

Criminal Record Check

Information Sheet for the Applicant 2015/2016 School Year

All new employees, volunteers, service providers, individuals requiring a placement for professional certification and others (the “applicant”) are required to provide a Criminal Record Check that is satisfactory to the board prior to the commencement of any duties. The Criminal Record Check must meet all of the conditions outlined below:

- **Must have been completed by a police service within the preceding 6 months**
- **Must include a Vulnerable Sector Screening (VSS) including a search of the pardoned sex offender database**
- **Must be an original**

It is the responsibility of the applicant to ensure that the above conditions are met. Any cost related to obtaining the Criminal Record Check is the sole responsibility of the applicant.

The original copy of the Criminal Record Check, and any additional information requested, will become the property of the Peel District School Board, and will not be returned, copied or forwarded to any other institution or individual. The original Criminal Record Check should be hand delivered, if possible, to Human Resources Support Services, 2nd floor, 5650 Hurontario Street, Mississauga, ON L5R 1C6, in a sealed envelope addressed to Lisa Cruickshank, Employee Relations Officer, Criminal Record Checks/Professional Certification. The envelope should be marked confidential, include the applicant’s full name and nature of duties (employment, volunteer, placement, etc.), and the words “Criminal Record Check”. This is an important document. You should make a copy of your Criminal Record Check for your own records prior to submitting.

The Board’s recommendation to select an individual for duties is conditional upon the receipt and review of an original Criminal Record Check. **The applicant must obtain a Criminal Record Check through a local police service in the area in which they reside.** Police Services usually require the applicant to complete a form and provide one or two pieces of photo identification before they access the CPIC (Canadian Police Information Centre) database electronically. Searches completed by any private company or organization other than a police service will not be accepted.

Please be advised of the following:

- 1) **Processing times with police services can be quite lengthy.** Some searches can take in excess of 12 weeks to complete.
- 2) Some police services include information regarding police contact under the *Mental Health Act* as part of the VSS process; others do not. The Peel District School Board treats all information it receives through the Criminal Record Check and VSS process consistent with its obligations under the Ontario *Human Rights Code*. Unless and until the Board policy is changed, *the applicant is not specifically required by the Board to disclose information regarding police contact under the Mental Health Act.*
- 3) Many police services can provide the applicant with multiple originals if requested at the time of application (if required e.g. student placements/service providers).

Should the applicant submit a Criminal Record Check showing evidence of a police record, confirmation of his/her duties will be postponed pending a review of the information. A police record will not necessarily disqualify the applicant. The Peel District School Board reserves the right to request the applicant to provide additional information with regard to his/her application for duties. The final decision will be made by the Director of Human Resources Support Services in consultation with the "Criminal Record Check Management Review Committee".

Below are the requirements which are unique for some particular Police Services:

If you live in:

You must:

<p>Peel (905-453-2121, ext. 4390)</p>	<p>obtain a Police Vulnerable Sector Check form directly from Peel Police Headquarters, 7750 Hurontario St., Brampton. <u>Volunteers only:</u> obtain a Form A and Community Organization and Volunteer Authorization Letter from the school where you wish to volunteer.</p>
<p>Guelph 519-824-1212, ext. 224 Niagara (905-945-2211, ext. 4391)</p>	<p>obtain a criminal record search that meets the conditions outlined by presenting a completed "Consent for a Criminal Record Check for a Sexual Offence for which a Pardon has been Granted or Issued form". Please contact Human Resources Support Services at the Peel District School Board (H.J.A. Brown Education Centre) at 905-890-1010, ext. 2832 to obtain this form. The completed form must be presented to the Police Service when requesting the Criminal Record Check so that the appropriate search can be completed.</p>
<p>an OPP Jurisdiction</p>	<p>obtain a criminal record search that meets the conditions outlined by presenting a completed "Consent to Disclosure of Personal Information" form <u>AND/OR</u> "Request for Vulnerable Sector Check" form. Please contact Human Resources Support Services at the Peel District School Board (H.J.A. Brown Education Centre) at 905-890-1010, ext. 2832 to obtain this form. The form must be presented to the detachment when requesting the Criminal Record Check so that the appropriate search can be completed.</p>
<p>Toronto</p>	<p>obtain a criminal record search that meets the conditions outlined by presenting a completed "Consent to Disclosure of Personal Information" form. Please contact Human Resources Support Services at the Peel District School Board (H.J.A. Brown Education Centre) at 905-890-1010, ext. 2832 to obtain the form. The form must be presented to the Toronto Police Service when requesting the Criminal Record Check so that the appropriate search can be completed.</p>

Please note: In addition to a Criminal Record Check, all new employees are also required to submit an "External Applicant Disclosure Form" prior to the commencement of employment. Please contact your hiring coordinator to obtain this form.

If you require further information, please call 905-890-1010, ext. 2832.