OUICK GUIDE

Submission of forms and documentation to the Selection and Recruitment Section (SRS), Police Division.

1. All electronic files are to be delivered <u>in person</u> at the SRS offices. Files are to be saved in a USB drive for easy transmission.

The following documentation must be submitted when nominating seconded Individual Police Officers (IPO) to the SRS:

- Passport. Please provide with one (1) pdf file for each candidate.
- Electronic Application for Seconded Police EASP form. Provide one (1) pdf file for each candidate.
- Medical clearance form (MS2). Provide one (1) pdf file for each candidate.

The above forms must be scanned in <u>PDF in searchable¹ format</u>. Make sure that the <u>email addresses</u> to the candidates are clear in the EASP forms.

One (1) <u>Human Rights Certification</u> (HRC) must be submitted with the nominations in a <u>Note Verbal</u>. The candidates' names can be compiled in one HRC and submitted in original to the SRS.

2. The above documents are to be sorted separately as EASP, PP (passports) and MS2 in the system and must therefore be submitted separately, thereafter saved in three different folders in the USB drive:



¹ PDF documents can be scanned in both «readable» and «searchable» format

3. The files are to be named in the following formats:

<u>EASP forms</u>: Candidate's last name - Candidate's first name - EASP

CHANG-MICHAEL-EASP 09/06/2017 11:49 Adobe Acrobat D 200 JOHNSON-TOM-EASP 08/06/2017 10:57 Adobe Acrobat D 207	
№ JOHNSON-TOM-EASP 08/06/2017 10:57 Adobe Acrobat D 207	(B
	(B
NGATA-CHARLES-EASP 02/05/2017 9:34 AM Adobe Acrobat D 295	(B

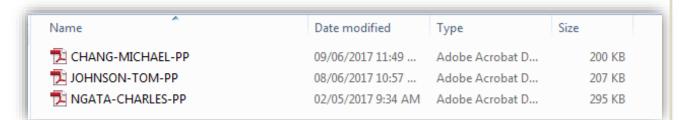
MAKE SURE THAT THE LAST AND FIRST NAMES CORRELATES WITH THE CANDIDATES' PASSPORTS

MS2: Candidate's last name – candidate's first name – MS2

Name	Date modified	Туре	Size
🔁 CHANG-MICHAEL-MS2	09/06/2017 11:49	Adobe Acrobat D	200 KB
🔁 JOHNSON-TOM-MS2	08/06/2017 10:57	Adobe Acrobat D	207 KB
🔁 NGATA-CHARLES-MS2	02/05/2017 9:34 AM	Adobe Acrobat D	295 KB

MAKE SURE THAT THE LAST AND FIRST NAMES CORRELATES WITH THE CANDIDATES' PASSPORTS

<u>PASSPORTS:</u> Candidate's last name – candidate's first name – PP



MAKE SURE THAT THE LAST AND FIRST NAMES CORRELATES WITH THE CANDIDATES' PASSPORTS