

# **How to Use the Recruiting Website**



## **External Uniform Applicant**

### **User Guide**

# How to Use the Recruiting Website

## Overview

---

**Introduction** This document contains the procedures on how to use the Recruiting website as an External Uniform Applicant.

---

**Contents** This publication contains the following topics:

<b>Topic</b>	<b>See Page</b>
Recruiting Activities Overview	2
Registering as a New External Uniform Applicant	3 to 5
Viewing the Posting Details	6 to 8
Completing and Submitting Your Application <ul style="list-style-type: none"><li>• My Profile page, p. 15</li><li>• Application Questionnaire, p. 16</li><li>• My Resume page, p. 17</li><li>• My Education section, p. 17</li><li>• My Test Date Selection section, p. 20</li><li>• My Referrals section, p. 21</li><li>• My Resume Preview page, p. 24</li><li>• Submit Confirmation page, p. 26</li><li>• Equal Opportunity Survey Invitation, p. 28</li><li>• My Applications page, p. 30</li></ul>	9 to 31
Logging in as a Returning External Uniform Applicant	32 to 34
Updating the My Profile page	35 to 37
Adding Additional Information to an Application with a Status of Application Received	38 to 40
Changing Your Test Date	41 to 43

---

# Registering as a New External Uniform Applicant

---

**Purpose** The purpose of this section is to provide the steps to successfully register as a new external Uniform applicant.

---

**IMPORTANT** You will not be able to register as a new applicant when there are no job openings or test dates posted.

---

**Navigation** **Uniform Officer Online Application home page > click on the “click here to Register” link**

---

**Quick reference procedure** Follow these steps to register as a new external Uniform applicant.

Step	Action
1	Click on the <a href="#">click here to Register</a> link.
2	Enter your registration information in the following fields: <ul style="list-style-type: none"><li>• User Name</li><li>• Password</li><li>• Confirm Password</li></ul>
3	Click on the <b>Register</b> button to complete your registration.

---

**Detailed procedure** The following pages provide the detailed procedure for registering as a new external Uniform applicant.

---

*Continued on next page*

# Registering as a New External Uniform Applicant, Continued

---

Step 1 Click on the [click here to Register](#) link.

## Uniform Officer Online Application



Are you looking for a rewarding and challenging career serving your Community?

We are now hiring for Police Constable and Cadet positions. Please use the links below to review the job postings and apply to either a Police Constable or Cadet position. There is no cost to applicants for the testing and application process.

Enter your user name and password to login. If you have not yet registered [click here to Register](#).

Upcoming Test Dates	
The following dates are available for taking the required physical and written tests:	
1	September 19, 2011
2	September 20, 2011

Login	
User Name:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/> <a href="#">Login Help</a> <a href="#">Register Now</a>	

Please select ONE of the following postings and apply				
	Opened	Posting Title	Job ID	Department
<input type="checkbox"/>	2011/07/22	<a href="#">Recruit Constable</a>	300583	Training Bureau
<input type="checkbox"/>	2011/07/22	<a href="#">Cadet, 2nd Class</a>	300582	Training Bureau
<a href="#">Select All</a> <a href="#">Deselect All</a> <input type="button" value="Save Jobs"/> <input type="button" value="Apply Now"/>				

---

*Continued on next page*

## Registering as a New External Uniform Applicant, Continued

---

### Step 2

Enter your registration information in the following fields:

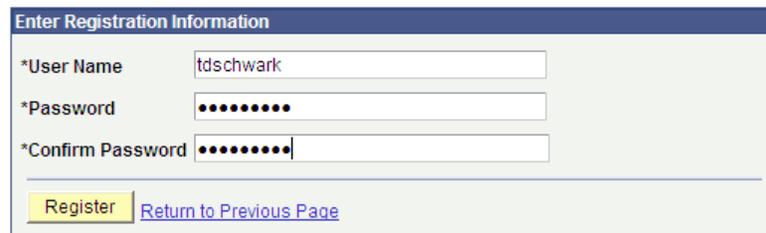
- User Name
- Password
- Confirm Password

#### Identification

When you apply for the first time, you will need to provide a user name and password so that you can sign in at a future date as a returning applicant to view the status of your application.

Please enter your user name and your password, then confirm your password and click "Register". If you have already registered, please click the "Return to Previous Page" link.

Note: If you are a former employee applying for a Police Constable or Police Cadet position, please contact the Uniform Recruiting Bureau directly and do not continue with the application process at this time.



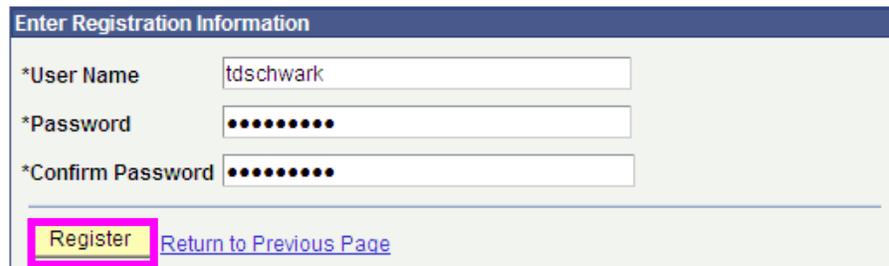
The screenshot shows a form titled "Enter Registration Information". It contains three input fields: "\*User Name" with the text "tdschwark", "\*Password" with ten dots, and "\*Confirm Password" with ten dots. Below the fields are two buttons: a yellow "Register" button and a blue "Return to Previous Page" link.

**NOTE:** record your **User Name** and **Password** in a location where you can easily reference it, should you require logging into this web site at a future date.

---

### Step 3

Click on the **Register** button to complete your registration.



This screenshot is identical to the previous one, but the yellow "Register" button is highlighted with a pink rectangular border.

**Result:** the **Careers Home Welcome** page is displayed.

*End of Procedure.*

---

# Viewing the Posting Details

---

**Purpose** The purpose of this section is to provide the steps to successfully view the posting details of an External Uniform job opening.

---

**Navigation** **Uniform Officer Online Application home page > Log in > Please select ONE of the following postings and apply section**

---

**Quick reference procedure** Follow these steps to view the posting details of an External Uniform job opening.

Step	Action	
1	Go to the <b>Please select ONE of the following postings and apply</b> section in the <b>Careers Home Welcome</b> page.	
2	Click on the <a href="#">Posting Title</a> link for the job posting for which you are interested in. <b>Result:</b> the posting details displays.	
3	Use the scroll bar to the right of your screen to scroll down and review the posting details.	
4	<b>If you click on the ...</b> <b>Apply Now</b> button to apply for the job opening ...	<b>then ...</b> reference <i>Step 4</i> in the <i>Completing and Submitting Your Application</i> section of this document for steps on how to complete your online application.
	<a href="#">Return to Previous Page</a> link to return to the Uniform Officer Online Application page ...	reference <i>Step 1</i> in the <i>Completing and Submitting Your Application</i> section of this document for steps on how to select and apply to a job opening.

---

**Detailed procedure** The following pages provide the detailed procedure for viewing the posting details of an External Uniform job opening.

---

*Continued on next page*

## Viewing the Posting Details, Continued

### Step 1

Go to the **Please select ONE of the following postings and apply** section in the **Careers Home Welcome** page.

#### Careers Home Welcome

Use the links below to review and/or update information that you provided as part of the application process.

**Upcoming Test Dates**

The following dates are available for taking the required physical and written tests:

1 September 19, 2011
2 September 20, 2011

**My Career Tools**

- [0 Applications](#)
- [My Test Date](#)
- [My Profile](#)

**Please select ONE of the following postings and apply**

	Opened	Posting Title	Job ID	Department
<input type="checkbox"/>	08/08/2011	<a href="#">Recruit Constable</a>	300585	Training Bureau

[Select All](#) [Deselect All](#)

### Step 2

Click on the [Posting Title](#) link for the job posting for which you are interested in.

**Please select ONE of the following postings and apply**

	Opened	Posting Title	Job ID	Department
<input type="checkbox"/>	08/08/2011	<a href="#">Recruit Constable</a>	300585	Training Bureau

[Select All](#) [Deselect All](#)

**Result:** the posting details displays.

*Continued on next page*

## Viewing the Posting Details, Continued

### Step 3

Use the scroll bar to the right of your screen to scroll down and review the posting details.

### Step 4

If you click on the ...	then ...
<b>Apply Now</b> button to apply for the job opening ...	reference <i>Step 4</i> in the <i>Completing and Submitting Your Application</i> section of this document for steps on how to complete your online application.
<b><u><a href="#">Return to Previous Page</a></u></b> link to return to the Uniform Officer Online Application page ...	reference <i>Step 1</i> in the <i>Completing and Submitting Your Application</i> section of this document for steps on how to select and apply to a job opening.

*End of Procedure.*

## Completing and Submitting Your Application

---

**Purpose** The purpose of this section is to provide the steps to successfully complete and submit your online application to an External Uniform job opening.

---

**Navigation** **Uniform Officer Online Application home page > Log in > Please select ONE of the following postings and apply section**

---

**Quick reference procedure** Follow these steps to complete and submit your online application to an External Uniform job opening.

Step	Action
1	Go to the <b>Please select ONE of the following postings and apply</b> section.
2	Select the checkbox for the posting for which you want to apply. <b>Result:</b> the <b>Apply Now</b> button will no longer be grayed out.
3	Click on the <b>Apply Now</b> button. <b>Result:</b> the <b>My Profile</b> page displays.
<i>How to Complete the My Profile page</i>	
4	Use the scroll bar to the right of your screen to scroll down and complete the following fields: <ul style="list-style-type: none"> <li>• First Name</li> <li>• Last Name</li> <li>• Country</li> <li>• Unit/Street</li> <li>• City</li> <li>• Province</li> <li>• Postal</li> <li>• Prime Email Type</li> <li>• Email Address</li> <li>• Prime Phone Type</li> <li>• Phone Number</li> <li>• SIN Identifier</li> </ul>
5	Click on the <b>Save</b> button. <b>Result:</b> the <b>Application Questionnaire</b> page displays.
<i>How to Complete the Application Questionnaire page</i>	
6	Complete the <b>Application Questionnaire</b> page by selecting the applicable answer.

*Continued on next page*

## Completing and Submitting Your Application, Continued

Quick reference  
procedure  
(continued)

Step	Action
7	Click on the <a href="#">Next</a> link to continue. <b>Result:</b> the <b>My Resume</b> page displays.
<i>How to Complete the My Resume page</i>	
8	Use the scroll bar to the right of your screen to scroll down and complete the applicable sections in the <b>My Resume</b> page.
<i>How to Complete the My Education section</i>	
9	Select your <i>Highest Education Level</i> from the drop down arrow.
10	To provide university or college information, click on the <a href="#">Add Post-Secondary Education History</a> link. <b>Result:</b> the <b>Add Post-Secondary Education</b> page displays.
11	Enter your <i>education details</i> by completing the following fields: <ul style="list-style-type: none"> <li>• Country</li> <li>• Province</li> <li>• Institution</li> <li>• Major</li> <li>• Education Level</li> </ul>
12	Click on the <b>Save &amp; Add More</b> button to add more education details.
13	Click on the <b>Save &amp; Return</b> button to go back to the <b>My Resume</b> page. <b>Result:</b> your education details will default into the <i>My Education</i> section.
<i>How to Complete the My Test Date Selection section</i>	
14	Select the checkbox for the <i>Test Date</i> you would like to attend in the <b>Upcoming Test Dates</b> section.
15	To obtain the address and driving directions for your test date, click on the <i>arrow</i> in the <b>Need Address/Driving Directions?</b> section. <b>Result:</b> this section will expand to provide you with the address and driving directions.

*Continued on next page*

## Completing and Submitting Your Application, Continued

Quick reference procedure (continued)

Step	Action				
<i>How to Complete the My Referrals section</i>					
16	Enter your <i>referral details</i> by using the drop down arrow to select the applicable option for the following fields: <ul style="list-style-type: none"> <li>• How did you find out about the job?</li> <li>• Sub Source</li> <li>• Specific Referral Source (type in additional referral details, if required)</li> </ul>				
17	If an <i>employee</i> at Peel Regional Police referred you to this job opening then enter his or her name in the <b>Referral Name</b> field.				
18	Indicate whether you are a former employee by selecting <i>Yes</i> or <i>No</i> . <b>Result:</b> if you select <i>Yes</i> , the <b>Last Date of Employment</b> field displays.				
19	Click on the calendar icon to enter the date for the <b>Last Date of Employment</b> field. <b>Result:</b> an online calendar displays.				
20	Select the <i>last date of employment</i> at Peel Regional Police from the online calendar: <ul style="list-style-type: none"> <li>• <i>applicable month</i></li> <li>• <i>applicable year</i></li> <li>• <i>date associated with the month and year</i></li> </ul> <b>Result:</b> the date selected will default into the <b>Last Date of Employment</b> field.				
21	Click on the <a href="#">Next</a> link to continue. <b>Result:</b> the <b>My Resume Preview</b> page displays.				
<i>How to Review the My Resume Preview page</i>					
22	Use the scroll bar to the right of your screen to review the information in the <b>My Resume Preview</b> page.				
23	Review <i>all</i> information entered in your online application. <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">If a section is not complete, you can go back and correct it by ...</th> <th style="text-align: center;">Or, you can...</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">clicking on the <a href="#">My Resume</a> link.</td> <td style="text-align: center;">click on the <a href="#">Previous</a> link to go back and make changes to your online application.</td> </tr> </tbody> </table> <p><b>NOTE:</b> you are able to print your <b>Resume Preview</b> page and review it on hard copy by selecting: File &gt; Print &gt; in your Internet browser.</p>	If a section is not complete, you can go back and correct it by ...	Or, you can...	clicking on the <a href="#">My Resume</a> link.	click on the <a href="#">Previous</a> link to go back and make changes to your online application.
If a section is not complete, you can go back and correct it by ...	Or, you can...				
clicking on the <a href="#">My Resume</a> link.	click on the <a href="#">Previous</a> link to go back and make changes to your online application.				

*Continued on next page*

## Completing and Submitting Your Application, Continued

Quick reference procedure (continued)

Step	Action
24	Click on the <a href="#">Preview</a> link to go back to the <b>My Resume Preview</b> page and review the changes you made.
25	Click on the <b>Submit</b> button to submit your application. <b>Result:</b> the <b>Submit Confirmation</b> page displays.
<i>How to Complete the Submit Confirmation page</i>	
26	Confirm you have provided all relevant information pertaining to the job opening by reviewing the <i>Resume Validation Results</i> in the <b>Submit Confirmation</b> page.
27	If you need make a change: <ul style="list-style-type: none"> <li>• Click on the <a href="#">View Full Resume Preview</a> link to go back to the <b>My Resume Preview</b> page.</li> <li>• Repeat steps 25 to 28.</li> </ul>
28	The <i>Verification Step</i> in the <b>Submit Confirmation</b> page validates that you reviewed your online application, are satisfied with the completeness of it, and are ready to submit your application.  Select the checkbox “ <i>I have verified the completeness and accuracy of My Resume</i> ”.
29	Click on the <b>Submit</b> button to continue. <b>Result:</b> the Equal Opportunity Survey Invitation displays.
<i>How to Complete the Equal Opportunity Survey Invitation</i>	
30	The Equal Opportunity Survey Invitation defaults to the “ <i>I wish to participate</i> ” option. Select the answer that applies to you.
31	If you previously participated in this survey, then select the option “ <i>I wish to decline</i> ”.
32	Review the <i>Terms and Agreement</i> section. To confirm your agreement to these terms and agreement, select the option “ <i>I agree to these terms</i> ”.
<i>How to Submit Your Online Application</i>	
33	Click on the <b>Submit</b> button. <b>Result:</b> the <b>My Applications</b> page displays.

Continued on next page

## Completing and Submitting Your Application, Continued

Quick reference procedure (continued)

Step	Action
<i>How to Confirm the Status of Your Online Application</i>	
34	Confirm that the <i>status</i> of your application submitted is <i>UNI – Test Scheduled</i> .
35	Confirm that you received an <i>email</i> in your Inbox stating “ <i>Your online application has been successfully submitted</i> ”.

Detailed procedure

The following pages provide the detailed procedure for completing and submitting your online application to an External Uniform job opening, and include pictures of the Online Application.

Step 1

Go to the **Please select ONE of the following postings and apply** section.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

[Careers Home](#)

Welcome

Use the links below to review and/or update information that you provided as part of the application process.

Upcoming Test Dates		My Career Tools	
The following dates are available for taking the required physical and written tests:		<a href="#">0 Applications</a> <a href="#">My Test Date</a> <a href="#">My Profile</a>	
1	September 19, 2011		
2	September 20, 2011		

Please select ONE of the following postings and apply				
	Opened	Posting Title	Job ID	Department
<input type="checkbox"/>	08/08/2011	<a href="#">Recruit Constable</a>	300585	Training Bureau
<a href="#">Select All</a> <a href="#">Deselect All</a> <input type="button" value="Save Jobs"/> <input type="button" value="Apply Now"/>				

Continued on next page

## Completing and Submitting Your Application, Continued

---

**Step 2** Select the checkbox for the posting for which you want to apply.

	Opened	Posting Title	Job ID	Department
<input type="checkbox"/>	08/08/2011	<a href="#">Recruit Constable</a>	300585	Training Bureau

[Select All](#) [Deselect All](#)

**Result:** the **Apply Now** button will no longer be grayed out.

---

**Step 3** Click on the **Apply Now** button.

	Opened	Posting Title	Job ID	Department
<input checked="" type="checkbox"/>	08/08/2011	<a href="#">Recruit Constable</a>	300585	Training Bureau

[Select All](#) [Deselect All](#)

**Result:** the **My Profile** page displays.

---

*Continued on next page*

## Completing and Submitting Your Application, Continued

### Step 4

Use the scroll bar to the right of your screen to scroll down and complete the following fields:

- First Name
- Last Name
- Country
- Unit/Street
- City
- Province
- Postal
- Prime Email Type
- Email Address
- Prime Phone Type
- Phone Number
- SIN Identifier

The screenshot shows a web application form with the following sections:

- Member Information:** User Name: tds92802, Password: [Change Password](#)
- Name:** \*First Name: Tim, Middle Name: , \*Last Name: Schwark
- Address:** \*Country: Canada, \*Address 1: 2242 John Street, Address 2: , \*City: Lonsborough, \*Province: Ontario, \*Postal: N2H 1T0
- Email:** \*Primary Email Type: Home, \*Email Address: thomasschwark@yahoo.ca [Remove](#)
- Phone Numbers:** \*Primary Phone Type: Select..., \*Phone Number: 555/212-0000, Extension: [Remove](#)
- Telephone Inquiries:** Enter the 3rd, 6th, and 9th digits of your Social Insurance Number. This information will only be used to validate your identity when making telephone inquiries. \*SIN Identifier: 135

At the top and bottom of the form are buttons for "Save" and a link for "Return to Previous Page".

**NOTE:** there is an *asterisk* beside each field that is required.

You are only required to enter this information once. The next time you apply online this information will be included in your application and you will only be required to change it if necessary.

*Continued on next page*

## Completing and Submitting Your Application, Continued

---

**Step 5** Click on the **Save** button.

**Telephone Inquiries**

Enter the 3rd, 6th, and 9th digits of your Social Insurance Number. This information will only be used to validate your identity when making telephone inquiries.

\*SIN Identifier

---

**Save** [Return to Previous Page](#)

---

**Result:** the **Application Questionnaire** page displays.

---

**Step 6** Complete the **Application Questionnaire** page by selecting the applicable answer.

### Complete Application

[Previous](#)   [Careers Home](#) [Next](#)

Application Questionnaire [My Resume](#) [Preview](#)

---

**Application Questionnaire**

I am at least 18 years of age.

No

Yes

I am a Canadian Citizen or permanent resident and legally entitled to work in Canada.

No

Yes

Are you currently an Officer serving with another Police Service? If you answer yes to this question, please contact our Recruiting Bureau directly and do not continue with the online application process at this time.

No

Yes

---

**Step 7** Click the [Next](#) link

[Previous](#)   [Careers Home](#) **[Next](#)**

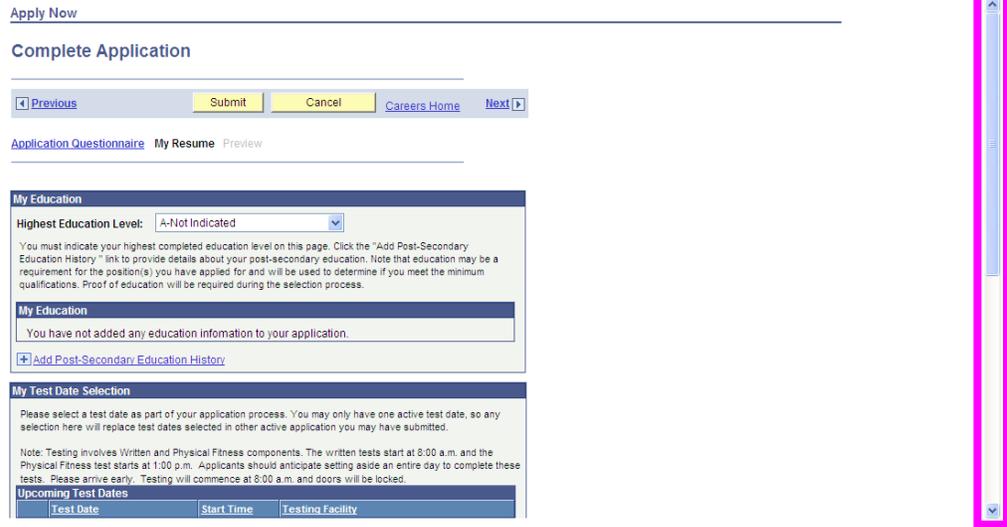
**Result:** the My Resume page is displayed.

---

*Continued on next page*

## Completing and Submitting Your Application, Continued

**Step 8** Use the scroll bar to the right of your screen to scroll down and complete the applicable sections in the **My Resume** page.



Apply Now

---

**Complete Application**

[Previous](#) [Submit](#) [Cancel](#) [Careers Home](#) [Next](#)

[Application Questionnaire](#) [My Resume](#) [Preview](#)

**My Education**

Highest Education Level:

You must indicate your highest completed education level on this page. Click the "Add Post-Secondary Education History" link to provide details about your post-secondary education. Note that education may be a requirement for the position(s) you have applied for and will be used to determine if you meet the minimum qualifications. Proof of education will be required during the selection process.

**My Education**

You have not added any education information to your application.

[+ Add Post-Secondary Education History](#)

**My Test Date Selection**

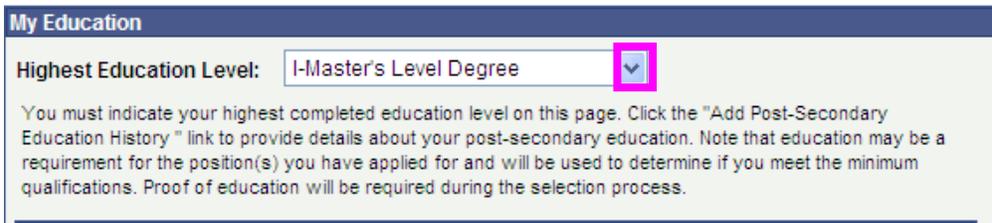
Please select a test date as part of your application process. You may only have one active test date, so any selection here will replace test dates selected in other active application you may have submitted.

Note: Testing involves Written and Physical Fitness components. The written tests start at 8:00 a.m. and the Physical Fitness test starts at 1:00 p.m. Applicants should anticipate setting aside an entire day to complete these tests. Please arrive early. Testing will commence at 8:00 a.m. and doors will be locked.

**Upcoming Test Dates**

Test Date	Start Time	Testing Facility
-----------	------------	------------------

**Step 9** Select your *Highest Education Level* from the drop down arrow.

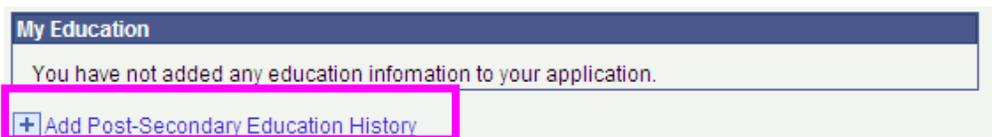


**My Education**

Highest Education Level:

You must indicate your highest completed education level on this page. Click the "Add Post-Secondary Education History" link to provide details about your post-secondary education. Note that education may be a requirement for the position(s) you have applied for and will be used to determine if you meet the minimum qualifications. Proof of education will be required during the selection process.

**Step 10** To provide university or college information, click on the [Add Post-Secondary Education History](#) link.



**My Education**

You have not added any education information to your application.

[+ Add Post-Secondary Education History](#)

**Result:** the **Add Post-Secondary Education** page displays.

*Continued on next page*

## Completing and Submitting Your Application, Continued

---

### Step 11

Select the *Country* and *Province* where you obtained your Post-Secondary education by using the drop down arrows.

Enter your *education details* by completing the **Institution** and **Major** fields.

Select the Education Level obtained use the drop down arrow.

---

**Enter Post-Secondary Education Details**

Country:  

Province:  

Use the Other fields to provide details of your education Major or Institution, if they are not in the lists provided.

\*Institution:

\*Major:

\*Education Level:  

Average Grade:   Graduated

---

Save & Return

Save & Add More

Cancel

[Return to Previous Page](#)

---

\* Required Field

**NOTE:** there is an *asterisk* beside each field that is required.

---

*Continued on next page*

## Completing and Submitting Your Application, Continued

---

**Step 12** Click on the **Save & Add More** button to add more education details.

[Add New Application](#)

---

### Add Post-Secondary Education

---

[Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)

---

**Step 13** Click on the **Save & Return** button to go back to the **My Resume** page.

[Add New Application](#)

---

### Add Post-Secondary Education

---

[Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)

---

**Result:** your education details will default into the *My Education* section.

**NOTE:** you are only required to enter your education details once. The next time you apply online this information will be included in your application and you will only be required to change it if necessary.

**My Education**

Highest Education Level:

You must indicate your highest completed education level on this page. Click the "Add Post-Secondary Education History" link to provide details about your post-secondary education. Note that education may be a requirement for the position(s) you have applied for and will be used to determine if you meet the minimum qualifications. Proof of education will be required during the selection process.

Post-Secondary Education			
Education Level	Major	Institution	
<a href="#">Master of Applied Science</a>	Political Science	Athabasca University	

*Continued on next page*

## Completing and Submitting Your Application, Continued

---

**Step 14** Select the checkbox for the *Test Date* you would like to attend in the **Upcoming Test Dates** section.

Upcoming Test Dates			
	Test Date	Start Time	Testing Facility
<input checked="" type="checkbox"/>	September 19, 2011	8:00AM	Emil V. Kolb Centre for Police Excellence
<input type="checkbox"/>	September 20, 2011	8:00AM	Emil V. Kolb Centre for Police Excellence

**Step 15** To obtain the address and driving directions for your test date, click on the *arrow* in the **Need Address/Driving Directions?** section.



**Result:** this section will expand to provide you with the address and driving directions.

▼ **Need Address/Driving Directions?**

**Address:**

Emil V. Kolb Centre for Police Excellence  
180 Derry Road East  
Mississauga

**Driving Directions:**

From Highway 401: Exit at Highway 10, Hurontario St. Travel north 2.5km to Derry Rd. Turn east onto Derry Rd. Travel 0.5km past Edwards Blvd. The next building on the right is the Emil V. Kolb Centre for Police Excellence. Peel Regional Police 180 Derry Rd. From Highway 410: Exit at Derry Road. Travel 2.0km west to Edwards Blvd. (There are lights at this intersection). Turn left onto Edwards Blvd. to Capital Court. Turn left onto Capital Court and follow into the back of the parking lot of the Emil V. Kolb Centre for Police Excellence. Peel Regional Police 180 Derry Rd.

---

*Continued on next page*

## Completing and Submitting Your Application, Continued

---

### Step 16

Enter your *referral details* by using the drop down arrow to select the applicable option for the following fields:

- How did you find out about the job?
- Sub Source
- Specific Referral Source (type in additional referral details, if required)

**My Referrals**

Select a Referral Source and SubSource to indicate how you found out about our organization by using the drop down list provided (e.g. Advertisement and Radio). If you can provide further detailed information, please complete the Specific Referral Source field to indicate those additional details (e.g. the Radio Station where you heard our advertisement). If you select Employee as your Referral Source, an additional Referral Name field will appear where you may type in the employee's name.

How did you find out about the job?  

SubSource

Specific Referral Source:

Are you a former employee?  Yes  No

### Step 17

If an *employee* at Peel Regional Police referred you to this job opening then enter his or her name in the **Referral Name** field.

**My Referrals**

Select a Referral Source and SubSource to indicate how you found out about our organization by using the drop down list provided (e.g. Advertisement and Radio). If you can provide further detailed information, please complete the Specific Referral Source field to indicate those additional details (e.g. the Radio Station where you heard our advertisement). If you select Employee as your Referral Source, an additional Referral Name field will appear where you may type in the employee's name.

How did you find out about the job?  

SubSource

Specific Referral Source:

Referral Name:

Are you a former employee?  Yes  No

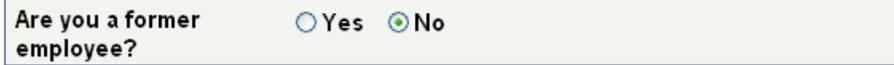
*Continued on next page*

## Completing and Submitting Your Application, Continued

---

### Step 18

Indicate whether you are a former employee by selecting *Yes* or *No*.



Are you a former employee?  Yes  No

**Result:** if you select *Yes*, the **Last Date of Employment** field displays.

---

### Step 19

Click on the calendar icon to enter the date for the **Last Date of Employment** field.



Are you a former employee?  Yes  No

Last Day of Employment:  

**Result:** an online calendar displays.

---

*Continued on next page*

## Completing and Submitting Your Application, Continued

---

### Step 20

Select the *last date of employment* at Peel Regional Police from the online calendar:

- *applicable month*
- *applicable year*
- *date associated with the month and year*



**Result:** the date selected will default into the **Last Date of Employment** field.

### Step 21

Click on the [Next](#) link to continue.



**Result:** the My Resume Preview page displays.

---

*Continued on next page*

## Completing and Submitting Your Application, Continued

**Step 22** Use the scroll bar to the right of your screen to review the information in the **My Resume Preview** page.

Apply Now

---

Complete Application

[Previous](#)


[Careers Home](#)

[Application Questionnaire](#)
[My Resume](#)
[Preview](#)

---

**Peel Regional Police** My Resume Preview

Tim Schwark

**Contact Information**

Address: 2242 John Street  
 Lindsborough, ON  
 N2H 1T0
 
 Phone: 555/212-0000  
 Email: thomasschwark@yahoo.ca

**Education**

Highest Education Level:	I-Master's Level Degree		
Education Level	Institution	Major	Graduated
Master of Applied Science	Athabasca University	Political Science	Yes

CONFIDENTIAL

**Step 23** Review *all* information entered in your online application.

<b>If a section is not complete, you can go back and correct it by ...</b>	<b>Or, you can ...</b>
<ul style="list-style-type: none"> <li>• clicking on the <a href="#">My Resume</a> link.</li> </ul>	click on the <a href="#">Previous</a> link to go back and make changes to your online application.

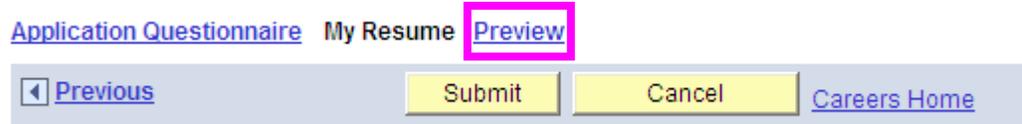
**NOTE:** you are able to print your **Resume Preview** page and review it on hard copy by selecting: File > Print > in your Internet browser.

*Continued on next page*

## Completing and Submitting Your Application, Continued

---

**Step 24** Click on the [Preview](#) link to go back to the **My Resume Preview** page and review the changes you made.



**Step 25** Click on the **Submit** button to submit your application.



**Result:** the **Submit Confirmation** page displays.

---

*Continued on next page*

## Completing and Submitting Your Application, Continued

---

### Step 26

Confirm you have provided all relevant information pertaining to the job opening by reviewing the *Resume Validation Results* in the **Submit Confirmation** page.

[Apply Now](#)

### Submit Confirmation

---

**Confirm the completeness of your application:**

**Resume validation results** ([View Full Resume](#) [Preview](#)):

- ✔ Test Date Section - completed.
- ✔ Post-Secondary Education Section - completed.

**Verification Step:**

Please review any warnings listed above to confirm you have completed all areas of your online resume which are relevant to the position for which you are applying.

When you are satisfied select the acknowledgment below and then press Submit.

If you need to make changes use the [Return to Previous Page](#) link at the bottom of this page.

**I have verified the completeness and accuracy of My Resume.**

[Return to Previous Page](#)

*Continued on next page*

## Completing and Submitting Your Application, Continued

---

### Step 27

If you need make a change:

- Click on the [View Full Resume Preview](#) link to go back to the **My Resume Preview** page.
- Repeat steps 25 to 28.

### Apply Now

---

### Submit Confirmation

**Confirm the completeness of your application:**

**Resume validation results (** [View Full Resume Preview](#) **)**:

- ✔ Test Date Section - completed.
- ✔ Post-Secondary Education Section - completed.

**Verification Step:**

Please review any warnings listed above to confirm you have completed all areas of your online resume which are relevant to the position for which you are applying.

When you are satisfied select the acknowledgment below and then press Submit.

If you need to make changes use the Return to Previous Page link at the bottom of this page.

**I have verified the completeness and accuracy of My Resume.**

### Step 28

The *Verification Step* in the **Submit Confirmation** page validates that you reviewed your online application, are satisfied with the completeness of it, and are ready to submit your application.

Select the checkbox “*I have verified the completeness and accuracy of My Resume*”.

**Verification Step:**

Please review any warnings listed above to confirm you have completed all areas of your online resume which are relevant to the position for which you are applying.

When you are satisfied select the acknowledgment below and then press Submit.

If you need to make changes use the Return to Previous Page link at the bottom of this page.

**I have verified the completeness and accuracy of My Resume.**

[Return to Previous Page](#)

---

*Continued on next page*

# Completing and Submitting Your Application, Continued

**Step 29** Click on the **Submit** button to continue.

**Verification Step:**  
Please review any warnings listed above to confirm you have completed all areas of your online resume which are relevant to the position for which you are applying.

When you are satisfied select the acknowledgment below and then press Submit.

If you need to make changes use the Return to Previous Page link at the bottom of this page.

I have verified the completeness and accuracy of My Resume.

[Return to Previous Page](#)

**Result:** the Equal Opportunity Survey Invitation displays.

**Step 30** The Equal Opportunity Survey Invitation defaults to the “*I wish to participate*” option.

Select the answer that applies to you.

**Equal Opportunity Survey Invitation**

At Peel Regional Police we value diversity because we understand the strengths that diversity of thought, perspective, experience, and talent bring to the achievement of our mission. It is important to us that our work environment is free of discrimination and that our processes and practices are free of bias and systemic barriers. To accomplish this it is important that we understand and can monitor, the changing demographics of our workforce and applicants for employment. All applicants are therefore asked to participate in this self-identification survey to provide us with an accurate information base. Completion of this survey is voluntary.

The information collected is recorded confidentially and is used solely for diversity planning and reporting. Access to the information is restricted to those individuals with this responsibility. All reporting is done in aggregate ensuring that the identities of individuals are not compromised. By filling out this survey, you are granting us the right to utilize the information for the above noted purpose. Any questions concerning this form should be directed to the Manager of Corporate Recruiting and Development, Human Resources or to the Director of Human Resources.

I wish to participate  I wish to decline

---

**Voluntary Self Identification**

Please read each of the following questions carefully and check the response that applies to you.

Note: Click on each question for more detailed explanations.

**1. Please indicate your sex:**  
 Male  Female

**2. Please indicate whether you are an Aboriginal person:**  
 Yes  No

**3. Please indicate whether you are an Racialized person:**  
 Yes  No

**4. Please indicate whether you are person with a disability:**  
 Yes  No



Continued on next page

## Completing and Submitting Your Application, Continued

---

### Step 31

If you previously participated in this survey, then select the option “*I wish to decline*”.

#### Equal Opportunity Survey Invitation

At Peel Regional Police we value diversity because we understand the strengths that diversity of thought, perspective, experience, and talent bring to the achievement of our mission. It is important to us that our work environment is free of discrimination and that our processes and practices are free of bias and systemic barriers. To accomplish this it is important that we understand and can monitor, the changing demographics of our workforce and applicants for employment. All applicants are therefore asked to participate in this self-identification survey to provide us with an accurate information base. Completion of this survey is voluntary.

The information collected is recorded confidentially and is used solely for diversity planning and reporting. Access to the information is restricted to those individuals with this responsibility. All reporting is done in aggregate ensuring that the identities of individuals are not compromised. By filling out this survey, you are granting us the right to utilize the information for the above noted purpose. Any questions concerning this form should be directed to the Manager of Corporate Recruiting and Development, Human Resources or to the Director of Human Resources.

I wish to participate  I wish to decline

### Step 32

Review the *Terms and Agreement* section.

#### Terms and Agreements

Applicants to Peel Regional Police will be required to successfully complete a background check and criminal investigation, including employment, personal references and verification of education, prior to any offer of employment being extended.

I agree to these terms  I do not agree to these terms

Submit

Cancel

[Return to Previous Page](#)

To confirm your agreement to these terms and agreement, select the option “*I agree to these terms*”.

#### Terms and Agreements

Applicants to Peel Regional Police will be required to successfully complete a background check and criminal investigation, including employment, personal references and verification of education, prior to any offer of employment being extended.

I agree to these terms  I do not agree to these terms

Submit

Cancel

[Return to Previous Page](#)

---

*Continued on next page*

## Completing and Submitting Your Application, Continued

---

**Step 33** Click on the **Submit** button.

**Terms and Agreements**

Applicants to Peel Regional Police will be required to successfully complete a background check and criminal investigation, including employment, personal references and verification of education, prior to any offer of employment being extended.

I agree to these terms  I do not agree to these terms

**Submit** **Cancel** [Return to Previous Page](#)

**Result:** the **My Applications** page displays.

---

**Step 34** Confirm that the *status* of your application submitted is *UNI – Test Scheduled*.

### My Applications

You have successfully submitted your job application.

My Applications		
Display applications from:	Last Year	<b>Refresh</b>
◀◀ First ◀ Previous   Next ▶ Last ▶▶		
Application	Status	Application Date
<a href="#">Recruit Constable</a>	UNI - Test Scheduled	08/29/2011 1:30PM

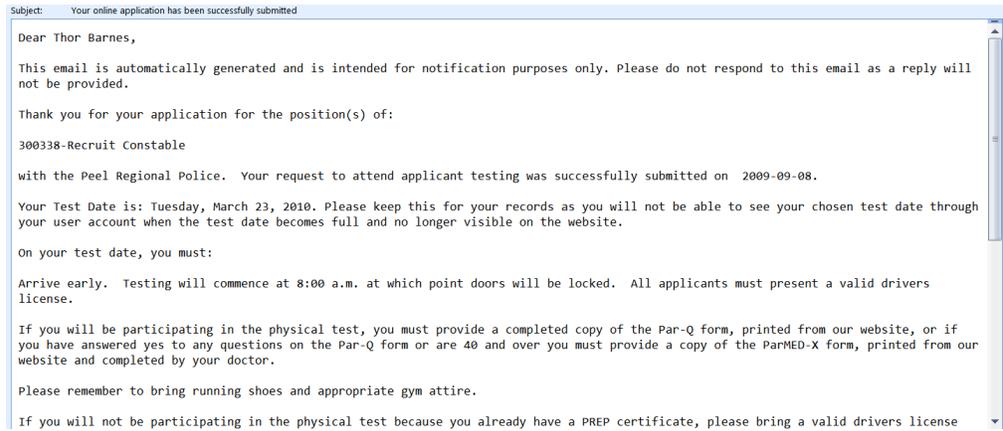
*Continued on next page*

## Completing and Submitting Your Application, Continued

---

### Step 35

Confirm that you received an *email* in your Inbox stating “*Your online application has been successfully submitted*”.



*End of Procedure*

---

# Logging in as Returning External Uniform Applicant

---

**Purpose** The purpose of this section is to provide the steps to successfully log in as a returning external Uniform applicant.

---

**Quick reference procedure** Follow these steps to log in as a returning external Uniform applicant.

Step	Action
1	Go to the <b>Login</b> section of the <b>Uniform Officer Online Application</b> home page.
2	Enter your <b>login</b> details in the following fields: <ul style="list-style-type: none"><li>• User Name</li><li>• Password</li></ul>
3	Click on the <b>Login</b> button. <b>Result:</b> the <b>Careers Home Welcome</b> page displays.

---

**Detailed procedure** The following pages provide the detailed procedure for logging in as a Returning External Uniform Applicant, and include pictures of the Online Application.

---

*Continued on next page*

# Logging in as Returning External Uniform Applicant, Continued

---

## Step 1

Go to the **Login** section of the **Uniform Officer Online Application** home page.

### Uniform Officer Online Application



Are you looking for a rewarding and challenging career serving your Community?

We are now hiring for Police Constable and Cadet positions. Please use the links below to review the job postings and apply to either a Police Constable or Cadet position. There is no cost to applicants for the testing and application process.

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

Upcoming Test Dates	
The following dates are available for taking the required physical and written tests:	
1	September 19, 2011
2	September 20, 2011

Login	
User Name:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	<a href="#">Login Help</a> <a href="#">Register Now</a>

Please select ONE of the following postings and apply				
	Opened	Posting Title	Job ID	Department
<input type="checkbox"/>	08/08/2011	<a href="#">Recruit Constable</a>	300585	Training Bureau

[Select All](#) [Deselect All](#)

---

*Continued on next page*

## Logging in as Returning External Uniform Applicant, Continued

---

### Step 2

Enter your **login** details in the following fields:

- User Name
- Password

### Uniform Officer Online Application



Are you looking for a rewarding and challenging career serving your Community?

We are now hiring for Police Constable and Cadet positions. Please use the links below to review the job postings and apply to either a Police Constable or Cadet position. There is no cost to applicants for the testing and application process.

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

Upcoming Test Dates	
The following dates are available for taking the required physical and written tests:	
1	September 19, 2011
2	September 20, 2011

Login	
User Name:	<input type="text" value="TDS92802"/>
Password:	<input type="password" value="*****"/>
<input type="button" value="Login"/>	<a href="#">Login Help</a> <a href="#">Register Now</a>

Please select ONE of the following postings and apply				
	Opened	Posting Title	Job ID	Department
<input type="checkbox"/>	08/08/2011	<a href="#">Recruit Constable</a>	300585	Training Bureau

[Select All](#) [Deselect All](#)

### Step 3

Click on the **Login** button.

Upcoming Test Dates	
The following dates are available for taking the required physical and written tests:	
1	September 19, 2011
2	September 20, 2011

Login	
User Name:	<input type="text" value="TDS92802"/>
Password:	<input type="password" value="*****"/>
<input type="button" value="Login"/>	<a href="#">Login Help</a> <a href="#">Register Now</a>

**Result:** the **Careers Home Welcome** page displays.

*End of Procedure*

---

## Updating the My Profile Page

---

**Purpose** The purpose of this section is to provide the steps to for updating the My Profile page.

---

**Before you begin** Follow the procedure on *Logging in as a Returning External Uniform Applicant* if you are currently logged out of the application.

---

**Quick reference procedure** Follow these steps to update the My Profile page.

Step	Action
1	Click on the <a href="#">My Profile</a> link in the <b>Careers Home Welcome</b> page. <b>Result:</b> the <b>My Profile</b> page displays.
2	The <b>My Profile</b> page contains your <i>contact</i> information. Use the scroll bar to the right of your screen to scroll down and make any necessary changes to your contact information.
3	Click on the <b>Save</b> button.  <b>Result:</b> <ul style="list-style-type: none"><li>• You will receive an email in your Inbox stating you updated your contact information.</li><li>• The <b>Careers Home Welcome</b> page displays.</li></ul>

---

**Detailed procedure** The following pages provide the detailed procedure for updating the My Profile page, and include pictures of the Online Application.

---

*Continued on next page*

# Updating the My Profile Page, Continued

**Step 1** Click on the [My Profile](#) link in the **Careers Home Welcome** page.

**Careers Home**  
**Welcome Tim**

Use the links below to review and/or update information that you provided as part of the application process

**Upcoming Test Dates**

The following dates are available for taking the required physical and written tests:

1	September 19, 2011
2	September 20, 2011

**My Career Tools**

- [1 Applications](#)
- [My Test Date](#)
- [My Profile](#)

Please select ONE of the following postings and apply

	Opened	Posting Title	Job ID	Department
<input type="checkbox"/>	08/08/2011	<a href="#">Recruit Constable</a>	300585	Training Bureau

[Select All](#) [Deselect All](#)

**Result:** the **My Profile** page displays.

**Step 2** The **My Profile** page contains your *contact* information.

Use the scroll bar to the right of your screen to scroll down and make any necessary changes to your contact information.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

**My Profile**

You can update your name, address, telephone number(s), email addresses, and SIN identifier here. This information may be used to contact you regarding your application. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

[Return to Previous Page](#)

**Member Information**

User Name: tdschwark  
Password: [Change Password](#)

**Name**

\*First Name:   
\*Middle Name:   
\*Last Name:

**Address**

\*Country:   
\*Unit/Street:   
R.R./P.O.Box:   
\*City:  \*Province:



*Continued on next page*

## Updating the My Profile Page, Continued

---

### Step 3

Click on the **Save** button.

Phone Numbers	
*Primary Phone Type:	Home <input type="button" value="v"/>
*Phone Number:	555/212-0000    Extension: <input type="text"/> <a href="#">Remove</a>

[+ Add Another Phone Number](#)

Telephone Inquiries
Enter the 3rd, 6th, and 9th digits of your Social Insurance Number. This information will only be used to validate your identity when making telephone inquiries.
*SIN Identifier <input type="text" value="268"/>

**Save**

[Return to Previous Page](#)

*End of procedure.*

---

# Adding Additional Information to an Application with a Status of Application Received

---

## Introduction

The purpose of this section is to provide the steps to add additional information to an online application with a status of Application Received.

---

## Quick Reference Procedure

Follow these steps to add additional information to your online application with a status of Application Received.

Step	Action
1	Go to the <b>Uniform Careers</b> home page and log into the Online Application as a returning applicant. <b>Result:</b> the <b>Careers Welcome</b> page displays.
2	To <i>add</i> additional information to an application with a status of <i>Application Received</i> , you must <i>re-apply</i> to that job opening and submit your changes prior to the job posting end date. <b>Result:</b> when re-applying, you will receive a <i>warning message</i> stating that you have already applied to this job opening; do you wish to re-apply?
3	Click on the <b>OK</b> button to continue, complete the required updates, and then submit your changes prior to the job posting end date.

---

## Detailed Procedure

The following pages provide the detailed procedure for adding additional information to your online application with a status of Application Received, and include pictures of the Online Application.

---

*Continued on next page*

# Adding Additional Information to an Application with a Status of Application Received, Continued

**Step 1** Go to the **Uniform Careers** home page and log into the Online Application.

## Uniform Officer Online Application



Are you looking for a rewarding and challenging career serving your Community?  
 We are now hiring for Police Constable and Cadet positions. Please use the links below to review the job postings and apply to either a Police Constable or Cadet position. There is no cost to applicants for the testing and application process.

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

**Upcoming Test Dates**

The following dates are available for taking the required physical and written tests:

1 September 19, 2011
2 September 20, 2011

**Login**

User Name:

Password:

[Login Help](#) [Register Now](#)

**NOTE:** reference the *Logging in as a Returning External Uniform Applicant* section of this document for the associated steps.

**Result:** the **Careers Welcome** page displays.

**Step 2** To *add* additional information to an application with a status of *Application Received*, you must *re-apply* to that job opening and submit your changes prior to the job posting end date.

Please select ONE of the following postings and apply

	Opened	Posting Title	Job ID	Department
<input checked="" type="checkbox"/>	08/08/2011	<a href="#">Recruit Constable</a>	300585	Training Bureau

[Select All](#) [Deselect All](#)

**Result:** you will receive a *warning message* stating that you have already applied to this job opening; do you wish to re-apply?

*Continued on next page*

## Adding Additional Information to an Application with a Status of Application Received, Continued

---

### Step 3

Click on the **OK** button to continue, complete the required updates, and then submit your changes prior to the job posting end date.

You have already applied to job number 300585 - Recruit Constable. Would you like to apply again? (18178,241)



**Result:** the Application Questionnaire is displayed. This must be completed again before you can submit your application.

**NOTE:** reference the *Completing and Submitting Your Online Application* section of this document for the associated steps.

*End of Procedure*

---

# Changing Your Test Date

---

## Introduction

The purpose of this section is to explain how to change your test date.

---

## Quick Reference Procedure

Follow these steps to change your test date.

Step	Action
1	Go to the <b>Uniform Careers</b> home page and log into the Online Application as a returning applicant.  <i>Result:</i> the <b>Careers Welcome</b> page displays.
2	Click the <a href="#">My Test Date</a> link.  <i>Result:</i> the <b>My Career Tools</b> page is displayed.
3	Click the desired <i>test date</i> .  <i>Result:</i> the original <i>Test Date</i> is deselected.
4	Click the <b>Save</b> button.  <i>Result:</i> a message confirming the test date has been saved is briefly displayed and an email indicating your test date selection has been successfully updated is sent to your email account.

---

## Detailed Procedures

The following pages provide the detailed procedure for changing your test date.

---

*Continued on next page*

# Changing Your Test Date, Continued

---

## Step 1

Go to the **Uniform Careers** home page and log into the Online Application as a returning applicant.

### Uniform Officer Online Application



Are you looking for a rewarding and challenging career serving your Community?

We are now hiring for Police Constable and Cadet positions. Please use the links below to review the job postings and apply to either a Police Constable or Cadet position. There is no cost to applicants for the testing and application process.

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

<b>Upcoming Test Dates</b> The following dates are available for taking the required physical and written tests: <table border="1"><tr><td>1 November 14, 2011</td></tr><tr><td>2 December 2, 2011</td></tr></table>	1 November 14, 2011	2 December 2, 2011	<b>Login</b> User Name: TD101908 Password: ***** <a href="#">Login</a> <a href="#">Login Help</a> <a href="#">Register Now</a>
1 November 14, 2011			
2 December 2, 2011			

**Result:** the **Careers Welcome** page displays.

---

## Step 2

Click the [My Test Date](#) link.

### Careers Home

Welcome Timothy

Use the links below to review and/or update information that you provided as part of the application process.

<b>Upcoming Test Dates</b> The following dates are available for taking the required physical and written tests: <table border="1"><tr><td>1 November 14, 2011</td></tr><tr><td>2 December 2, 2011</td></tr></table>	1 November 14, 2011	2 December 2, 2011	<b>My Career Tools</b> <a href="#">2 Applications</a> <a href="#">My Test Date</a> <a href="#">My Profile</a>
1 November 14, 2011			
2 December 2, 2011			

<b>Please select ONE of the following postings and apply</b>			
Opened	Posting Title	Job ID	Department
<input type="checkbox"/>	10/17/2011 <a href="#">Recruit Constable</a>	300621	Training Bureau
<input type="checkbox"/>	10/17/2011 <a href="#">Cadet, 2nd Class</a>	300622	Training Bureau
<a href="#">Select All</a> <a href="#">Deselect All</a> <a href="#">Save Jobs</a> <a href="#">Apply Now</a>			

**Result:** the **My Career Tools** page is displayed.

---

*Continued on next page*

# Changing Your Test Date, Continued

## Step 3

Click the *desired test date*.

### My Career Tools

Timothy Schwark  
6625 Keats Way  
Waterloo ON N2K 1T7  
[Edit Profile](#)

My Applications		
Display applications from:	Last Year	Refresh
First Previous Next Last		
Application	Status	Application Date
<a href="#">Recruit Constable</a>	UNI - Test Scheduled	10/21/2011 11:17AM
<a href="#">Operator-Switchboard</a>	Application Received	08/19/2011 3:32PM

Uniform Test Date Selection		
<p>The section below displays your selected test date for the uniform application process. If you need to change this date, select a new test date from the upcoming test dates and press "Save". You may only have ONE active test date, so any new selection will replace the prior selected test date.</p> <p>Note: Testing involves Written and Physical Fitness components. The written tests start at 8:00 a.m. and the Physical Fitness test starts at 1:00 p.m. Applicants should anticipate setting aside an entire day to complete these tests. Please arrive early. Testing will commence at 8:00 a.m. and doors will be locked.</p>		
Upcoming Test Dates		
Test Date	Start Time	Testing Facility
<input type="checkbox"/> November 14, 2011	8:00AM	Emil V. Kolb Centre for Police Excellence
<input checked="" type="checkbox"/> December 2, 2011	8:00AM	Emil V. Kolb Centre for Police Excellence

**Result:** the original **Test Date** is deselected.

## Step 4

Click the **Save** button.

Uniform Test Date Selection		
<p>The section below displays your selected test date for the uniform application process. If you need to change this date, select a new test date from the upcoming test dates and press "Save". You may only have ONE active test date, so any new selection will replace the prior selected test date.</p> <p>Note: Testing involves Written and Physical Fitness components. The written tests start at 8:00 a.m. and the Physical Fitness test starts at 1:00 p.m. Applicants should anticipate setting aside an entire day to complete these tests. Please arrive early. Testing will commence at 8:00 a.m. and doors will be locked.</p>		
Upcoming Test Dates		
Test Date	Start Time	Testing Facility
<input type="checkbox"/> November 14, 2011	8:00AM	Emil V. Kolb Centre for Police Excellence
<input checked="" type="checkbox"/> December 2, 2011	8:00AM	Emil V. Kolb Centre for Police Excellence
<b>Need Address/Driving Directions?</b>		
<b>Save</b>		

**Result:** a message confirming the test date has been saved is briefly displayed and an email indicating your test date selection has been successfully updated is sent to your email account.

My Applications		
Display applications from:	Last Year	Refresh
First Previous Next Last		
Application	Status	Application Date
<a href="#">Recruit Constable</a>	UNI - Test Scheduled	10/21/2011 11:17AM
<a href="#">Operator-Switchboard</a>	Application Received	08/19/2011 3:32PM

Saved

*End of Procedure*