



Employee - Application
Criminal Record Check Declaration

A Criminal Record Check will determine whether a person is recorded to have criminal convictions with the Canadian Police Information Centre.

Photocopies, faxes, or scanned copies will not be accepted by Human Resources unless the copy has been verified to be a true original by an administrator or school office staff.

All applicants seeking a position shall be required to provide a Criminal Record Check prior to an offer of employment being made. If the Criminal Record Check can not be obtained prior to the start date of employment, Human Resources may still offer the position to the individual if an urgent situation exists and the individual completes the following declaration.

Declaration:
I, _____, have applied for a Criminal Record Check at _____.
(Please Print Name) (Indicate Site/Location)
It is estimated that the Criminal Record Check will arrive in _____ weeks. I attest that the Criminal Record Check will indicate that I have no recorded criminal convictions nor have I been charged under the Criminal Code of Canada.
I understand and agree to the declaration as stated.
Signature: _____ Address: _____ Contact Phone Number(s): _____
DECLARED before me at _____ (Town/City) in _____ (Province/State/Territory and Country, if not Canada)
this _____ day of _____, 20____.
Notary Public

To be completed by Principal/Supervisor:
[] New Employee [] Previously Employed Employee Assignment _____
[] Reason for CRC delay: _____
[] Reason another Employee cannot provide service in Interim: _____

REQUESTED BY: _____ APPROVED: [] NOT APPROVED: [] APPROVED: [] NOT APPROVED: []
Signature Date: _____ Deputy Superintendent Date: _____ Superintendent Date: _____

* Please retain a copy of this form, and return the original to Human Resources.