



JUSTICE OF THE PEACE APPOINTMENT APPLICATION FORM

JANUARY 2022 (Updated FEB 1)

CANDIDATE INFORMATION

1. NAME

LAST NAME

FIRST NAME

MIDDLE NAME(S)

BIRTHNAME or other name used (if this is what appears on official documents, such as diplomas) DATE OF BIRTH

2. CONTACT INFORMATION

Residential Address

City

Province

Postal Code

Contact Phone No. 1

Contact Phone No. 2

Primary E-mail Address

Business Address

City

Province

Postal Code

Business Phone No.

Extension

Alternate E-mail Address

3. VACANCY COURTHOUSE LOCATIONS

Complete the Preference Box below by selecting and numbering the judicial vacancies to which you are applying (maximum 6). Number each vacancy in order of preference using each number only once and 1 is your most preferred vacancy. For example, Ottawa and Ottawa (Indigenous) would be considered two of the six vacancies.

CENTRAL EAST REGION	CENTRAL WEST REGION	EAST REGION	NORTHEAST REGION
<input type="checkbox"/> Barrie (Bilingual) <input type="checkbox"/> Durham <input type="checkbox"/> Newmarket	<input type="checkbox"/> Brampton <input type="checkbox"/> Brampton (Bilingual) <input type="checkbox"/> Hamilton <input type="checkbox"/> Orangeville <input type="checkbox"/> St. Catharines <input type="checkbox"/> St. Catharines (Indigenous) <input type="checkbox"/> Welland (Bilingual)	<input type="checkbox"/> Kingston (Bilingual) <input type="checkbox"/> Ottawa <input type="checkbox"/> Ottawa (Indigenous) <input type="checkbox"/> Pembroke <input type="checkbox"/> Pembroke (Bilingual an asset)	<input type="checkbox"/> Cochrane (Bilingual) <input type="checkbox"/> Parry Sound <input type="checkbox"/> Sudbury (Bilingual)

NORTHWEST REGION	TORONTO REGION	WEST REGION
<input type="checkbox"/> Sioux Lookout <input type="checkbox"/> Sioux Lookout (Indigenous)	<input type="checkbox"/> Toronto <input type="checkbox"/> Toronto (Bilingual)	<input type="checkbox"/> Chatham <input type="checkbox"/> Kitchener <input type="checkbox"/> Kitchener (Indigenous) <input type="checkbox"/> Owen Sound <input type="checkbox"/> Owen Sound (Indigenous) <input type="checkbox"/> Windsor

4. SELF-IDENTITY (OPTIONAL)

The Justices of the Peace Appointments Advisory Committee recognizes the desirability of reflecting the diversity of the population of Ontario in the appointment of justices of the peace.

Please select as appropriate:

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> Indigenous | <input type="checkbox"/> Francophone | <input type="checkbox"/> Visible Minority |
| <input type="checkbox"/> Ethnic/Cultural Group | <input type="checkbox"/> Disabilities | <input type="checkbox"/> LGBTQQIP2SAA |
| <input type="checkbox"/> Female | <input type="checkbox"/> Male | <input type="checkbox"/> Other |

Provide any additional relevant information that you are comfortable revealing.

(Maximum 50 words)

5. LANGUAGES

The official languages of the courts of Ontario are English and French. You may be required to perform a language proficiency test in the language(s) in which you indicate proficiency.

- A. Do you have a high degree of proficiency to read, write and speak English? ☐ Yes ☐ No
- B. Without further French language training, will you be able to conduct hearings in French¹? ☐ Yes ☐ No
- C. Have you previously undergone French language testing as part of the JPAAC application process? ☐ Yes ☐ No

If "Yes," you must list all years you were tested.²

6. PREVIOUS APPLICATIONS & INTERVIEWS

Have you previously submitted a Justice of the Peace Appointment Application Form?

- ☐ Yes ☐ No If Yes, you MUST list all years you applied:

Have you ever been selected for an interview?

- ☐ Yes ☐ No If Yes, you MUST list all years you were interviewed:

PROFESSIONAL AND EMPLOYMENT HISTORY

7. EMPLOYMENT HISTORY

Starting with the **most recent position**, complete the table below by providing a concise account of your professional work/employment experience and how it is relevant to the role of a justice of the peace.³

Please note: Work done while in high school or as part of your schooling/professional training is not considered professional experience for the purposes of evaluating your employment history and transferable skills to be a justice of the peace.

Add a new row for each employment by placing the cursor in the last cell of the table and hitting the TAB key.

(Maximum 250 words per employment)

Title / Position Employer From (MMM/YY) – To (MMM/YY) Location (City, Province)	<ul style="list-style-type: none"> Brief description of the position Key Responsibilities Relevant to the Role of a Justice of the Peace <i>(Use bullet points)</i>
	<ul style="list-style-type: none">

SKILLS AND ABILITIES

8. TRANSFERABLE QUALIFICATIONS

Considering the roles, responsibilities and qualities of a justice of the peace as you understand them, briefly demonstrate how your education, skills, experience and character will make you an excellent justice of the peace.

(Maximum 400 words)

Sample

9. DEMONSTRATED EXPERIENCE IN MAKING COMPLEX DECISIONS

Justices of the peace must have demonstrated ability and experience in making practical and timely decisions that involve complex factors, including conflicting information and interests.

- A. From your professional or community work experience, provide a specific example of a complex situation that required you to make a decision. Where possible, avoid using an example where you were not the sole decision-maker, i.e., as part of a group or committee. Briefly outline the relevant circumstances.
- B. Briefly describe the decision you made, how you reached your decision, and the impact your decision had on you and others.

(Maximum 400 words for 9A and 9B combined)

Sample

COMMUNITY

10. COMMUNITY SERVICE WORK EXPERIENCE

Starting with the **most recent activity**, complete the table below by providing a concise account of your community, civic and volunteer experience (paid and unpaid), including the nature and dates of your involvement with each organization.

Add a new row for each role/organization by placing the cursor in the last cell of the table and hitting the TAB key.

(Maximum 250 words per role/organization)

Title/Position Organization From (MMM/YY) – To (MMM/YY) Time Commitment (Number of hours per month, meetings per year, etc.) Location (City, Province)	<ul style="list-style-type: none"> Nature of Work Paid or unpaid Key Skills and Experiences Relevant to the Role of a Justice of the Peace <i>(Use bullet points)</i>
	<ul style="list-style-type: none">

11. COMMUNITY AWARENESS

- A. For EACH vacancy to which you are applying, describe the attributes and social issues of that community. Your experiences and connections to the community should inform your answer.
- B. Based on the social issues identified in 11A, describe the challenges you would expect to encounter in the courts of that community.

(Maximum 400 words for 11A and 11B combined per vacancy)

Sample

KNOWLEDGE OF THE ROLE

12. UNDERSTANDING AND PREPARATION

For **each vacancy**, it is important that the Committee be able to assess your understanding of the role of a justice of the peace.

It is therefore **mandatory** that you attend and observe court, either in person or virtually. You must attend different types of courts **as an observer**, including criminal bail court, criminal case management court, provincial offences early resolution court, and provincial offences trial court. If you work or have worked in the court system, you are still required to observe court independent of that experience.

For information on observing justices of the peace presiding in court, click [here](#).

In the table below, describe what you learned about the [role](#) of a justice of the peace from each court observation for each vacancy to which you are applying.

Starting with the **most recent**, add a new row for each court observation by placing the cursor in the last cell of the table and hitting the TAB key. Only observations within the past three years will be considered.

DATE DD/MMM/YY	COURT ADDRESS	TYPE OF COURT	TYPE OF OBSERVATION (In Person or Virtual)	YOUR INSIGHTS (Maximum 75 words for each court observation)

13. SUPPLEMENTARY INFORMATION

If you have additional, relevant information **NOT** included elsewhere on the application, please indicate in the space below.

(Maximum 200 words)

Sample

EDUCATION & PROFESSIONAL QUALIFICATIONS

14. SECONDARY / HIGH SCHOOL EDUCATION

Provide an outline of your formal **secondary/high school** education, including date completed, location, name of institution, and diploma/certificate obtained.

Year Completed	Diploma/ Certificate	Institution	City, Province, Country

15. POST-SECONDARY EDUCATION

Starting with the **most recent**, list your post-secondary school qualifications. Add a new row for each separate degree/diploma/certificate/program by placing the cursor in the last cell of the table and hitting the TAB key.

The minimum legislative requirements can be found [here](#).

Year Completed	Degree/Diploma/Certificate and Program	Institution	City, Province, Country

IMPORTANT: If you are selected for an interview, you must submit proof that you meet the education requirement. You will be asked to email a copy of all (or the highest) post-secondary degree(s) or diploma(s) or certificate(s) you have earned or an official transcript (together with a certified translated copy/ies,⁴ if applicable) by a specified deadline date for submission. If you fail to submit proof that you meet the education requirement, your interview will be cancelled. Applicants are urged to compile this information as soon as possible and have it ready when requested.

16. EQUIVALENCY REQUIREMENT

If you do NOT have post-secondary education, you **must** demonstrate below how you meet the “Equivalency Requirement”.⁵ If you indicated in question #15 that you meet the post-secondary education requirement, type N/A in the space below then proceed to question #17.

(Maximum 400 words)

17. ACADEMIC RECOGNITION / SCHOLASTIC AWARDS

Starting with the **most recent**, list significant recognition or awards related to scholastic pursuits at the post-secondary level, if applicable. Add a new row for each recognition/award by placing the cursor in the last cell of the table and hitting the TAB key.

If none, please note N/A in the table below.

Year	Achievement / Certificate	Institution

18. CONTINUING EDUCATION AND TRAINING (NON-EMPLOYMENT RELATED)

Starting with the **most recent**, list a maximum of **five** significant additional educational achievements and/or certificates attained within the last 10 years. Include dates, institution and location, if applicable. Add a new row for each achievement/certificate by placing the cursor in the last cell of the table and hitting the TAB key.

If none, please note N/A in the table below.

Year	Achievement / Certificate	Institution	City, Province, Country

19. CONTINUING EDUCATION AND TRAINING (EMPLOYMENT RELATED)

Starting with the **most recent**, list a maximum of **five** substantial professional training programs completed within the last 10 years. Include dates, a description of the training, your title/position and employer, if applicable. Add a new row for each training by placing the cursor in the last cell of the table and hitting the TAB key.

If none, please note N/A in the table below.

Year	Training	Title / Position	Employer

20. MEMBERSHIP AND/OR PARTICIPATION IN PROFESSIONAL ASSOCIATIONS

Starting with the **most recent**, provide information on your membership or participation in all professional associations that you belong to or have belonged to within the last 10 years. Briefly describe your involvement and the length of time of such involvement, if applicable. Add a new row for each role by placing the cursor in the last cell of the table and hitting the TAB key.

If none, please note N/A in the table below.

From MMM/YY	To MMM/YY	Role	Association

21. SOCIAL MEDIA

If you have a website or any other internet presence, describe briefly and provide links to your site(s):

Please check all that apply:

- ☐ Facebook
 ☐ Instagram
 ☐ LinkedIn
☐ Twitter
 ☐ YouTube
 ☐ Other (please indicate):

22. PUBLICATIONS

If applicable, list a maximum of **five** materials you have authored and published. The publications you list here need not be confined to writings on legal topics. Add a new row for each publication by placing the cursor in the last cell of the table and hitting the TAB key.

If none, please note N/A in the table below.

Year	Title	Publication

23. RECOGNITION / AWARDS

Starting with the **most recent**, provide information on any **relevant** employment or community-related recognition or awards – to a maximum of **five**. Identify why this award is important or relevant to your application. Add a new row for each significant recognition/award by placing the cursor in the last cell of the table and hitting the TAB key.

If none, please note N/A in the table below.

Year	Recognition / Award / Organization	Relevance to the Role of a Justice of the Peace

24. PERSONAL AND OTHER MATTERS

A. Answer each of the following questions:

- | | | |
|--|------------------------------|-----------------------------|
| 1. Have you ever been found guilty of a criminal offence? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 1a. Have you received a pardon for the criminal offence? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Are you currently involved in litigation, or expect to be involved in any litigation in the near future? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Are you in default of a family support obligation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Have you ever declared bankruptcy that has not been discharged? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Are you in arrears with Canada Revenue Agency or a similar provincial agency? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Are you the subject of any current court order? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Have you ever been the subject of a claim, complaint, review, suspension, sanction or any disciplinary action by a professional organization or regulatory body? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. To your knowledge, do you have any outstanding claim, complaint, review, suspension, sanction or any disciplinary action by a professional organization or regulatory body? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

B. If you answered "Yes" to ANY of these questions, please provide a detailed explanation below.

C. Please disclose any matters that you reasonably and objectively feel might adversely reflect on the Ontario Court of Justice should you be appointed.

25. TRAVEL AND JUDICIAL DUTIES

Assignments for justices of the peace are at the direction of the regional senior judge or regional senior justice of the peace. Justices of the peace may be required to preside in varying locations across a region or, occasionally, elsewhere in the province. This may involve holding hearings in premises with varying degrees of accessibility. While most duties fall within a regular business day, a justice of the peace is on duty 24 hours a day and may be required to work at any hour of the day and on weekends or holidays.⁶ Overnight travel may be required.

Do you have any limitations on when and where you can work? ☐ Yes ☐ No

If "Yes," then please explain.

26. HOW DID YOU HEAR ABOUT THE APPLICATION PROCESS?

- | | | |
|---|-----------------------------------|--|
| <input type="checkbox"/> E-mail notification | <input type="checkbox"/> LinkedIn | <input type="checkbox"/> Newspaper: |
| <input type="checkbox"/> Online | <input type="checkbox"/> Twitter | <input type="checkbox"/> Word of mouth |
| <input type="checkbox"/> Other (please indicate how): | | |

27. REFEREES

You **must** provide the names of **four** referees—two persons who have had direct experience with your **professional work** and two persons who have an understanding of your participation in **community service work**.⁷

You must provide current and complete contact information for all referees.

DO NOT SUBMIT REFERENCE LETTERS

PROFESSIONAL REFEREE #1

Name	
Title and Company	
Address	
Contact Phone No. 1	
Contact Phone No. 2	
E-mail Address	
Nature of Relationship to Applicant	

PROFESSIONAL REFEREE #2

Name	
Title and Company	
Address	
Contact Phone No. 1	
Contact Phone No. 2	
E-mail Address	
Nature of Relationship to Applicant	

Community Service Work Referees **must** be able to reference community service work cited in Question 10.

COMMUNITY SERVICE WORK REFEREE #1

Name	
Occupation	
Address	
Contact Phone No. 1	
Contact Phone No. 2	
E-mail Address	
Nature of Relationship to Applicant	

COMMUNITY SERVICE WORK REFEREE #2

Name	
Occupation	
Address	
Contact Phone No. 1	
Contact Phone No. 2	
E-mail Address	
Nature of Relationship to Applicant	

28. AUTHORIZATION / ATTESTATION

I, _____, (Enter your full name)

- authorize the Justices of the Peace Appointments Advisory Committee to make discreet inquiries with respect to my suitability and qualifications for appointment as a justice of the peace at the appropriate stage of the Committee's deliberations.⁸
- attest that the information provided in this Application is accurate, and that this Application has been authored and submitted by me.
- understand that failure to complete the Application according to the instructions could result in the rejection of my Application.

☐ By checking this box, I attest that all the above is accurate.

Date:

Sample