



Horizon School Division

TEACHER 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: _____

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).	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
I have outstanding charges (currently under investigation or charged with any offense under any statute, whether in Canada or in another country).	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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: _____		

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POLICY GAB – Police Information Checks, Cont’d.

	YES	NO
Are you currently or have you ever been under investigation by either a previous school division, the Alberta Teachers Association, the Office of the Registrar, the Alberta Teaching Profession Commissioner, or a teaching governing body in another province or another country stemming from a complaint of alleged unprofessional conduct and/or professional incompetence.	<input type="checkbox"/>	<input type="checkbox"/>
If yes: Where? _____ When: _____ By Whom: _____		
Nature of allegation/complaint, details and finding of the investigation, result stemming from finding,:		

	YES	NO
Has your credential, certificate, or license to teach, whether in Canada or another country, ever been denied, suspended, or cancelled?	<input type="checkbox"/>	<input type="checkbox"/>
If yes: Where? _____ When: _____		
Is this as a result of the investigation declared above?	<input type="checkbox"/>	<input type="checkbox"/>
If no, explain: _____		

	YES	NO
Have you ever agreed to a settlement or resignation to avoid any investigation, proceedings, or disciplinary action with respect to your professional conduct, or competence?	<input type="checkbox"/>	<input type="checkbox"/>
If yes: Where? _____ When: _____		
Nature of allegation/complaint, details and finding of the investigation, and details of agreement, settlement, resignation: _____		

	YES	NO
Have you ever voluntarily or involuntarily surrendered your credential, certificate, permit, or license to teach in another jurisdiction, province, or country?	<input type="checkbox"/>	<input type="checkbox"/>
If yes: Where? _____ When: _____		
Nature of allegation/complaint, details and finding of the investigation, result stemming from finding,:		

	YES	NO
I attest to the fact that there are no allegations or complaints of unprofessional conduct or professional incompetence filed against me currently.	<input type="checkbox"/>	<input type="checkbox"/>

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.

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

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