

MANDATORY RECORDS CHECK AND DISCLOSURE

Edmonton Public Schools is committed to providing a safe environment for students and staff. If you wish your application for employment to be considered, you are required to answer the three questions below under APPLICANT DISCLOSURE. Before doing so, carefully read the following information.

- Effective September 1, 2004, all employees hired by Edmonton Public Schools are required to submit a Police Information/criminal records check which includes information relevant to working with the vulnerable sector, as applicable. The nature of any charges, convictions, or investigations revealed in a Police Information/criminal records check, and the date at that time, will be considered relative to the date of hire and the position responsibilities.
- Instructions for obtaining a Police Information/criminal records check will be provided at the time of hire or offer of employment.
- If the information revealed by the Police Information/criminal records check indicates that an employee or prospective employee is unsuitable for employment with a school district, an offer of employment will be rescinded or employment will immediately be terminated by mutual agreement.

APPLICANT DISCLOSURE (Details **must** be provided for a "Yes" response.)

Have you ever been charged or convicted of an offence under the <i>Criminal Code, Narcotic Control Act, Food and Drug Act, or Firearms Act</i> of Canada, or the criminal laws of any other country? <i>If you have been granted a pardon, you are not required to respond yes to this question.</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever been suspended, disqualified, reprimanded, dismissed or had disciplinary action instituted against you as a member of any profession or organization?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever been denied, or had revoked, any certificate, license, or permit?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Provide details for a "yes" response including dates, disposition, and any other pertinent information.

(Note: YES to any one of the above questions will not automatically exclude you from further consideration for employment. The requirements of the position and related circumstances will be considered.)

DECLARATION

As indicated by my signature below, I declare the following:

The information provided above is correct. I understand that if the information provided is found to be untrue or misleading, I may be disqualified from employment or may be dismissed. I understand that any confidential reference reports relating to my employment with Edmonton Public Schools may not be made available to me.

_____	_____
LAST NAME	FIRST NAME
(PLEASE PRINT)	
_____	_____
SIGNATURE	DATE

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