



# Prairie Rose School Division

## Criminal Record/Vulnerable Sector Check and Child Abuse Registry Declaration for Candidates and Annually for Volunteers

In the interest of student safety, a condition of employment or becoming a volunteer with the Prairie Rose School Division is disclosure and release of information on convictions or pending charges of a criminal or other nature. All candidates considered for employment or for volunteering must complete this declaration prior to final consideration for employment or volunteering.

The school division will require the prospective employee or volunteer to provide appropriate photo identification for verification and complete forms required for the school division to conduct the appropriate criminal record and child abuse registry checks. Prospective employees are responsible for the costs of the appropriate checks conducted by the school division.

Prospective employees may provide current original records check documents to the school division if they have recently initiated such searches or have completion of records check processes confirmed by outside agencies (e.g. Teacher Certification, universities) acceptable to the school division. The school division defines current as within six (6) months and reserves the right to determine the acceptability of confirmation from outside agencies.

Please note that the existence of a previous record is not necessarily a disqualification from employment with the school division. Acceptance of the prospective employee will depend on the nature of the offence(s), the nature of the employment and the time passed since the offence(s). Failure to report convictions or pending charges will result in immediate disqualification for employment. If employment has already commenced, failure to report convictions or pending charges will result in immediate dismissal with just cause.

**A condition of employment with the Prairie Rose School Division is disclosure and release of information on charges or convictions of a criminal or other offence. All candidates considered for employment must complete this declaration prior to final consideration for employment.**

- I am a volunteer
- I am a job applicant
- I am a current employee

I, \_\_\_\_\_ declare the following:

### CRIMINAL RECORD

- I have never been charged or convicted of a criminal offence and do not have a criminal record.
- I have been charged with or convicted of a criminal offence and declare the charge (s) or conviction(s) as follows:

Date of Offence	Explanation of Charge or Conviction

### CHILD ABUSE REGISTRY

- I have never been listed on a Child Abuse Registry
- I have been listed on a Child Abuse Registry

Date: \_\_\_\_\_ Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

### **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY & RECORD DISCLOSURE**

**Legal Authority for the Collection of Information:** All information will be collected and retained in accordance with *The Freedom of Information and Protection of Privacy Act (FIPPA)*.

**Access to information:** Superintendent/CEO or designate and agents of the Board (such as lawyers), may review this information on a need to know basis only.

**Information Security:** Personal information is retained and secured within the employees personnel file or Human Resources