



## Evergreen School Division

### Administrative Procedure 2.A.87 I: Employee Disclosure of Information

As an employee of Evergreen School Division, I agree to abide by the policies, procedures and working conditions established by Evergreen School Division.

I confirm/understand that:

- I will apply for and submit my completed Criminal Record & Vulnerable Sector Check (CRVC) and Child Abuse Registry Check (CARC) to the Human Resources Department once I am in receipt of them
- I will submit receipts requesting a CRC and CARC to the Human Resources Department, should there be a waiting period to receive these documents
- I am permitted to submit previously cleared CRVC and CARC as long as they are recent within the last six months. I understand if they are older than six months, I will need to re-apply as per points one and two above

I understand and/or agree that:

- If the Criminal Record Check is returned indicating a criminal record, I may be subject to immediate dismissal from my employment with Evergreen School Division for cause (the requirements of the position and the circumstances related to the charge will be considered)
- The *Public Schools Act*, Duties of the School Boards 41(1) states that "Every school board where it has knowledge thereof, must report to the minister any teacher employed in a school within the jurisdiction of the school board who has been charged with or convicted of an offence under the *Criminal Code* (Canada) relating to the physical or sexual abuse of children"
- Should I appear on the Child Abuse Registry, I am subject to immediate dismissal from my employment with Evergreen School Division

#### DISCLOSURE

1. Have you ever been found guilty or plead guilty to an offense involving the abuse of a child in a court either inside or outside of Manitoba? NO  YES
2. Has a family court deemed a child in your care to be "in need of protection" due to abuse? NO  YES
3. Has a Child and Family Services agency/ Child Abuse Committee determined you to be a person who has abused a child? NO  YES

4. Have you ever been convicted of an offence (including but not limited to *criminal, narcotics, traffic or summary convictions*)? NO  YES
5. Are there currently any outstanding criminal charges against you? NO  YES
6. Are you currently under or were you ever under investigation by a Child and Family Services agency? NO  YES
7. If you answered yes to **any** of the questions above, provide details here:

The Superintendent/CEO reserves the right, based on the nature of the information provided, to terminate/recommend termination of your employment in the event that a criminal record or outstanding criminal charge(s) exists; that you appear on a child abuse registry; or that an ongoing Child and Family Services agency investigation exists.

- ***I declare the foregoing information to be true and complete to the best of my knowledge and understand that any misrepresentation or omission shall be deemed cause for my dismissal.***
- ***I acknowledge I am required to immediately notify the Division of any and all changes in regard to criminal charges being laid against me and/or CFS investigations or the like, being initiated.***

Employee Name (print) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_