



In the interest of student safety, a condition of employment with the Pine Creek 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 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.

I am a job applicant

I am a current employee

I am a volunteer

I, _____ declare the following:

CRIMINAL RECORD

I have never been convicted of a criminal offence or misdemeanor and do not have a criminal record, nor do I have any pending charges before the courts.

I have been convicted of a criminal offence or misdemeanor or have pending charges and declare the conviction(s) and pending charge(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

I authorize the Pine Creek School Division to conduct the appropriate investigative checks to verify the accuracy of information provided on this form.

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:** Senior Administration and agents of the Division (such as lawyers), may review this information on a need to know basis only.

Information Security: Personal information is retained and secured within the employee personnel file.