

CRIMINAL RECORD CHECKS & VULNERABLE SECTOR CHECKS

Background

Criminal Record Checks and vulnerable sector checks are a required part of the hiring process for all new employees. The information contained in the criminal record check and vulnerable sector check may influence the decision to hire. A criminal record check and vulnerable sector check is valid within six (6) months from the date it was completed.

Procedures

1. It is the responsibility of the applicant, who is not a current employee, to provide a criminal record check and vulnerable sector check at the time of application.
2. If the applicant does not attach the criminal record check and vulnerable sector check to their online application, the selection committee will not consider the applicant.
3. If the criminal record check or vulnerable sector check is not clear, the applicant will be required to attach the transcript of conviction(s) to their online application. Dependent upon the information in the transcript, the Human Resource Manager will advise the selection committee if the applicant can be interviewed.
4. If the transcript of conviction(s) cannot be presented prior to the interview due to time constraints outside of the applicant's control, and the applicant will at no time be working directly or alone with students, the applicant may still be interviewed. If the selection committee would like to proceed with an offer of employment, the offer will be deemed temporary, up to a maximum of 6 months, until such time as the transcript is provided. This timeline may be extended at the discretion of the Director. The applicant will also complete the form Affidavit Respecting Criminal Record (Form 400-1) as part of the employment package.
5. Applicants will be responsible for any costs associated with the obtaining of a criminal record check and vulnerable sector check.
6. If an applicant, who is not a current employee, is contacted for an interview, he/she must provide the original criminal record check and vulnerable sector check to the selection committee at the time of the interview.
7. The Human Resource Manager will sign the criminal record check and vulnerable sector check which indicates that the documents have been reviewed and will enter this statement into the new employee's personnel file.
8. Existing employees charged of a criminal offence under *The Criminal Code of Canada* and/or *The Controlled Drugs and Substances Act* shall notify the Director immediately.

The Director will determine what action, if any, is appropriate in relation to the employment of the individual. If the charge(s) is dropped or if the employee is convicted of a criminal offence, the employee shall report such fact in writing to the Director immediately, who will determine what action, if any, is appropriate in relation to the continued employment of the individual.

9. Failure to provide a criminal record check and vulnerable sector check, submission of an inaccurate, false, misleading or incomplete record check and vulnerable sector check or failure to report a criminal charge or conviction in compliance with procedure 7, constitutes grounds for termination of employment, refusal to offer employment, withdrawal of any offer of employment, or refusal of placement.

Reference: Section 85, 87, 109, Education Act
Forms Manual: Form 400-1

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