



**PLEASE RETURN ALL COMPLETE FORMS TO:**

**Staff Sergeant Travis Robidoux**  
Community Safety Coordinator  
Campus Safety Services  
203 Robertson Hall  
1125 Colonel By Drive, Ottawa  
Tel: 613-520-2600 ext. 1594  
Travis.robidoux@carleton.ca

**PLEASE ATTACH A RESUME AND COVER LETTER TO THIS FORM WHEN  
SUBMITTING YOUR APPLICATION**

**STUDENT SAFETY PATROL APPLICATION CHECKLIST:**

- SSP Application (6 Pages)
- Cover Letter and Resume
- Copies of Certifications/Certificates (if applicable)
- Copies of Reference Letters (if applicable)
- Copy of Ontario Security Guard Licence (if applicable)

# 1. Personal Information

Last Name	Given Name(s)	Preferred Name(s)
Complete Address (Including Number, Street, Apt., Lot, Concessions or Rural Route #)		
City or Town	Province	Postal Code
Primary Phone Number (    )	Alternate Phone Number (    )	
Student Number	Major	Academic Year

Please Indicate 'Yes' or 'No', providing additional information where requested:

	YES	NO
Are you at least 18 years of age?		
Are you eligible to work in Canada?		
Do you possess a valid CPR certificate? * <i>(If yes, please provide expiry date)</i>		
Do you possess a valid First Aid certificate? * <i>(If yes, please provide expiry date)</i>		
Do you possess a valid Ontario Security Guard License? * <i>(If yes, please provide expiry date)</i>		
Have you ever been convicted of any criminal offense for which a pardon has not been granted? <i>(This includes any fine, period of imprisonment, or period of probation offered by the court)</i>		
Will you be enrolled in at least one (1) courses in a degree program (full-time status) for the 2021-2022 academic year?		

*\*Please note any item indicated with an asterisk is not a requirement upon hiring.*

## 2. Education

College Attended

Program Name

Number of Years Attended

Diplomas, Licenses and Certificates Received

University Attended

Program Name or Major

Number of Years Attended

Other Relevant Courses, Seminars, Training, Certificates, or Degrees

*(Please attach additional sheets if needed)*

### 3. Employment

- *Beginning with your present or most recent employer and continuing in reverse chronological order, list and describe every position you have held since your first employment experience.*
- *If you held two or more roles with the same employer, please list and describe each position separately. Please include any military, part-time and summer employment.*
- *You may attach additional sheets as required.*

**Present or Previous Employer**

**Telephone Number**

**Date of Employment**

**From:**

**To:**

**Complete Mailing Address**

**Name of Supervisor**

**Your Position Title**

**Brief Description of Duties**

**Reason for Leaving**

**Present or Previous Employer**

**Telephone Number**

**Date of Employment**

**From:**

**To:**

**Complete Mailing Address**

**Name of Supervisor**

**Your Position Title**

**Brief Description of Duties**

**Reason for Leaving**



**Present or Previous Employer**

**Telephone Number**

**Date of Employment**

**From:**

**To:**

**Complete Mailing Address**

**Name of Supervisor**

**Your Position Title**

**Brief Description of Duties**

**Reason for Leaving**



**Present or Previous Employer**

**Telephone Number**

**Date of Employment**

**From:**

**To:**

**Complete Mailing Address**

**Name of Supervisor**

**Your Position Title**

**Brief Description of Duties**

**Reason for Leaving**

<b>Present or Previous Employer</b>	
<b>Telephone Number</b>	<b>Date of Employment</b> From: _____ To: _____
<b>Complete Mailing Address</b>	
<b>Name of Supervisor</b>	<b>Your Position Title</b>
<b>Brief Description of Duties</b>	
<b>Reason for Leaving</b>	

#### **4. References**

*The SSP hiring process requires you to provide three (3) references, at least two of which are professional references.*

<b>Name</b>	
<b>Relationship</b>	<b>Contact Number</b>
<b>Name</b>	
<b>Relationship</b>	<b>Contact Number</b>
<b>Name</b>	
<b>Relationship</b>	<b>Contact Number</b>

**Declaration:** *I hereby declare that the foregoing information is true and complete 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 member of the Campus Safety Services. It is understood and accepted that I am involved in a competitive process and may be declined at any stage of this process.*

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*