



## Contractor Application – Criminal Record Check Declaration

F 4-6B

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

Photocopies, faxes, or scanned copies will not be accepted by Business Services unless the copy has been verified to be a true original by an administrator or school office staff. The photocopy must be signed and dated by the administrator or school office staff as proof of verification. The original Criminal Record Check must be dated within one year or it will not be accepted.

All contract applicants shall be required to provide a Criminal Record Check prior to the contract offer. If the CRC cannot be obtained prior to the start date of the contract, the contract may still be offered to the individual if an urgent situation exists and the individual completes the declaration below. The continuance of the contract will be contingent upon receipt of a CRC, and a request from an Administrator. The division may withdraw the offer or terminate the contract at any time in the event that the individual's CRC reveals information that is not satisfactory. Failure to provide a CRC within a reasonable period of time will result in the revocation of the contract or termination.

<p>I, _____, have applied for a Criminal Record Check (CRC) at _____.</p> <p style="text-align: center;">(Please Print Name) <span style="float: right;">(Indicate Site/Location)</span></p> <p>It is estimated that the CRC will arrive in _____ weeks. I attest that the CRC will indicate that I have no recorded criminal convictions nor have I been charged under the Criminal Code of Canada. I understand that the division may withdraw the offer, or terminate the contract at any time, without notice or compensation, in the event that my CRC reveals information that reveals my declaration to be false. I understand that failure to provide a CRC within the time frame that I have indicated will result in the division's right to revoke the conditional offer of contract or terminate, without notice or compensation.</p> <p>I understand and agree to the declaration as stated.</p>	
<p>Signature: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p>	<p>DECLARED before me at _____ (Town/City) in _____ (Province/State/Territory and country if not Canada)</p> <p>this _____ day of _____, 20_____.</p> <p>_____ Notary Public</p>

*To be completed by Site Administrator*

Contractor Assignment: \_\_\_\_\_  Other: \_\_\_\_\_

Reason for CRC delay: \_\_\_\_\_

Reason other contractor cannot provide service in interim: \_\_\_\_\_

\_\_\_\_\_

<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved
_____ Site Administrator	_____ Secretary Treasurer or designate	_____ Superintendent or designate
Date: _____	Date: _____	Date: _____

*Please retain a copy of this form, and return the original to Business Services at Regional Office.*