



# BYLAW ENFORCEMENT OFFICER INDUCTION PROGRAM APPLICATION FOR ENROLLMENT PUBLIC APPLICATION FORM

<b>GENERAL INFORMATION</b>	
<b>Application Forms</b>	Must be complete and include all attachments. See below and Part 4 for specific application requirements. Submit as soon as possible as candidates will be assigned on a first come-first-serve basis.
<b>Course Fees</b>	The fee for the course is \$3,800 + GST (including accommodations). The fee for the course without accommodation is \$3,065.00 + GST.
<b>Medical Consent</b>	Must accompany the application. This form may be one that the Authorized Employer uses for employment or a doctor's physical assessment. Your doctor must sign this form declaring your fitness to participate in this course and is valid within six months of the course start date.
<b>Accommodations</b>	Accommodations are provided to those that require them. However, the accommodations provided will be shared four-bedroom townhouses. A kitchen is provided in all units, no dishes or pots/pans are provided. Bedding is also not provided.
<b>Letters of Reference</b>	All participants are required to provide three Letters of Reference with their application. One should be from a current employer and two from a past employer, teacher, coach, or mentor.
<b>Supporting Documents</b>	All participants are required to submit the following: <ul style="list-style-type: none"> <li>- Cover Letter (This should state why you wish to receive this training, and any applicable training, schooling, or job functions you have completed prior to attending training),</li> <li>- Resume,</li> <li>- Criminal Record Check with Vulnerable Sector</li> <li>- 3-year Drivers Abstract</li> <li>- Valid First Aid/CPR-C certificate,</li> <li>- Copy of high school diploma or equivalent with transcript.</li> </ul>
<b>Uniform Requirements</b>	Participants will be provided with a uniform for the duration of training. Participants will need to purchase the following items: <ul style="list-style-type: none"> <li>- Black duty boots (must not be steel-toed)</li> <li>- Tie clip (plain silver)</li> </ul>

	<ul style="list-style-type: none"> <li>- Black leather belt with silver buckle</li> <li>- Belt keepers</li> <li>- Search gloves</li> </ul>
<b>Confirmation of Enrollment</b>	A confirmation email will be sent upon receipt of the application. The application must be completed in full.
<b>Cancellations and Withdrawals</b>	Cancellations and withdrawals from agencies less than 20 business days before the course start date course will be required to pay 100% of the course fee.

## Part 1 - Applicant Information

<b>Surname</b>	<b>First Name</b>	<b>Middle Name</b>
<b>Address (incl. apt/suite)</b>		
<b>City</b>	<b>Province</b>	<b>Postal Code</b>
<b>Cell Phone</b>	<b>Other Phone</b>	<b>Date of Birth (yyyy-mm-dd)</b>
<b>Email Address</b>		<b>Gender</b>

## Part 2 - Previous Application to Any Police Service

List all applications to any police service. Attach any applicable deferral letters received.

Police Agency	Application date (yyyy-mm-dd)	Status (reason for non-selection)
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### Part 3 - Course Date & Accommodations

Please specify course date below:

January 15 - February 1, 2024

Do you require accommodation at Portage College while attending this Induction Program?

Yes

No

### Part 4 - Document Checklist

Completed application  
Letters of reference  
Cover letter  
Resume  
Criminal Record Check (with vulnerable sector)  
Valid first aid/CPR-C certificate  
Medical Consent Form  
High School diploma or equivalent  
High School transcripts

### Part 5 - Participant Declaration

I declare that the information provided in this application is accurate, and I understand that providing false or misleading information may result in my removal from the program.

Name	Signature	Date (yyyy-mm-dd)

### Please send applications to:

ATTN: Training Coordinator  
Lac La Biche County Law Enforcement Training Program  
PO Box 1679  
Lac La Biche, AB T0A2C0

**OR**

Email: [training@laclabichedcounty.com](mailto:training@laclabichedcounty.com)

\*incomplete applications will not be accepted\*