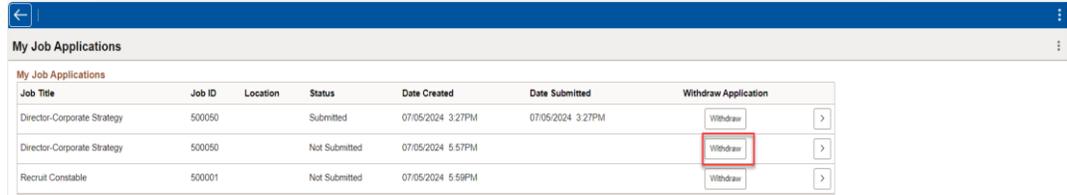
Result: You are signed into your applicant account.

_____
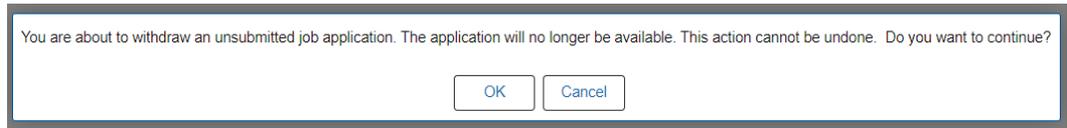
End

Withdraw an Application

Withdrawing an application

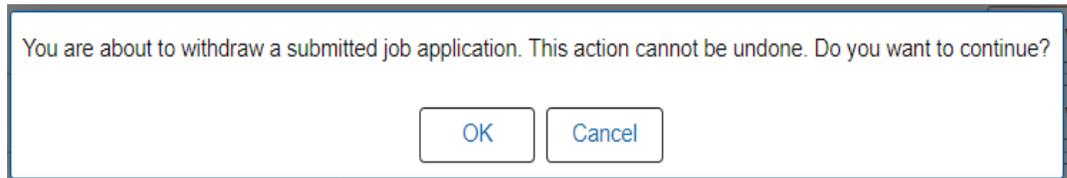To withdraw your application to a job competition, navigate to "My Job Applications", click the Withdraw button.

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.
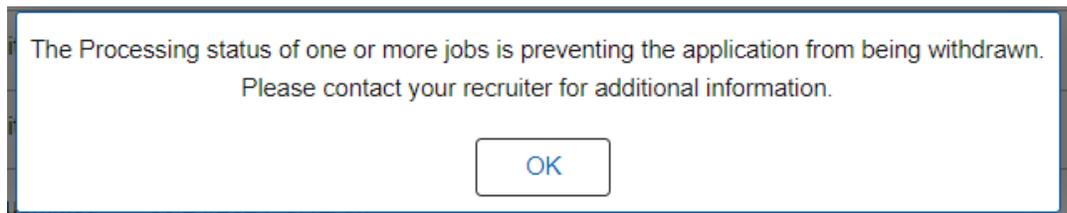
For an unsubmitted application, you will receive this message.

You are about to withdraw an unsubmitted job application. The application will no longer be available. This action cannot be undone. Do you want to continue?

OK   Cancel

For a submitted application, you will receive this message.

You are about to withdraw a submitted job application. This action cannot be undone. Do you want to continue?

OK   Cancel

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

The Processing status of one or more jobs is preventing the application from being withdrawn. Please contact your recruiter for additional information.

OK

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