



HORIZON SCHOOL DIVISION

CONFIDENTIAL

SELF-DECLARATION

of a **CRIMINAL RECORD** and/or **VULNERABLE SECTOR CHECK**

(Please refer to the information sheet that accompanies this self-declaration)

Last Name: _____ First Name: _____

Address: _____

Phone (H): _____ Phone (C): _____ E-mail: _____

I am: _____ a Teacher _____ Support Staff _____ Volunteer

Please check [x] off the following statements that apply: **Everyone respond to the 3 statements/questions below; Support Staff remember to review, sign and date the back of the document.**

NOTE: in Canada, any statute includes, but is not limited to the Criminal Code and the Controlled Drugs and Substance Act

	YES	NO
I have had an adult conviction (found guilty of any statute, whether in Canada or in any other country).	[]	[]
If yes: Where? _____ When: _____		
Nature of offense(s): _____		

The nature of any sentence (including time spent in prison, probation, community service, etc.) and whether the requirements of the sentence have been fulfilled: _____

	YES	NO
I have outstanding charges (currently under investigation or charged with any offense under any statute, whether in Canada or in another country).	[]	[]
If yes: Where? _____ When: _____		
Nature of offense(s): _____		

The nature of any sentence (including time spent in prison, probation, community service, etc.) and whether the requirements of the sentence have been fulfilled: _____

	YES	NO
I am registered on the Vulnerable Sector Check or have been notified of the intent to be registered	[]	[]
If yes: Where? _____ When: _____		
Nature of offense(s): _____		

The nature of any sentence (including time spent in prison, probation, community service, etc.) and whether the requirements of the sentence have been fulfilled: _____

IF YOU INDICATED YOU ARE A TEACHER, PLEASE ALSO COMPLETE THE FOLLOWING FOUR QUESTIONS: If you are not a teacher proceed to page 2, review, sign and date.

	YES	NO
Have you ever agreed to a settlement or resignation to avoid any proceedings or disciplinary action with respect to your professional conduct, competence, or capacity to teach?	[]	[]
If yes: Where? _____ When: _____		
Nature of offense(s): _____		

The nature of any sentence (including time spent in prison, probation, community service, etc.) and whether you are still fulfilling the requirements of your sentence: _____

	YES	NO
Has your credential, certificate, or license to teach, whether in Canada or another country, ever been under investigation or is currently under investigation?	[]	[]
If yes: Where? _____ When: _____		
Nature of offense(s): _____		

The nature of any sentence (including time spent in prison, probation, community service, etc.) and whether you are still fulfilling the requirements of your sentence: _____

POLICY GAB – Police Information Checks, Cont’d.

	YES	NO
Has your credential, certificate, or license to teach, whether in Canada or another country, ever been denied, suspended, or cancelled?	[]	[]
If yes: Where? _____ When: _____		
Nature of offense(s): _____		

The nature of any sentence (including time spent in prison, probation, community service, etc.) and whether you are still fulfilling the requirements of your sentence: _____

	YES	NO
Have you ever voluntarily or involuntarily surrendered your credential, certificate, permit, or license to teach in another jurisdiction?	[]	[]
If yes: Where? _____ When: _____		
Nature of offense(s): _____		

The nature of any sentence (including time spent in prison, probation, community service, etc.) and whether you are still fulfilling the requirements of your sentence: _____

Review

I certify that the information provided on this form is TRUE and COMPLETE and that NO relevant information has been withheld. I declare that all documentation that may be submitted by me has not been changed or altered in any way.

I understand that any false or misleading information in this self-declaration or willful omission, or submission of altered, tampered, or forged documentation may result in rejection of my application or withdraw of any offer of employment, volunteering, or, where I have already commenced employment or volunteering with the division, termination of my employment or volunteering.

I further understand that the Horizon School Division reserves the right to reject my application or withdraw any offer of employment or volunteering made or, where I have already commenced employment or volunteering with the division, terminate my employment or volunteering if I fail to submit this self-declaration form within a two month period or provide any information in this self-declaration which, in the reasonable opinion of the division, renders me unsuitable for employment or volunteering in the position I wish to be or am employed or volunteer in.

Sign

Signature: _____ Date: _____

Review

The presence of a record of charges or conviction does not necessarily exclude you from employment or volunteering with the Horizon School Division. Each case will be reviewed on an individual basis, to determine its relevance to the requirements of the teaching profession, support, or volunteer position.

Persons with a yes to any of the questions on page 1 are required to provide additional information and submit an original criminal record check.

If you are a volunteer complete and return this form to your principal or designate.

If you are an employee, complete and return this form to:

Human Resources
Horizon School Division
6302 56 St., Taber, AB T1G 1Z9
Horizon School Division
CONFIDENTIAL