



North East School Division - Administrative Procedure Form

Declaration and Reporting of Criminal Charges APF 516.1

As per AP 515 Criminal Record Checks and AP 516 Reporting Criminal Charges, all current employees¹, persons engaged in an internship or field experience program, and volunteers are required to report criminal *charges*² within two working days and in accordance with procedures below.

Print Name _____ Position _____

1. Have you ever been convicted of an offence, or do you currently have any charges pending under The Criminal Code of Canada, The Narcotics Control Act, The Controlled Drug and Substances Act, or the Food and Drugs Act, or Firearms Act or other applicable legislation and any pardons received (if applicable)?

Yes No N/A

If yes, proceed to section 2. If no, sign below. Unanticipated volunteers must turn in their CRC no later than 2 weeks to principal and Human Resources.

I do hereby declare the following criminal charge(s) have been brought against me:

Date	Location
Nature of the offence/charge(s)	
Other information/comments	

¹ Including those on leave or seasonally employed

² A **non-conviction** record, sometimes called a police record, is a listing of an individual's interactions with police, including charges that have been dismissed or withdrawn. Whereas a criminal **conviction** record more commonly refers to charges for which you have received a formal **conviction**. [Source: Pardons.org](http://Pardons.org).



I declare that I have informed the Director of Education or designate (immediate supervisor and/or Superintendent of Human Resources) of these charges verbally. I understand that an investigation will be conducted which may result in disciplinary action, up to and including termination of employment, or refusal of permission to act as a volunteer for school sponsored activities.

I understand that this information will be treated as confidential, and any action taken by North East School Division will be conveyed to me in writing and a copy will be placed on my personnel file³. I also understand that I have the right to obtain legal counsel and/or have a representative of the appropriate employee group accompany me to meetings regarding this matter.

_____ / _____

(mm/dd/yy)

Signature

Office use: I have received the information and forwarded to HR to be kept on file.

Human Resources Representative (printed)

Date

Signature

³ North East School Division collects personal information for the purpose of providing education services and is subject to the Local Authority Freedom of Information and Protection of Privacy Act. This form must be completed and returned to Human Resources to be kept on file.