

# PERSONAL DISCLOSURE QUESTIONNAIRE

## Sheriffs Branch

### INSTRUCTIONS

You are being asked to complete this Personal Disclosure Questionnaire (PDQ) as part of your application for a position as a peace officer with the Sheriffs Branch.

Your participation in the recruitment process is voluntary; however, as part of your application for a position with the Sheriffs Branch, this PDQ must be completed.

You are under no obligation to disclose any information regarding a crime where you were a victim.

The information requested in the PDQ is essential for determining eligibility for employment as a peace officer with the Sheriffs Branch.

Prior to completing the PDQ questionnaire, applicants are advised to:

- Carefully read all information and instructions.
- Read and sign the acknowledgment and consent prior to completing and signing the declaration.

Pursuant to section 4(a) of the [Protection of Privacy Act](#) (POPA), the personal information being collected in this PDQ is for the purposes of evaluating suitability for employment. If you have any questions about the collection of this personal information, you can be referred to a Talent Acquisition contact.

Should you be successful in securing employment as a peace officer, any answers in the PDQ revealed to be dishonest or misleading may lead to discipline or termination. Any information provided may also be used as evidence in any investigation or arbitration proceedings under the Collective Agreement and/or related legal proceedings.

If you are currently employed by the Government of Alberta, you may be subject to discipline up to and including dismissal of your current employment if deceit, dishonesty, non-disclosure, or if disclosure of serious, recent, and/or ongoing criminal activity is revealed in this PDQ.

Deceit, dishonesty, or non-disclosure concerning questions in any part of the application process may result in disqualifying you from this and any future employment competitions with the Sheriffs Branch.

You may amend your response(s) to any question(s) in the questionnaire at any time prior to the interview by contacting the Talent Acquisition team.

### **Notice regarding prior serious criminal offences and serious risk to the safety of others:**

The information you provide is collected by the Sheriffs Branch for the purpose of an employment application. However, if an applicant admits to having committed a serious and criminal offence, or may pose a serious risk to the safety of others, the Sheriffs Branch will disclose specific information to the appropriate law enforcement agency in accordance with the POPA act.

# PERSONAL DISCLOSURE QUESTIONNAIRE

## Sheriffs Branch

### APPLICANT INFORMATION

Surname		Given Name(s)	
Street Address			
City/Town		Province/Territory	Postal Code
Phone 1	Phone 2		Phone 3

### ACKNOWLEDGMENT AND CONSENT

**Should you have any questions concerning what you have read in the preceding pages, please discuss with the Recruitment and Staffing Unit to clarify before proceeding any further.**

I, the undersigned, have read and understood the above instructions.

I am completing this questionnaire voluntarily, as part of my application for a position as a peace officer with the Sheriffs Branch.

I declare that I will provide, in this questionnaire, information that is up-to-date, accurate, and honest, to the best of my knowledge and belief.

I understand that I do not have to include any information in this questionnaire that relates to a conviction for which a pardon has been received, or a conviction that was processed pursuant to the *Young Offenders Act* or the *Youth Criminal Justice Act*.

I understand that the information provided in this questionnaire may affect any employment opportunities with the Sheriffs Branch now or in the future.

I understand that if I admit in this questionnaire to having committed a serious criminal offence(s), the information will be shared with the appropriate law enforcement agency.

I understand that if, as a result of the answers provided in this questionnaire, I am deemed to pose a serious risk to the safety of others, the information will be shared with the appropriate law enforcement agency.

I understand that this PDQ will be used to determine my eligibility as a peace officer with the Sheriffs Branch. Should I be successful in securing employment as a peace officer, any answers in the PDQ revealed to be dishonest or misleading may lead to discipline or termination. Any information provided may also be used as evidence in any investigation or arbitration proceeding under the Collective Agreement and/or related legal proceedings.

I understand and consent to a copy of this signed acknowledgment and consent being placed on my personnel file if I am successful in obtaining a position with the Sheriffs Branch.

Surname	Given Name(s)	Date	Signature

# PERSONAL DISCLOSURE QUESTIONNAIRE

## Sheriffs Branch

### QUESTIONNAIRE

NOTE: This form must be completed on a digital device - please do not print and complete by hand

1) Are you legally entitled to work in Canada?
<input type="checkbox"/> Canadian Citizen
<input type="checkbox"/> Permanent Resident
<input type="checkbox"/> Work Permit
<input type="checkbox"/> Work Visa

2) What level of driver's license do you currently possess and from which province?			
<input type="checkbox"/> Class 1	<input type="checkbox"/> Class 2	<input type="checkbox"/> Class 3	<input type="checkbox"/> Class 4
<input type="checkbox"/> Class 5	<input type="checkbox"/> Class 5 GDL	<input type="checkbox"/> Class 6	<input type="checkbox"/> Class 7
Issuing Province of Driver's License			

3) Has your driver's license ever been suspended?
<input type="checkbox"/> No
<input type="checkbox"/> Yes

4) Have you ever recreationally used or experimented with an illegal drug (including if it was illegal at the time of use)?
<input type="checkbox"/> No
<input type="checkbox"/> Yes

5) Do you associate with anyone who uses illegal drugs?
<input type="checkbox"/> No
<input type="checkbox"/> Yes

6) Have you been in a private setting where you knew illegal drugs were being used?
<input type="checkbox"/> No
<input type="checkbox"/> Yes

7) How often do you consume alcohol?
<input type="checkbox"/> Never
<input type="checkbox"/> 2x or less per week
<input type="checkbox"/> 2x to 4x per week
<input type="checkbox"/> Over 4x per week

8) How often do you use cannabis?
<input type="checkbox"/> Never
<input type="checkbox"/> 2x or less per week
<input type="checkbox"/> 2x to 4x per week
<input type="checkbox"/> Over 4x per week

# PERSONAL DISCLOSURE QUESTIONNAIRE

## Sheriffs Branch

9) Have you ever misused prescription or non-prescription pharmaceuticals?

- No  
 Yes

10) Have you ever used anabolic steroids?

- No  
 Yes

11) Do you now or have you ever had a problem with debt?

- No  
 Yes

12) Have you ever been employed by the Government of Alberta?

- No  
 Yes

13) Have you ever been suspended or formally reprimanded by an education institution or have you ever engaged in any form of academic misconduct?

- No  
 Yes

14) Other than for valid medical reasons, have you ever had problems with absenteeism or late attendance while you were a student or an employee?

- No  
 Yes

15) Have you ever been reprimanded as a result of workplace conduct or harassment?

- No  
 Yes

16) Have you ever been involved in any illegal behaviour at work (theft, misappropriation, fraud, converting anything to your personal use without authorization, etc.)?

- No  
 Yes

17) Have you ever lied to an employer, supervisor, colleague, or client on a job-related matter?

- No  
 Yes

18) Have you ever been in a physical altercation with a spouse, partner, or any other person associated to you in a domestic or family relationship?

- No  
 Yes

19) Have you ever been in a physical altercation with another person other than when justified by duties of employment?

- No  
 Yes

# PERSONAL DISCLOSURE QUESTIONNAIRE

## Sheriffs Branch

20) Have you ever resisted, assaulted, or acted aggressively towards a police or peace officer in the course of their duties?

- No  
 Yes

21) Have you ever attempted to intimidate or threaten another person by physical or verbal actions, utilizing a weapon, or technology (computer, phone, social media, etc.)?

- No  
 Yes

22) Do you possess or own prohibited weapons (brass knuckles, crossbow, morning star, spike wristband, switchblade, nunchaku sticks, etc.)?

- No  
 Yes

23) Have you ever, or do you currently, associate with individuals or groups who are/were engaged in illegal activity?

- No  
 Yes

24) Have you ever been associated to, or been a member of, any militant/subversive, organization or individual (motorcycle gangs, organized crime groups, terrorist networks, freedom fighters, etc.)?

- No  
 Yes

25) Have you had involvement with law enforcement, other than traffic violations or for work capacity (security clearance check, witness statements, etc.)?

- No  
 Yes

26) Have you ever been refused a security clearance or bond?

- No  
 Yes

27) Have you ever impersonated or represented yourself as a peace officer?

- No  
 Yes

28) Do you own or possess any illegal firearms or any weapons for which you require a license but for which you do not have a valid license.

- No  
 Yes

29) If you own a firearm with the appropriate license, is it stored in accordance with current legislation?

- No  
 Yes  
 N/A

# PERSONAL DISCLOSURE QUESTIONNAIRE

## Sheriffs Branch

30) Have you ever injured yourself or someone else with a firearm or weapon?
<input type="checkbox"/> No
<input type="checkbox"/> Yes

31) Have you ever carried a concealed weapon?
<input type="checkbox"/> No
<input type="checkbox"/> Yes

32) Are you currently charged with or have you ever been convicted of a criminal offence in Canada or in another country for which you have not received a pardon?
<input type="checkbox"/> No
<input type="checkbox"/> Yes

33) Have you ever been or are currently involved in any illegal activity that you have not previously disclosed or documented in this questionnaire?
<input type="checkbox"/> No
<input type="checkbox"/> Yes

34) Is there any information you wish to add or disclose that you feel the Sheriffs Branch should be aware of at this time?
<input type="checkbox"/> No
<input type="checkbox"/> Yes

### DECLARATION

I hereby declare the information that I have provided in this PDQ is honest and accurate. I have read and fully understand the declaration, acknowledgment, and consent.

Surname	Given Name(s)	Date	Signature