



Stl'atl'imx Tribal Police Service

Administrative Policy: AB020 Application

Effective Date: 2010-03-05 Revision Date:

1.0 Policy

- 1.1. The Stl'atl'imx Tribal Police Service (STPS) will maintain contact with applicants from initial application to final employment disposition

2.0 Reason For Policy

- 2.1. To keep applicants informed through the hiring process

3.0 Procedures

- 3.1. STPS Employment Applications are only accepted via Canada Post, courier and in person

- 3.2. On receipt of an employment application:

- 3.2.1. The application will be directed to the STPS Chief Officer

- 3.2.2. The STPS Chief Officer will

- Start a file on the applicant and store the application
- Document the received date of the application
- Contact the applicant within ten days of the application submission and document the contact date
- Keep the Applicant informed of the status of their application via, either:
 - E-mail
 - Telephone
 - Formal correspondence
- Document all applicant contact dates in applicant file