**JUSTICE OF THE PEACE APPOINTMENT APPLICATION FORM**

 **June 2024**

# candidate information

## Name

LAST NAME FIRST NAME MIDDLE NAME(S)

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

## 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

## 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 (Bilingual) and Ottawa (Indigenous) would be considered two of the six vacancies.

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| **CENTRAL EAST REGION** | **CENTRAL WEST REGION** | **EAST REGION** | **NORTHEAST REGION** |
|       Barrie (Bilingual)       Newmarket       Oshawa       Oshawa (Bilingual |       Brampton (Bilingual)       Brampton       Hamilton       St. Catharines       St. Catharines (Indigenous)      Welland |       Kingston       Ottawa       Ottawa (Bilingual)       Ottawa (Indigenous)  |       Sault Ste. Marie      Sudbury       Sudbury (Bilingual)      Haileybury      Timmins (Bilingual) |

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| **NORTHWEST REGION** | **TORONTO REGION** | **WEST REGION** |
|       Thunder Bay       Kenora       Sioux Lookout (Indigenous)       Dryden (Indigenous) |       Toronto      Toronto (Indigenous)       Toronto (Bilingual) |       Kitchener       Kitchener (Bilingual)       London (Bilingual)       Owen Sound (Indigenous) |

## Employment History

Starting with your **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**](https://www.ontariocourts.ca/ocj/jpaac/role/).

Please note: Work done while in high school or as part of your post-secondary schooling or 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 position by placing the cursor in the last cell of the table and hitting the TAB key.

 *(Maximum 250 words per employment position)*

| **Title / Position****Employer****From** (MMM/YY) **– To** (MMM/YY)**Location** (City, Province) | * **Brief description of the position and your responsibilities**
* **Key responsibilities** **relevant to the role of a justice of the peace**

*(Use bullet points)* |
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# 2. skills and Abilities

Considering the roles, responsibilities, and qualities of a justice of the peace, why do you feel you would make an excellent justice of the peace? Briefly explain why now at this stage in your career.

*(Maximum 400 words)*

1. **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. The decisions are normally made alone, and not as part of a committee, so demonstrated individual decision-making skills are essential.

From your professional or community work experience, provide a specific example of a complex situation that required you to make a decision. If the example you choose is of a decision made as part of a group (e.g., as a member of a board of directors, council, etc.), describe your role and how you arrived at your individual decision. Briefly outline the relevant circumstances and how the example is relevant to the role of a justice of the peace.

*(Maximum 400 words)*

# COMMUNITY ENGAGEMENT

1. i) It is essential that a justice of the peace has knowledge of and appreciation for the community that they will serve.

For the vacancies to which you are applying, describe the attributes and social issues of that community, and how those issues might present in court. Describe the actions you may have taken to help address these issues in your community. NOTE: If you are applying to more than one location, please identify the different issues facing each community, your understanding of those issues and your involvement in that community.

*(Maximum 500 words for the entire submission)*

ii) A justice of the peace must remain in the vacancy to which they are appointed and cannot be considered for a transfer for a minimum of at least five years. If you do not reside near a vacancy to which you are applying for, please outline your connection to that community.

*(Maximum 400 words)*

## B) Community Service work experience

i) Please provide an account of the community, civic and volunteer experience in which you have been engaged, with particular focus on work or service **during the last 10 years**. This must include the nature and dates of your involvement with each organization and whether the experience was paid or unpaid. Identify how the experience could be relevant to the role of a justice of the peace.

Starting with your most recent experience, 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 200 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) **Paid or unpaid** | * Nature of work
* **Key** skills and experiences relevant to the role of a justice of the peace

*(Use bullet points)* |
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# KNOWLEDGE OF THE ROLE: Understanding and Preparation

Observations:

It is important that the Justices of the Peace Appointments Advisory Committee (JPAAC) be able to assess your understanding of the role of a justice of the peace. You must assure the JPAAC that you fully appreciate the challenges facing new appointees to the Bench.

We therefore ask that, in preparation of this application, you demonstrate this understanding through current observations and other means that show the JPAAC that you fully understand the role.

Most candidates will demonstrate this understanding by attending and observing court, either in person or virtually. If you work or have worked in the court system, we still recommend that you attend as an observer and reflect to the JPAAC your observations and insights.

We further strongly recommend that you observe all types of courts in which justices of the peace preside and that you do so for each vacancy/region to which you are applying for. This would include criminal bail court, criminal case management court, provincial offences early resolution court and provincial offences trial court.

For information on observing justices of the peace presiding in court, please read ["How can I observe Justices of the Peace presiding in court?"](https://www.ontariocourts.ca/ocj/jpaac/frequently-asked-questions/) under [Frequently Asked Questions](https://www.ontariocourts.ca/ocj/jpaac/frequently-asked-questions/).

In the table below, describe what you learned about the [[role](https://www.ontariocourts.ca/ocj/jpaac/role/)](https://www.ontariocourts.ca/ocj/jpaac/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 year will be considered.

| **DATE**DD/MMM/YY | **COURT ADDRESS AND NAME OF PRESIDING JUSTICE OF THE PEACE YOU OBSERVED**  | **TYPE OF COURT** | **TYPE OF OBSERVATION***(In Person or Virtual)* | **YOUR INSIGHTS***(Maximum 75 words for each court observation)* |
| --- | --- | --- | --- | --- |

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1. Other preparation you have undertaken, or comments that help demonstrate your understanding of the role:

# 6. education AND professional Qualifications

## a) 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. Add a new row by placing the cursor in the last cell of the table and hitting the TAB key.

| **Year Completed** | **Diploma/Certificate** | **Name of School** | **City, Province, Country** |
| --- | --- | --- | --- |

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## B) Post-secondary Education

Please review the [minimum legislative requirements](https://www.ontariocourts.ca/ocj/jpaac/qualifications/) for consideration for an appointment as a justice of the peace. These are set out in [s. 2(1.1) to (1.3) of the *Justices of the Peace Act*](https://www.ontario.ca/laws/statute/90j04#BK1). Select which best describes your qualifications:

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| **1.** | You have a university degree.  | [ ]  |
| **2.**  | You have a diploma or advanced diploma granted by a college of applied arts and technology or a community college, which follows completion of a program that is the equivalent in class hours of a full-time program of at least four academic semesters; | [ ]  |
| **3.**  | You have a degree from an institution, other than a university, that is authorized to grant the degree,(i) under the Post-secondary Education Choice and Excellence Act, 2000,(ii) under a special Act of the Assembly that establishes or governs the institution, or(iii) under legislation of another province or territory of Canada; | [ ]  |
| **4.** | You may be considered to have met the ***equivalency requirement*** if you clearly demonstrate exceptional qualifications, including life experience, but do not have the educational requirements set out above. | [ ]  |

**If you selected options 1 to 3:**

List **ALL** your post-secondary school qualifications, starting with the **most recent**. 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.

Once completed, please proceed to question **6E**.

| **Year Completed** | **Degree/Diploma/Certificate** **and Program** | **Institution** | **City, Province, Country** | **Dates Attended** | **Number of Semesters** | **Full-Time or Part-Time** |
| --- | --- | --- | --- | --- | --- | --- |

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**IMPORTANT:** **If you are selected for an interview**, you must submit proof that you meet the education requirement or equivalency. You will be asked to email a scanned copy of your 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](https://www.ontariocourts.ca/ocj/jpaac/policies-and-process/), 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 if and when it is requested.

**C)** **EXCEPTIONAL QUALIFICATIONS**

Please demonstrate how you meet the exceptional qualifications requirement through subsection 2(1.3) of the [*Justices of the Peace Act*](https://www.ontario.ca/laws/statute/90j04#BK1):

*“For the purposes of clause (1.1) (e), a candidate may be considered to have met the equivalency requirement if he or she clearly demonstrates exceptional qualifications, including life experience, but does not have the educational requirements set out in clauses (1.1) (a) to (d). 2020, c. 18, Sched. 8, s. 1 (1).”*

*(Maximum 400 words)*

## D) Continuing Education and Training

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/Training** | **Host Institution or Department**  | **City, Province, Country** |
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## E) Recognition/Awards

You are invited to provide information on **one** **relevant** employment or community-related recognition, or award received. Identify why this award is important or relevant to your application.

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

| **Year** | **Recognition/Award/Organization** | **Relevance to the Role of a Justice of the Peace** |
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## F) Academic Recognition/Scholastic Awards

Starting with the **most recent**, list significant recognition or awards related to scholastic pursuits at the post-secondary level or beyond. 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** |
| --- | --- | --- |

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## G) Membership and/or Participation in Professional Associations

Starting with the **most recent,** provide information on your membership or participation in all professional associations to which 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** | **Membership Number (if applicable)** |
| --- | --- | --- | --- | --- |

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## H) Publications

If applicable, list a maximum of **three** 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** |
| --- | --- | --- |

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**IMPORTANT:** **If you are selected for an interview**, you must submit proof that you meet the education requirement or equivalency. You will be asked to email a scanned copy of 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](https://www.ontariocourts.ca/ocj/jpaac/policies-and-process/), 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 if and when it is requested.

## personal information

## Self-Identity (optional)

**Self-Identification Regarding Diversity (Optional)**

The JPAAC is mandated by the *Justice of the Peace Act* to collect and report on diversity statistics. The reason for the collection is to recognize and reflect the diversity of Ontarians in justices of the peace appointments. The information collected will be reported in the JPAAC’s annual reports.

Your participation in the collection of diversity statistics is voluntary. We know that the information you provide is sensitive and important to you and steps will be taken to protect your privacy. We maintain secure systems and processes for retaining, storing and disposing of personal information you provide on the application forms. If you require additional information, please contact us at JPAAC.Info@ontario.ca.

Select “**Choose an item**” to access the drop-down menu.

**Sex**: *A person’s biological status as male, female, or intersex based on their primary sexual characteristics assigned at birth.*

Select “**Choose an item**” to access the drop-down menu.

**Gender Identity:** *Gender identity is each person’s internal and individual experience of gender. It is their sense of being a woman, a man, both, neither, or anywhere along the gender spectrum. A person’s gender identity may be the same as or different from the gender typically associated with their sex assigned at birth. Gender identity is fundamentally different from a person’s sexual orientation.*

Select “**Choose an item**” to access the drop-down menu.

**Francophone:** *Whose mother tongue is French OR whose mother tongue is neither French nor English, but who have a particular knowledge of French as an Official Language and use French at home.*

Select “**Choose an item**” to access the drop-down menu.

**Disability Status: *Do you consider yourself to have any disability?***

*Disability includes physical, mental, and learning disabilities, hearing or vision disabilities, substance use dependencies, environmental sensitivities, as well as other conditions that limit activities of daily living.*

Select “**Choose an item**” to access the drop-down menu.

**Indigenous Identity:** *Indigenous identity encompasses First Nations, Métis, Inuit.*

Select “**Choose an item**” to access the drop-down menu.

Select “**Choose an item**” to access the drop-down menu.

*\*Note – you can select up to two ethnic origins.*

**Ethnic Origin***: Ethnic origin refers to a person’s ethnic or cultural origins. Ethnic groups have a common identity, heritage, ancestry, or historical past, often with identifiable cultural, linguistic, and/or religious characteristics. Individuals who identify as mixed race can select all categories that apply.*

Select “**Choose an item**” to access the drop-down menu.

Select “**Choose an item**” to access the drop-down menu.

*\*Note – you can select up to two races.*

**Race:** *Race is a socially-constructed identity based on geographic, historical, political, economic, social and cultural factors, as well as physical traits. Race is not intrinsic to human beings but rather an identity created to establish meaning in a social/economic context. Individuals who identify as mixed race can select all categories that apply.*

Select “**Choose an item**” to access the drop-down menu.

**2SLGBTQI+:** *This acronym represents Two-Spirit, lesbian, gay, bisexual, transgender, queer, intersex, and additional people who identify as part of sexual and gender diverse communities. The “2S” at the front recognizes Two-Spirit people as the first 2SLGBTQI+ communities. The “I” for intersex considers sex characteristics beyond sexual orientation, gender identity and gender expression. The “+” is inclusive of people who identify as part of sexual and gender diverse communities, who use additional terminologies.*

Regarding the above, please provide any additional relevant information that you are comfortable revealing, including information on other languages you may speak.

*(Maximum 50 words)*

## Languages

The official languages of the Ontario Courts of Justice are English and French. You may be required to perform a French language proficiency test if you have applied to a position designated as bilingual.

1. Without further French language training, will you be able to conduct

 proceedings in French? [ ]  Yes [ ]  No

1. 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.

## SOCIAL MEDIA

Describe briefly and provide links to your social media sites, including any sites you may have de-activated within the last 10 years:

Please check all that apply:

[ ]  Facebook [ ]  Instagram/Threads [ ]  LinkedIn

[ ]  X (formerly Twitter) [ ]  YouTube [ ]  Other (please indicate):

[ ]  TikTok [ ]  Snapchat [ ]  Own Website

[ ]  I do not have an online presence or any social media currently or within the last 10 years.

## D) Personal and Other Matters

**A.** Answer each of the following questions:

1. Have you ever been found guilty, or convicted, of a criminal offence for which [ ]  Yes [ ]  No
 you have not received a record suspension (formerly called a pardon)?

2. Are you currently involved in litigation, or expect to be involved in any litigation [ ]  Yes [ ]  No

 in the near future?

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 that may have a bearing on [ ]  Yes [ ]  No
 your application?

7. Have you ever been the subject of a claim, complaint, review, suspension, [ ]  Yes [ ]  No

sanction or any disciplinary action by a professional organization or regulatory

body?

8. To your knowledge, do you have any outstanding claim, complaint, review, [ ]  Yes [ ]  No

suspension, sanction, or any disciplinary action by a professional organization

or regulatory body?

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

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

## 8) Miscellaneous

## a) 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:

## b) 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 proceedings in premises with varying degrees of accessibility. While most duties fall within a regular business day, a [justice of the peace](https://www.ontariocourts.ca/ocj/jpaac/court-location-description/) is on duty 24 hours a day and may be required to work at any hour of the day and on weekends or holidays. Overnight travel may be required.

Do you have any limitations on when and where you can work? **[ ]**  Yes **[ ]**  No

If “Yes,” please explain.

## HOW DID YOU HEAR ABOUT THE APPLICATION PROCESS?

[ ]  JPAAC E-mail notification subscription [ ]  LinkedIn [ ]  Newspaper:

[ ]  JPAAC website [ ]  X (formerly Twitter) [ ]  Word of mouth

[ ]  Other (please indicate):

## supplementary information:

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

*(Maximum 200 words)*

## 9) 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 as described in question 4B.** You must provide current and complete contact information for all referees.

DO NOT SUBMIT REFERENCE LETTERS.

Professional referees **must** be able to reference your professional work cited in Question 1.

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| **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 referees **must** be able to reference your community service cited in Question 4B.

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| **COMMUNITY SERVICE REFEREE #1** |
| Name  |       |
| Occupation |       |
| Address |       |
| Contact Phone No. 1 |       |
| Contact Phone No. 2 |       |
| E-mail Address |       |
| Nature of Relationship to Applicant |       |
| **COMMUNITY SERVICE REFEREE #2** |
| Name  |       |
| Occupation |       |
| Address |       |
| Contact Phone No. 1 |       |
| Contact Phone No. 2 |       |
| E-mail Address |       |
| Nature of Relationship to Applicant |       |

## 10) 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](https://www.ontariocourts.ca/ocj/jpaac/policies-and-process/) of the Committee’s deliberations.
* in accordance with [*subsection 2(1.4) of the Justices of the Peace Act*](https://www.ontario.ca/laws/statute/90j04#BK1), undertake to participate in such courses as may be designated for newly appointed justices of the peace by the Associate Chief Justice Co-ordinator of Justices of the Peace of the Ontario Court of Justice under [subsection 14(6) of the *Justices of the Peace Act*](https://www.ontario.ca/laws/statute/90j04#BK23), should I be appointed a justice of the peace of the Ontario Court of Justice.
* 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.

By typing my name below, I understand and agree that this form of electronic signature has the same legal force and effect as my manual/written signature.

Signature Full Name (including middle name(s) if applicable)

Date:

***E-mail*** *your completed application to* *JPAAC.Application@ontario.ca**.*

***You are required to complete and submit only one justice of the peace appointment application form even if you are applying to more than one vacancy or more than one region.***

*Do NOT include a message to the JPAAC in the body of your e-mail as it will not be read and answered. Your e-mail may include a standard signature that includes your contact information*.