



JUSTICE OF THE PEACE APPOINTMENT APPLICATION FORM

AUGUST 2020

1. CANDIDATE INFORMATION

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 (optional)

2. CONTACT INFORMATION

Residential Address

Telephone Number

Cell Phone Number

E-mail Address

Business Address (if applicable)

Telephone Number

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. Number each vacancy in order of preference using each number only once and 1 is your most preferred vacancy (maximum of 6). For example, Barrie and Barrie (Indigenous) would be considered two of the six vacancies to which you are applying.

CENTRAL EAST REGION	CENTRAL WEST REGION	EAST REGION	NORTHEAST REGION
<input type="checkbox"/> Barrie	<input type="checkbox"/> Brampton	<input type="checkbox"/> Kingston	<input type="checkbox"/> North Bay (Bilingual)
<input type="checkbox"/> Barrie (Indigenous)	<input type="checkbox"/> Hamilton	<input type="checkbox"/> Kingston (Bilingual)	<input type="checkbox"/> Sudbury
<input type="checkbox"/> Newmarket	<input type="checkbox"/> Hamilton (Indigenous)	<input type="checkbox"/> Ottawa	<input type="checkbox"/> Sudbury (Bilingual)
<input type="checkbox"/> Oshawa	<input type="checkbox"/> Milton	<input type="checkbox"/> Ottawa (Bilingual)	<input type="checkbox"/> Timmins
<input type="checkbox"/> Peterborough		<input type="checkbox"/> Ottawa (Indigenous)	

NORTHWEST REGION	TORONTO REGION	WEST REGION
<input type="checkbox"/> Kenora	<input type="checkbox"/> Toronto	<input type="checkbox"/> London
<input type="checkbox"/> Kenora (Indigenous)	<input type="checkbox"/> Toronto (Bilingual)	<input type="checkbox"/> London (Indigenous)
<input type="checkbox"/> Sioux Lookout	<input type="checkbox"/> Toronto (Indigenous)	
<input type="checkbox"/> Sioux Lookout (Indigenous)		
<input type="checkbox"/> Thunder Bay		

4. EMPLOYMENT HISTORY

Starting with the **most recent position**, complete the table below by providing a concise account of your work experience.¹

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

(Please be concise – Maximum 250 words per employment)

a) Title / Position b) Employer c) From – To (MMM/YY) d) Location (City, Province)	• Key Responsibilities Relevant to the Role of a Justice of the Peace <i>(Use bullet points)</i>
	•

5. TRANSFERABLE QUALIFICATIONS

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

(Maximum 400 words)

6. RELEVANT EXPERIENCE

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 experience, provide an example of a complex situation that required you to make a decision. Briefly outline the relevant circumstances.
- B. Briefly describe the process you used to reach your decision, the decision itself, and the impact this decision had on you and others.

(Maximum 400 words)

7. COMMUNITY SERVICE

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.

a) Role b) Organization c) From – To (MMM/YY) d) Location (City, Province)	• Nature of Involvement <i>(Use bullet points)</i>
	•

8. RECOGNITION / AWARDS

Starting with the **most recent**, provide information on any employment or community-related recognition or awards. 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	Recognition / Award	Organization

9. COMMUNITY AWARENESS

- A. Describe your experiences with, or substantive knowledge of the attributes, challenges and social issues of the communities to which you are applying.
- B. As a consequence of these circumstances, describe the challenges that may arise in the courts to which you are applying.

(Maximum 400 words)

10. UNDERSTANDING AND PREPARATION

Imperative to the evaluation of your application will be your insights from observing justices of the peace, presiding over different types of courts, for every vacancy to which you apply.² 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.

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.

DATE DD/MM/YY	COURT ADDRESS	TYPE OF COURT	YOUR INSIGHTS <i>(Maximum 75 words for each court observation)</i>

11. SUPPLEMENTARY INFORMATION

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

(Maximum 300 words)

12. 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. Do you read, write and speak French at a superior³ level? Yes No
- C. Have you previously undergone French language testing as part of the JPAAC application process? Yes No

If "Yes," when?⁴

13. 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:

- Indigenous Francophone Visible Minority
- Ethnic/Cultural Group Disabilities LGBTQQIP2SAA
- Female Male Other Prefer not to answer

Provide any additional relevant information that you are comfortable revealing.

(Maximum 50 words)

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,⁵ 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”.⁶ If you answered question #15 to indicate that you meet the 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 up to 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 up to 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 in any professional associations. 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. PUBLICATIONS

If applicable, list up to five materials you have authored and published. The publications you list here need not be confined to writings on legal topics.

If not applicable, indicate N/A in the table below.

	Year	Title	Publication
1			
2			
3			
4			
5			

22. COMPUTER SKILLS

On appointment, each justice of the peace is expected to have a certain proficiency in computer skills. Please indicate your level of skill:

Basic Advanced Expert

23. PERSONAL AND OTHER MATTERS

A. Answer each of the following questions:

1. Have you ever been found guilty of a criminal offence? Yes No
2. Are you currently involved, or expect to be involved, in any litigation in the near future? Yes No
3. Are you in default of a family support obligation? Yes No
4. Have you ever declared bankruptcy that has not been discharged? Yes No
5. Are you in arrears with Canada Revenue Agency or a similar provincial agency? Yes No
6. Are you the subject of any current court order? Yes 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? Yes 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? Yes 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.

24. OTHER INFORMATION

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

- Yes No

Have you ever been selected for an interview?

- Yes No

If you have previously submitted a Justice of the Peace Appointment Application Form, list all the years you applied.

How did you hear about the application process?

- E-mail notification LinkedIn Newspaper:
 Online Twitter Word of mouth
 Other (please indicate how):

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 sit 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.⁷ Overnight travel may be required.

Do you have any limitations on when and where you are prepared to work? Yes No

If “Yes,” then please explain.

26. 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 activities**.⁸

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 REFEREE #1

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

COMMUNITY REFEREE #2

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

27. AUTHORIZATION / ATTESTATION

I, _____, (Enter your full name)

- certify that I have performed paid or volunteer work equivalent to at least 10 years of full-time experience.⁹
- 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.¹⁰
- 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 or a lower classification.

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

Date: