



## RECORDS DISCLOSURE

Battle River School Division is committed to providing a safe environment for students and staff. If you wish to be employed with Battle River School Division, you are required to answer the following questions:

1. Have you ever been charged or convicted of an offence under the *Criminal Code of Canada, Narcotic Control Act, Food and Drug Act, or Firearms Act of Canada*, or the criminal laws of any other country?  Yes  No  
**Those individuals who have been granted pardons are not required to respond "yes" to this question.**
2. Have you ever been the subject of an investigation or order under the *Child Welfare Act of Alberta* or equivalent legislation in any other province or country?  Yes  No
3. Have you ever been suspended, disqualified, reprimanded, dismissed or had disciplinary action instituted against you as a member of any profession or organization?  Yes  No
4. Have you ever been denied, or had revoked, any certificate, license or permit?  Yes  No

If the answer to any of the above questions is yes, provide details including date of conviction, place of conviction, offence, disposition and any other pertinent information:

(Note: "Yes" to any one of the above will not automatically exclude an applicant from employment. (The requirements of the position and the circumstances related to the charge or conviction will be considered.)

- I have provided **both a Criminal Record Check- Including Vulnerable Sector and Intervention Record Check** (obtained from Child and Family Services) in my application.
- I have not included a **Criminal Record Check - Including Vulnerable Sector and Intervention Record Check** (obtained from Child and Family Services) in my application, but if hired, promise to supply these checks within 30 days or less of my start date.

**I hereby declare the contents of this form, as completed by me, to be accurate. This declaration has the same effect as made under oath. Any misrepresentations made by me in completing this application shall result in termination of my employment should such misrepresentations come to the attention of the Division at any time after I have been made an offer of employment or have become an employee of the Division. I understand that as a condition of employment, upon an offer of employment, I will be required to provide a recent Criminal Records Name Check and an Intervention Record Check (available at the Child and Family Services Office), and that the results of both must be satisfactory to the Division.**

\_\_\_\_\_  
Last Name (please print)

\_\_\_\_\_  
First Name (please print)

\_\_\_\_\_  
Applicant Signature (Digital signatures not accepted)

\_\_\_\_\_  
Date (M/D/Y)

\_\_\_\_\_  
Witness (Digital signatures not accepted)

\_\_\_\_\_  
Date (M/D/Y)

Information gathered on this application is collected under the authority of the *School Act* and the *Freedom of Information and Protection of Privacy Act* and in accordance with Division policy. This information and any additional information you provide in connection with this application will be used for recruitment purposes and for other purposes allowable under legislation including the management and administration of system personnel.