

Criminal Record Check Information Sheet for the Applicant

All new employees/volunteers are required to provide an original Criminal Record Check that is satisfactory to the board prior to the commencement of any employment/volunteer duties. The Criminal Record Check must have **been executed within the preceding 6 months of hire (employees) or within the preceding 6 months of receipt (volunteers)** and meet all of the conditions outlined below. 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 Lisa Cruickshank, Employee Relations Officer, Criminal Record Checks/Professional Certification, Human Resources Support Services, 5650 Hurontario Street, Mississauga, ON L5R 1C6, in a sealed envelope marked confidential, include the applicant's full name and position, and the words "Criminal Record Check".

Recent changes to Bill C-7, The Criminal Records Act, requires that all Criminal Record Checks completed for school board employees/volunteers include a **"Vulnerable Sector Screening" which contains information resulting from a criminal record search of data maintained by the Royal Canadian Mounted Police for sexual offences for which a pardon has been granted or issued.** The Peel District School Board therefore will not accept any Criminal Record Checks that do not meet this legal requirement. It is the responsibility of the applicant to ensure that this condition is met by the police service conducting the search. Searches completed by any private company or organization other than a police service will not be accepted! If the police service indicates that they are unable to provide a Vulnerable Sector Screening, contact should be made with Human Resources to explore the other options available to acquire the Criminal Record Check.

The Board's recommendation to select an individual for employment or volunteer duties is conditional upon the receipt and review of an original Criminal Record Check. An applicant must obtain a Criminal Record Check:

- Through a local police service headquarters or regional police services. Police Services however, may restrict their services to applicants who live in their jurisdictions. Police Services usually require applicants to complete a form and provide one or two pieces of photo identification before they access the CPIC (Canadian Police Information Centre) database electronically. **Processing times with police services could be quite lengthy depending on their current volume. Below you will find examples of the requirements of some of the Police Services:**

If you live in:

You must:

Peel	obtain a Police Records Search form directly from Peel Police Headquarters, 7750 Hurontario St., Brampton. Volunteers must obtain a two-sided form from the location where they are volunteering. (Peel Regional Police can be contacted at 905-453-2121, ext. 4390.)
Barrie	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". The form must be presented to the detachment when requesting the Criminal Record Check so that the appropriate waiver can be completed. Applicants should request the form from the principal of the school, or by contacting Human Resources Support Services at the Peel District School Board (H.J.A. Brown Education Centre). Please call 905-890-1010, ext. 2488. The completed form must be presented to the Barrie Police Service when requesting the Criminal Record Check so that the appropriate waiver can be completed. (Barrie Police Service can be contacted at 705-725-7025)
Guelph	obtain a criminal record search that meets the conditions outlined by presenting a "Consent for a Criminal Record Check for a sexual offence for which a pardon has been granted or issued" form. Applicants should request the form from the principal of the school, or by contacting Human Resources Support Services at the Peel District School Board (H.J.A. Brown Education Centre). Please call 905-890-1010, ext. 2488. The form must be presented to the Guelph Police Service when requesting the Criminal Record Check so that the appropriate waiver can be completed. (Guelph Police Services can be contacted at 519-824-1212, ext. 224)

If you live in:**You must:**

Halton	obtain a criminal record search that meets the conditions outlined by presenting a "Consent for a Criminal Record Check for a sexual offence for which a pardon has been granted or issued" form. Applicants should request the form from the principal of the school, or by contacting Human Resources Support Services at the Peel District School Board (H.J.A. Brown Education Centre). Please call 905-890-1010, ext. 2488. The form must be presented to the Halton Regional Police Service when requesting the Criminal Record Check so that the appropriate waiver can be completed. (Halton Regional Police Service can be contacted at 905-825-4709)
Niagara	obtain a criminal record search that meets the conditions outlined by presenting a "Consent for a Criminal Record Check for a sexual offence for which a pardon has been granted or issued" form. Applicants should request the form from the principal of the school, or by contacting Human Resources Support Services at the Peel District School Board (H.J.A. Brown Education Centre). Please call 905-890-1010, ext. 2488. The form must be presented to the Niagara Regional Police Service when requesting the Criminal Record Check so that the appropriate waiver can be completed. (Niagara Regional Police Service can be contacted at 905-945-2211, ext. 4391)
OPP	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 <u>AND/OR</u> "Request to Check Pardoned Sexual Offender Database" form.. The form must be presented to the detachment when requesting the Criminal Record Check so that the appropriate waiver can be completed. Applicants should request the form from the principal of the school, or by contacting Human Resources Support Services at the Peel District School Board (H.J.A. Brown Education Centre). Please call 905-890-1010, ext. 2488 to schedule an appointment.
South Simcoe	obtain a criminal record search that meets the conditions outlined from South Simcoe Police Service by obtaining a "Consent to Disclosure of Personal Information" form. Applicants should request the form by contacting Human Resources Support Services at the Peel District School Board (H.J.A. Brown Education Centre). Please call 905-890-1010, ext. 2488. The form must be presented to the South Simcoe Police Service when requesting the Criminal Record Check so that the appropriate waiver can be completed. (South Simcoe Police Service can be contacted at 705-436-2141)
Toronto	obtain a criminal record search that meets the conditions outlined from Toronto Police Services by obtaining a "Consent to Disclosure of Personal Information" form in person, from Human Resources Support Services at the Peel District School Board (H.J.A. Brown Education Centre). Photo identification with a Toronto address will be required. Toronto Police Services will automatically forward a stamped copy of the Criminal Record Check to the Board if no information is found as a result of the search. Please call 905-890-1010, ext. 2488 to schedule an appointment.
York Region	obtain a criminal record search that meets the conditions outlined from York Region Police Services by obtaining a "Consent to Disclosure of Personal Information form. Applicants should request the form from Human Resources Support Services at the Peel District School Board (H.J.A. Brown Education Centre). Please call 905-890-1010, ext. 2488. The form must be presented to the York Regional Police Service when requesting the Criminal Record Check so that the appropriate waiver can be completed. (York Region Police Services can be contacted at 905-895-1221, ext. 7931)

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

Please note: In addition to a Criminal Record Check, all new employees are also required to submit an "External Applicant Disclosure Form". Please contact your hiring co-ordinator to obtain this form.

If you require further information, please call 905-890-1010, ext. 2488.