



## Alberta Correctional Services

### PERSONAL DISCLOSURE QUESTIONNAIRE

Surname			
Given Name		Other Name:	
Address:		Province:	
City/Town		Postal Code	
Phone:	Home:	work:	Other:
Signature:		Date:	

#### IMPORTANT INSTRUCTIONS FOR COMPLETING THIS DOCUMENT

1. Answer all questions completely.
2. Complete this document **electronically including digital signature.**
3. **Be completely honest.**

## PERSONAL DISCLOSURE QUESTIONNAIRE

You are being asked to complete this Personal Disclosure Questionnaire (PDQ) as part of your application for a position with Alberta Correctional Services.

Your participation in the recruitment process is voluntary. However, if you wish to proceed with your application, this form must be completed.

The information requested in the Personal Disclosure Questionnaire (PDQ) is essential for determining the suitability, eligibility and qualifications of the Applicant for employment as a peace officer with Alberta Correctional Services.

The personal information contained in this form is being collected pursuant to section 33(c) of the *Freedom of Information and Protection of Privacy Act* for the purposes of employment evaluation. If you have any questions about the collection of this personal information, you can contact Human Resources Department at 780-644-2477.

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

If you are currently employed by the Government of Alberta deceit, dishonesty or non-disclosure concerning questions in this personal disclosure form, or disclosure of serious, recent, or ongoing criminal activity, may result in discipline up to and including dismissal from your current employment with the Government of Alberta.

### **NOTICE REGARDING PRIOR SERIOUS CRIMINAL OFFENCES AND SERIOUS RISK TO THE SAFETY OF OTHERS**

The information you provide is collected by Alberta Correctional Services for the purpose of an employment application. However, if an applicant admits to having committed a serious and potentially undetected criminal offence, or may pose a serious risk to the safety of others, Alberta Correctional Services will disclose specific information to law enforcement.



**Should you be uncertain if this Notice applies to you, please consult with a Law Enforcement Agency or legal counsel.**

**Before writing answers to the questions contained in this Personal Disclosure Questionnaire, Applicants are advised to:**

- Carefully read all information and notices on Pages 1, 2, 3 and 4.
- Read, initial and sign the Declaration, Acknowledgment and Consent on Page 5
- Follow the instructions listed on Page 1.

**Honesty, Integrity and Ethics** are scrutinized closely in considering peace officer applications. The PDQ is used to assist in determining an applicant's suitability for employment as a peace officer with Alberta Correctional Services.

The PDQ pertains to your **ethics** and your **integrity**. You, as the applicant, must first complete the questionnaire by answering all questions accurately, completely, thoroughly and honestly. Minimizing, blaming, and failure to accept responsibility will be closely reviewed.

Be advised that deceit, dishonesty or non-disclosure concerning questions in any part of the application process will likely result in disqualifying you from this and any future employment competitions with Alberta Correctional Services.

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

Your decision to complete the PDQ is voluntary. You may stop the application process at any time. You can choose not to complete the survey and withdraw from the competition.

You may amend your response(s) to any question (s) in the questionnaire at any time prior to the interview by contacting the Human Resources Consultant who you have been in communication with.



## **DECLARATION AND ACKNOWLEDGMENT**

**Should you have any questions concerning what you have read in the preceding pages, please discuss with recruiting staff to clarify before proceeding any further.**

I, the undersigned, have read and understand the information and notices on Pages 1, 2, and 3 of this questionnaire.

I complete this questionnaire voluntarily, as part of my application for a position as peace officer.

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 my possibilities for any employment with Alberta Correctional Services, either now or in the future.

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

I understand that if, as a result of the answers provided in this questionnaire, if I am deemed to pose a serious risk to the safety of others information will be shared with a law enforcement agency or legal counsel. Information provide to law enforcement agency or legal counsel will be to assist in an investigation undertaken with a view to law enforcement proceeding or from which a law enforcement proceedings is likely to result.

I understand that this Personal Disclosure Questionnaire will be used to determine my suitability, eligibility, and qualifications for employment with Alberta Correctional Services. Should I be successful in securing employment as a peace officer, any answer revealed to be dishonest or misleading may lead to discipline or termination. Any information provided in this form may also be used as evidence in any investigations or arbitration proceedings under the Collective Agreement and related legal proceedings.



I understand a copy of this signed Declaration and Acknowledgement will be placed on my personnel file if I am successful in obtaining a position.

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**DECLARATION:**

**I hereby declare the information that I have provided in this personal disclosure questionnaire is honest and accurate. I have read and fully understood this declaration and acknowledgement.**

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**Name of Applicant (print)**

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**Signature of Applicant**

**Date**



**DRIVING:**

1. Do you possess a valid driver's license at this time? (This does not include a Graduated License).  
 No  
 Yes
2. Has your current or any past driver's license ever been suspended for alcohol-related offences, demerits, overdue fines, etc...?  
 No  
 Yes

**DRUGS / ALCOHOL:**

1. Have you ever recreationally used or experimented with an illegal drug, this includes current use?  
 No  
 Yes
2. Do you associate with anyone who uses illegal drugs?  
 No  
 Yes
3. Have you ever been in a private setting where you knew illegal drugs were being used by someone else?  
 No  
 Yes
4. How often do you consume alcohol?  
 2X or less per week  2 to 4 times per week  Over 4X per week  Not Applicable
5. Have you ever repeatedly misused prescription or non-prescription pharmaceuticals?  
 No  
 Yes



6. Have you ever used anabolic steroids?

No

Yes

**FINANCIAL:**

1. Do you now or have you ever had a problem with debt?

No

Yes

**SCHOOL AND EMPLOYMENT:**

1. Are you legally entitled to work in Canada?

No

Yes

2. Have you ever been employed by the Alberta Government?

No

Yes

3. Have you ever been suspended or formally reprimanded by an education institution or have you ever engaged in any form of academic misconduct (cheating, plagiarism)?

No

Yes

4. 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



5. Have you ever been reprimanded as a result of work place conduct or harassment?
- No  
 Yes
6. Have you ever been involved in any illegal behaviour at work? (Examples: theft, misappropriation, fraud, converting anything to your personal use without authorization, etc.)
- No  
 Yes
7. Have you ever been disciplined or documented for inappropriate behaviour or behavior that violated any policies at work?
- No  
 Yes
8. Have you ever lied to an employer, supervisor, colleague or client on a job-related matter?
- No  
 Yes



**USE OF FORCE**

1. 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

2. Have you ever been in a physical altercation with an adult person?

No

Yes

3. Have you ever resisted, assaulted, been in a fight with, or acted aggressively towards a Police Officer in the course of their duties?

No

Yes

4. Have you ever attempted to intimidate or threaten another person by physical, verbal actions and/or utilizing a weapon or technology (i.e. computer, phone, social networks)?

No

Yes

5. Do you possess or own prohibited weapons, E.G., brass knuckles, crossbow, morning star, spike wristband, switch blade, Nunchaku sticks etc...?

No

Yes

**OTHER CRIMINAL ACTIVITY**

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

No

Yes



2. Have you ever been associated to, or been a member of, any militant, subversive organization or individual, I.E.: motorcycle gangs, street gangs, organized crime groups, terrorist networks or cells, freedom fighters?

No

Yes

### **INVOLVEMENT WITH LAW ENFORCEMENT**

1. Have you had involvement with Law Enforcement other than traffic violations or for your work capacity, I.E.: Security Clearance Check?

No

Yes

2. Have you ever been refused security clearance or bond?

No

Yes

3. Have you ever impersonated or represented yourself as a police officer or any other person?

No

Yes

### **FIREARMS**

1. 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

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

No

Yes

Not applicable



3. Have you ever injured yourself or someone else with a firearm or weapon?

- No  
 Yes

4. Have you ever carried a concealed weapon?

- No  
 Yes

**BACKGROUND:**

1. 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?

- No  
 Yes

(You will be required to bring a criminal record check if invited for an interview)

2. Have you ever been or are your currently involved in ANY illegal activity that you have not previously disclosed or documented in this questionnaire?

- No  
 Yes

**SUITABILITY:**

1. As a correctional facility runs 24 hours a day, 7 days a week, the role of a Correctional Peace Officer requires Correctional Peace Officers to work shift work (evenings, weekend and holidays). Would you be comfortable working shift work which includes evenings, weekends and holidays?

- No  
 Yes



