

REGINA PUBLIC SCHOOL BOARD POLICY REQUIRES
THAT A CRIMINAL RECORD CHECK FORM
ON THE REVERSE BE COMPLETED AND SUBMITTED
TO THE REGINA CITY POLICE
OR AT YOUR LOCAL RCMP DETATCHMENT
FOR PROCESSING
IF YOU WANT TO CHAPERONE
ONE OF YOUR CHILD(REN)'S MUSIC TRIPS
THIS YEAR.

THIS FORM WILL TAKE 3-4 WEEKS TO PROCESS

ONE FORM PER PERSON REQUIRED

*ONCE CRIMINAL RECORD CHECKS (CRC) ARE COMPLETED IT IS KEPT ON FILE
AT THE REGINA PUBLIC SCHOOL BOARD. VOLUNTEERS WHO HAVE NOT BEEN
UTILIZED FOR MORE THAN TWELVE CONSECUTIVE MONTHS ARE REQUESTED
TO OBTAIN A NEW CRC.*

*VOLUNTEERS WHO WERE UTILIZED DURING THE PAST SCHOOL YEAR AND
HAVE CRC'S ON FILE DO NOT REQUIRE A NEW ONE FOR THIS YEAR. YOU
ARE REQUIRED TO SIGN FORM GCBB "REPORTING CRIMINAL CHARGES" IF
YOU CONTINUE TO FUNCTION AS A VOLUNTEER ON A REGULAR BASIS.*

*THIS FORM IS NOT REQUIRED FOR PARTICIPATION IN ANY OTHER PART OF
THE CAMPBELL MUSIC PROGRAM OR CAMPA ACTIVITIES*

CAMPBELL COLLEGIATE (MUSIC PROGRAM)

Criminal Record Check for Volunteers

REGINA PUBLIC SCHOOLS

1. Chief of Police, or NCO i/c RCMP _____, Saskatchewan
(city)

I am requesting a criminal record check as part of my application for placement with the Regina Public School Division.

School _____ Program _____

2. PERSONAL INFORMATION FOR COMPLETION BY APPLICANT

Name _____
(Last) (First) (Middle)

Other name (if applicable, show maiden or any other name you have ever used) _____

Address _____
(Street) (City/Town) (Province) (Postal Code)

Home Phone Number _____ Work Phone Number _____

Birth Date (Year/Month/Day) _____ Birth Place (City/Town, Prov/State, Country) _____

3. CONSENT FOR PERSONS APPLYING FOR POSITIONS WITHIN THE VULNERABLE SECTOR *(Completion required)*

I am an applicant for a paid or volunteer position with Regina Public Schools, an organization responsible for the well-being of school-aged children. The position is a position of authority or trust relative to those children and/or may allow me to bid into a school-based position.

I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a pardon for, any of the sexual offences that are listed in the schedule to the *Criminal Records Act*.

I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the *Criminal Records Act* in respect of which a pardon was granted or issued, that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.

Signature of Applicant _____ Date _____

4. RELEASE TO BE COMPLETED BY APPLICANT IN PRESENCE OF POLICE PERSONNEL

I hereby authorize the Regina Police Service/RCMP to release the results of this check to the Human Resources and Workplace Diversity Department, Regina School Division No. 4, 1600-4th Avenue, Regina, Saskatchewan, S4R 8C8.

Signature of Applicant _____ Date _____

5. RESULTS OF CHECK FOR COMPLETION BY THE POLICE *(Please use official police department form, if available.)*

A name check of police records reveals:

- (1) No criminal record (____). *Check if applicable.*
- (2) No sexual offence for which a pardon has been granted or issued (____). *Check if applicable.*
- (3) Charges pending under the *Criminal Code of Canada, The Narcotics Control Act or The Food and Drugs Act* (____). *Check if applicable.*
- (4) A possible criminal record that is being verified by a fingerprint submission (____). *Check if applicable.*

Signature, Name and Position _____ Date _____

Police Department or RCMP Detachment _____

Collator/Dept. Stamp

The following information is provided to assist you in completing this form.

- Application for the criminal record check should be made with the Regina City Police or local RCMP detachment (if not a resident of Regina).
- Request must be made in person.
Two pieces of I.D. will be required (Birth Certificate/Driver's Licence).
This form should be taken as proof of our request for the criminal record check and vulnerable sector search.
- The Regina Public School Division will only accept original documents. Photocopies and faxes are not acceptable.

Note: Regina City Police office hours are 8:00 a.m. to 4:00 p.m. Monday to Friday.

