

**Constable Selection System**  
**Constable Assessment**  
**Pre-Background Questionnaire**





## Instructions

Please complete the following questionnaire. Place an “X”: in the box before the correct answer, and add other details and explanations as required. You are provided with extra sheets of paper to write on if you need more space.

The information you provide will help us to determine whether you meet certain requirements of good moral character and habits as well as conditions of work, as referenced by the Police Services Act.

Answer the questions truthfully and as accurately as possible. Your answers may be verified through a detailed background check, which is a routine requirement for candidates who reach the final stages of the selection process.

Please be advised that providing false or misleading information may lead to disqualification from the selection process or dismissal should you be appointed as a police constable/cadet.

If you do not understand any of the questions, or if you are not certain of how you should answer a particular question, do not provide an answer until you have spoken with one of the interviewers.



## Pre-Background Questionnaire

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### **Declaration:**

I hereby declare that the information provided in this document is true and correct to the best of my knowledge. I understand that a false statement or omission may disqualify me from further consideration for employment or result in dismissal should I be appointed as a police constable/cadet. It is understood and accepted that I am involved in a competitive selection process and that I may be declined at any stage of this process.

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Applicant Signature:

Date:

The information in this form is confidential and will be treated as such. Please be aware that the information provided herein can be used during the background investigation in order to further explore and verify statements you make.

Personal information obtained through the completion of this form is collected pursuant to section 43 of the Police Services Act for the purpose of assessing qualifications and suitability for employment as a police officer. Information collected may be disclosed for the purpose for which it was obtained or for a consistent purpose. Questions concerning collection or disclosure of this information should be addressed to:

OACP CSS Administrator,  
40 College Street, Suite 605  
Toronto, Ontario M5G 2J3  
T. 516-926-0424  
Email: [cssadmin@oacp.ca](mailto:cssadmin@oacp.ca)

The information in this form is confidential and will be treated as such. Please be aware that the information provided here in can be used during the background investigation in order to further explore and verify statements you make.

## A. Habits: Work and School Related

### Work Related Habits:

1. a) Have you ever been absent from work for extended periods?

No

Yes. Explain how long you were absent and why.

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b) Did you have such problems as lateness and absenteeism to/from work?

No

Yes. Explain how often and why.

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2. Have you ever been disciplined/censured/documented (either verbally or in writing) for any reason at work? (Examples include, but are not limited to, lateness, absenteeism, derogatory language, etc.)

No

Yes. Explain the behaviour as well as the action taken.

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3. Are there any jobs that you have had that are not listed in your application?

No

Yes. Please provide details such as the position held, name and address of the employer, the period of employment, and the location where you worked (if location is different from the address of the employer).

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## Pre-Background Questionnaire

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4. a) Have you resigned from a job in the past 5 years?

No

Yes. Which position? Why did you leave?

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b) Have you ever resigned from a job so as to avoid termination of employment?

No

Yes. Which position? What were the circumstances?

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5. Have you ever been fired from a job?

No

Yes. Why were you fired?

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### School Related Habits:

6. Have you ever been expelled, suspended, put on academic probation, documented, or formally reprimanded for any reason at an educational or training institution?

No

Yes. What was the nature of the incident, when did it occur and what action was taken?

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7. Did you have such problems as absenteeism and lateness when you were a student?

No

Yes. What were the causes of your lateness or absences?

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### B. Driving Record

8. Do you possess a valid driver's license that permits you to drive an automobile in Ontario with full driving privileges?

No

Yes.

9. Do you currently have any demerit points accumulated?

No

Yes. How many points? What was the violation committed?

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**NEW:** 9b Have you ever been charged with offences under the Highway Traffic Act (HTA) and/or the Compulsory Automobile Insurance Act (CAIA)?

No

Yes, Provide details regarding why, when, and how many times

b) In relation to the above, were you convicted in Provincial Offences Court and/or held at fault by your insurer?

(Provide details)

No

Yes. Provide details.

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10. Has your driver's license ever been suspended?

No

## Pre-Background Questionnaire

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- Yes. Provide details regarding why, when, and how many times it has been suspended.

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## Pre-Background Questionnaire

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11. a) List all motor vehicle collisions with an object or person that you have been involved in, as a driver.

(Provide dates and details and which police service attended)

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12.

Have you ever failed to stop for a police officer?

- No  
 Yes. Please provide details.

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a) Have you ever been the driver or passenger involved in a hit and run collision?

- No  
 Yes. Please provide details.

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- b) Have you ever failed to identify yourself to a police officer when requested to do so?
- No
- Yes. Please provide details.

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## C. Criminal Record

*Criminal offence* includes any fine, period of imprisonment, or period of probation ordered by the court. A criminal offence is any offence under the Criminal Code and/or any Act of Parliament and includes, but is not limited to, sexual assault, criminal negligence causing death, theft, mischief, assault, and etc. Offences under Provincial statutes, such as the Highway Traffic Act, Liquor License Act, or the Game and Fish Act, are **not** criminal offences.

The Youth Criminal Justice Act deems a young person not to have been convicted or found guilty if they are discharged absolutely, or if their youth sentence or disposition has ceased to have effect.

13. Have you ever been convicted [see above] of any criminal offence in Canada for which a pardon has not been granted?
- No
- Yes. Please provide details regarding the facts that led to your conviction(s).

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14. Have you ever been found guilty of any criminal offence in Canada for which you received a conditional or absolute discharge?
- No
- Yes. What were the terms of your discharge?

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15. If you received a conditional or absolute discharge, in Canada, have the records been

## Pre-Background Questionnaire

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sealed by the RCMP?

(For discharges ordered after July 24, 1992, records are sealed automatically after 1 year for absolute discharges and 3 years for conditional discharges. For discharges before this date, you are required to apply for the records to be sealed).

- No
- Yes. Please provide details of the fact situation on which the charge against you was based.
- Not Applicable

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16. Have you ever been convicted of any criminal offence in any other country for which the equivalent of a pardon has not been granted?

- No
- Yes. Please provide details regarding the facts that led to your conviction(s).

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17. Have you ever committed any criminal offence in Canada when you were under 18 years of age or over 18 years of age?

- No
- Yes. Provide details regarding the incident (s) including what, when, where, and why it happened.

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18. Have you ever committed an offence or act in another country that would be considered a criminal offence in Canada?

## Pre-Background Questionnaire

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- No
- Yes. Provide details regarding the incident (s) including what, when, where, and why it happened.

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19. a) Have you ever been convicted of any criminal offence in Canada for which a pardon has been granted?

- No
- Yes. Provide details regarding the incident (s) including what, when, where, and why it happened.

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b) Have you ever been convicted of any criminal offence in any other country for which the equivalent of a pardon has been granted?

- No
- Yes. Provide details regarding the incident (s) including what, when, where, and why it happened.

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## D. Alcohol Use

20. Do you drink, or have you ever drunk, alcoholic beverages?

- No. Go directly to question 25.
- Yes.

21. Have you ever been in a verbal or physical altercation while under the influence of alcohol?

- No
- Yes. Explain.

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22. Have you ever operated a vehicle while under the influence of alcohol?

- No
- Yes. Provide details regarding the incident(s).

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23. Have you ever had contact with the police in which alcohol was a factor?

- No
- Yes. Please provide details.

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24. Have you ever been administered a test for alcohol (breath, blood, urine) by or on behalf of the police?

No

Yes. When did this occur? Which agency administered the test? Was it taken at the roadside? What actions resulted?

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### E. Cannabis Use

25. Do you use, or have you ever used, cannabis products?

No. Go directly to question 30.

Yes. Explain.

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26. Have you ever been in a verbal or physical altercation while under the influence of cannabis?

No

Yes. Explain.

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27. Have you ever operated a vehicle while under the influence of cannabis?

No

Yes. Provide details regarding the incident(s).

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28. Have you ever had contact with the police in which cannabis was a factor?

- No  
 Yes. Please provide details.

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29. Have you ever been administered a test for cannabis (oral fluid, blood, urine) by or on behalf of the police?

- No  
 Yes. When did this occur? Which agency administered the test? Was it taken at the roadside? What actions resulted?

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### F. Drug Use

- a) Have you ever taken, tried, or experimented with any illegal drugs? (Not including cannabis.) NO Go directly to question 31.  
 Yes.

b) What illegal drugs(s) do (or did) you take?

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c) How often, and over what period of time did you use illegal drugs?

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## Pre-Background Questionnaire

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d) How recent was your last use of illegal drugs?

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\_\_\_\_\_  
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e) Why did you stop using illegal drugs?

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\_\_\_\_\_  
\_\_\_\_\_

30. Have you ever purchased illegal drugs?

No

Yes. When did this occur? Provide details regarding the purchases and your involvement.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

31. Have you ever grown/manufactured/imported illegal drugs or given/sold illegal drugs to another person?

No

Yes. When did this occur? Please provide details.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

32. Have you ever had contact with the police in which drugs were a factor?

No

Yes. Please provide details.

\_\_\_\_\_  
\_\_\_\_\_  
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33. a) Have you ever taken, tried, or experimented with prescription or non-prescription



## Pre-Background Questionnaire

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drugs for non-medical reasons?

(Use of legal drugs for reasons not related to a medical condition, i.e., the use of steroids for body building, is considered a non-medical use of drugs).

No. Go directly to question 35.

Yes. If yes, please indicate \_\_\_\_\_prescription/ \_\_\_\_\_non-prescription.

b) How often and over what period of time did you take such drugs?

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c) How recent was the last time you used prescription/non-prescription drugs for non-medical reasons? Please specify name(s) and type(s) of drug(s).

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d) Why did you stop using such drugs?

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34. Have you ever used inhalants or other material for mind-altering effects? (i.e., glue, paint, thinners, gasoline, after-shave lotion).

No

Yes. Please provide details.

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35. Have you ever driven a motor vehicle while either impaired by, or under the influence of, drugs?

- No
- Yes. Please provide details.

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**F. Internet Use (NEW updated platforms)**

36. Please list all active, inactive, and deleted social networking sites (Instagram, TikTok, Twitter, LinkedIn Facebook, Pintrest, etc.) associated to you. Include usernames. Do not provide passwords.

- I have never had links with social networking sites.
- I have listed below all current and previous sites.

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37. Please provide all personal, work and school email addresses associated to you since the age of 18 years. Do not provide passwords.

- I have never had an email address.
- I have listed below all current and previous email addresses since you were 18 years of age.

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## Pre-Background Questionnaire

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38. List any screen names or other monikers associated to you on the Internet, since you reached the age of 18 years. Include YouTube ID's, Skype ID's, gaming ID's. Do not provide passwords.

I have never had any screen names or other monikers.

I have listed below all screen names and monikers associated to me since I was 18 years of age.

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39. List any www domains (1.e., www.google.com) that you currently own or have previously owned or have been associated with.

I have never owned or been associated with a domain.

I have owned or been associated with the following domains. State the purpose for owning or being associated to the domain.

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40. List any blogs, websites, forums and social media groups or pages that you either maintain or comment on.

I have never maintained or commented on any blogs websites, forums and social media groups or pages.

I have maintained or commented on the following blogs websites, forums and social media groups or pages.

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41. List any other information that you feel background investigators should be aware of when doing background research on the Internet about you. List any further websites, chatrooms, blogs, and/or forums where your image or name may appear that were not been previously listed in the questions above.

There are no other websites, chatrooms, blogs, and/or forums where my image and/or name should appear.

My name and/or image may appear on the following websites, chatrooms, blogs, and forums that I have not previously listed.

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## G. Credit Record

42. Have you ever declared bankruptcy?

No.

Yes. What were the circumstances?

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43. Has a collection agency ever been assigned to any of your outstanding balances?

No.

Yes. What were the circumstances? How and when was the matter resolved?

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Have you ever knowingly misrepresented your financial situation?

No.

Yes. How often? How recently? What were the circumstances?

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## H. Conditions of Work

44. A police constable is required to be available for work at all times, in various conditions.

a) Are you able and willing to assume any shift, night or day, on any day of the week?

No. Provide details below.

Yes.

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b) Are you able and willing to work in extreme weather conditions: cold, ice, heat, wind, humidity, thunderstorm, raining, flooding, etc.?

No. Provide details below.

Yes.

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c) Do you have any fears that could impede your ability to perform the duties of a police officer (i.e., of water, height, blood, animals, darkness, dead bodies or other things and conditions)?

No.

Yes. Provide details below.

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45. Police officers are often involved in physical confrontations.

a) Are you willing to use the appropriate level of force permitted to an officer, to address situations?

No. Provide details below.

Yes.

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b) Are you willing to use potentially lethal force to protect your life or the life of someone else?

No. Provide details below.

Yes.

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## I. Other information

46. Do you currently associate with, or have you in the past associated with, individuals or groups, including a family member, whom you know or knew to be engaged in any criminal activity?

No.

Yes. Provide details of these associations.

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## Pre-Background Questionnaire

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47. Are you now, or have you ever been, interviewed, questioned, investigated, arrested, or charged in Canada, for an offence of any kind? This includes ALL police contact. (Excluding for employment purposes.)

No.

Yes. Provide details regarding the incident (i.e., what, when, where why).

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48. Are you now, or have you ever been, interviewed, questioned, investigated, arrested, or charged in any other country, for an offence of any kind? This includes ALL police contact. (Excluding for employment purposes.)

No.

Yes. Provide details regarding the incident (i.e., what, when, where why).

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49. Excluding Highway Traffic Act (HTA) offences, have you ever been convicted of a provincial offence? (Paying a fine is considered a conviction in Provincial Offences Court; provincial offences include catching over the limit or out-of-season under the Game and Fish Act; drinking underage or being drunk in public under the Liquor Licence Act, violating the Trespass to Property Act or the Police Services Act).

No.

Yes. What was the specific offence(s)? When and where did it take place? Why did it happen?

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**NEW:** 49 B

Do you currently have any legal matters pending before ANY court in ANY jurisdiction or country? If so, please explain?

## Pre-Background Questionnaire

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50. Have you ever been refused a Firearm Acquisition Certificate, a Possession only License, or a Possession and Acquisition License?

No.

Yes. Provide details regarding the refusal (i.e., what, why, where).

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51. Have you ever had a Firearm Acquisition Certificate, a Possession only License or a Possession and Acquisition License revoked?

No.

Yes. Provide details regarding the revocation (i.e., when, why, where).

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52. Do you now possess any firearms?

No.

Yes. Please provide details.

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### J. Background Check

53. A background check is part of the selection process. It involves a detailed investigation, including a review of any personal involvement in criminal activity, and alcohol or drug use.

Is there any information that you wish to add or disclose about yourself that you feel we should be aware of at this time?

No

Yes. Please provide details.

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## Pre-Background Questionnaire

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## Final declaration

I hereby declare that the information provided in this document is true and correct to the best of my knowledge. I understand that a false statement or omission may disqualify me from further consideration for employment or result in dismissal if I be appointed as a police constable/cadet. I understand and accept that I am in a competitive selection process and that I may be declined at any stage of this process.

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Applicant Signature

Date

The information on this form is confidential and must be treated as such. Please be aware that the information provided herein will be used during the background investigation in order to further explore and verify statements you make.



CSS 01797

OACP Constable Selection System  
Ministry of Community Safety and Correctional Services