



Horizon School Division

SUPPORT STAFF AND/OR VOLUNTEER

**CONFIDENTIAL SELF-DECLARATION of a CRIMINAL RECORD and/or
VULNERABLE SECTOR CHECK**

(Please refer to the information sheet that accompanies this self-declaration.)

Last Name: _____ First Name: _____

Address: _____

Phone (H): _____ Phone (C): _____ E-mail: _____

I am: _____ Support Staff _____ Volunteer

Please check [x] off the following statements that apply:

NOTE: In Canada, any statute includes, but is not limited to, the Criminal Code and the Controlled Drugs and Substance Act.

	YES	NO
I have had an adult conviction (found guilty of any statute, whether in Canada or in any other country).	[]	[]

If yes: Where? _____ When: _____

Nature of allegation/complaint, details and finding of the investigation, result stemming from finding, details and length of sentence, probation, community service if any, and whether the requirements of the sentence have been fulfilled or are still in place: _____

	YES	NO
Was the conviction an indictable offence under the Criminal code of Canada?	[]	[]

	YES	NO
I have outstanding charges (currently under investigation or charged with any offense under any statute, whether in Canada or in another country).	[]	[]

If yes: Where? _____ When: _____

Nature of offense(s): _____

Nature of allegation/complaint, details and finding of the investigation, result stemming from finding: _____

	YES	NO
Vulnerable Sector Checks provide the following information: criminal convictions, summary convictions for five years, outstanding entries such as charges and warrants, judicial orders, peace bonds, probation, and prohibition orders. Would your Vulnerable Sector Check contain any such information?	[]	[]

If yes: When: _____

Nature of allegation/complaint, details and finding of the investigation, result stemming from finding, details and length of sentence, probation, community service if any, and whether the requirements of the sentence have been fulfilled or are still in place: _____

[CONTINUED ON NEXT PAGE]

POLICY GAB – *Police Information Checks, Cont’d.*

I certify that the information provided on this form is TRUE and COMPLETE and that NO relevant information has been withheld. I declare that all documentation that may be submitted by me has not been changed or altered in any way.

I understand that any false or misleading information in this self-declaration or willful omission, or submission of altered, tampered, or forged documentation may result in rejection of my application or withdraw of any offer of employment, volunteering, or, where I have already commenced employment or volunteering with the division, termination of my employment or volunteering.

I understand that the information on this form will be shared with the Superintendent, Human Services department, applicable school principal/site supervisor, and others on a need-to-know basis.

I further understand that the Horizon School Division reserves the right to reject my application or withdraw any offer of employment or volunteering made or, where I have already commenced employment or volunteering with the division, terminate my employment or volunteering if I fail to submit this self-declaration form within a two month period or provide any information in this self-declaration which, in the reasonable opinion of the division, renders me unsuitable for employment or volunteering in the position I wish to be or am employed or volunteer in.

Signature: _____ Date: _____

The presence of a record of charges or conviction does not necessarily exclude you from employment or volunteering with the Horizon School Division. Each case will be reviewed on an individual basis, to determine its relevance to the requirements of the teaching profession, support, or volunteer position.

Persons with a yes to any of the questions on page 1 are required to provide additional information and submit an original criminal record check.

If you are a volunteer, complete and return this form to your principal or designate.

If you are an employee, complete and return this form to:

Human Services
Horizon School Division
6302 56 street, Taber, AB T1G 1Z9
CONFIDENTIAL