



## APPLICATION FOR EMPLOYMENT NON-TEACHING POSITIONS

Name: \_\_\_\_\_ Date: \_\_\_\_\_

To be considered for employment, you must:

**A. Complete and return the following forms:**

- Resume
- Offence Declaration, Criminal Record Check (attached)
- Reference Check Consent Form (attached)

**B. Provide the following additional information:**

- A written professional/work related reference
- The names of at least three work related references

Upon receiving all of the above information, we will review your application. Interviews will be scheduled, as required. Any offer of employment will be conditional upon a candidate providing a current Criminal Record Check.

Please return all required information to:

Human Resources  
Nipissing-Parry Sound Catholic District School Board  
1000 High Street  
North Bay, ON P1B 6S6

**or via email to:**

[HumanResources@npsc.ca](mailto:HumanResources@npsc.ca)



**OFFENCE DECLARATION  
CRIMINAL RECORD CHECK**  
For applicants who are not currently members of the bargaining unit  
related to the posted position

**1. Offence Declaration**

a) Have you ever been convicted of an offence under a federal statute, including the *Criminal Code of Canada* and the *Narcotics Control Act*, for which a pardon has not been granted or for which a pardon had been granted but was subsequently revoked?

**Yes or No**

b) If yes, please provide particulars, including the date(s) of the offence(s) in question.

N.B. Any offer of employment will be subject to confirmation of the above information through a current check of your criminal record through the *Canadian Police Information Computer (CPIC) System*.

\_\_\_\_\_  
**Signature**

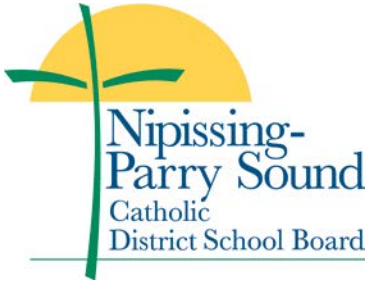
\_\_\_\_\_  
**Date**

**2. Criminal Record Check**

Your signature below confirms that you have read and understand the attached document entitled "Criminal Record Check" attached.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



## REFERENCE FORM

Name	
Organization	
Position Title	
Telephone Number	
E-mail Address	

Type of Reference: Professional  / Personal  / Other   
 Written reference provided? Yes

Name	
Organization	
Position Title	
Telephone Number	
E-mail Address	

Type of Reference: Professional  / Personal  / Other   
 Written reference provided? Yes

Name	
Organization	
Position Title	
Telephone Number	
E-mail Address	

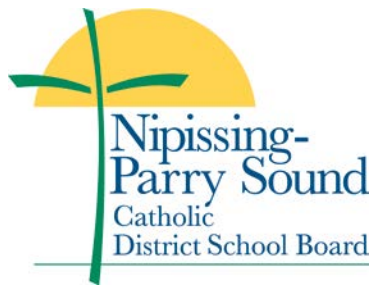
Type of Reference: Professional  / Personal  / Other   
 Written reference provided? Yes

Under Section 39(1)(a) of the *Freedom of Information and Protection of Privacy Act* [s.29(1) *Municipal Freedom of Information and Protection of Privacy Act*], I \_\_\_\_\_ authorize the Nipissing-Parry Sound Catholic District School Board to contact the persons or organizations listed below for the purpose of obtaining reference information, including, but not limited to, information contained in my personnel file(s) relating to medical records, psychiatric records, and violation of law records.

The below signature indicates authorization to contact individuals listed on this Reference Form.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



## CRIMINAL RECORD CHECK

*The following requirements apply to applications for full-time, part-time, temporary or occasional positions, including placement on a supply list.*

### REQUIREMENTS

In accordance with its policy entitled *Prevention of Abuse and Protection of Students from Potential Abuse*, the Nipissing-Parry Sound Catholic District School Board ("the Board") requires candidates applying for new employment with the Board, or existing employees applying for employment within a different bargaining unit, to disclose the details of any conviction(s) for offence(s) under any federal statute, including the *Criminal Code of Canada* and the *Narcotics Control Act*, for which a pardon has not been granted.

Any offer of employment is subject to confirmation of the above information through a current Criminal Record Check through the *Canadian Police Information Computer (CPIC) System*. Only Criminal Record Checks that are less than six (6) months old, which include a vulnerable sector screening, shall be accepted. The applicant shall provide an original of the Criminal Record Check and shall be responsible for its cost.

An offer of employment may be revoked if the individual refuses to consent to the check, or if the Board later discovers offences on record which the individual did not disclose.

Any information obtained through a Criminal Record Check is confidential, and shall be accessible only by an interviewer, a senior administrator, Human Resources and/or the successful candidate's immediate supervisor. The Criminal Record Check and the statement made pursuant to Section 3.1 of the policy shall be stored with a candidate's application or, in the case of a successful candidate, in the individual's personal file in the Human Resources Department.

### PROCEDURE

To obtain a Criminal Record Check, simply contact the Police Department in the area where you reside. The original of the Criminal Record Check, including vulnerable sector screening, must be submitted to the Board before you commence employment.

N.B. Only in an exceptional case will an employee be permitted to commence employment with the Board before the Board has received the Criminal Record Check. Before any such exception is made, a binding agreement shall be entered between the employee, any applicable representative of the employee, and the Director (or his or her designate) on behalf of the Board, ensuring that verification be provided without delay and preserving the Board's power to revoke the offer of employment.