

NEW EMPLOYEE DECLARATION/DISCLOSURE

(This form is to be completed and submitted with the Appointment Form)

DECLARATION

I, _____ (please print), agree to abide by the policies, procedures and working conditions established by Frontier School Division.

I confirm that I will:

- apply for and submit my completed Criminal Record Check (CRC) and Child Abuse Registry Check (CARC) to the Area Office/Human Resources Department (as appropriate) once I am in receipt of them,
- submit my receipts requesting a CRC and CARC to the Area Office/Human Resources Department (as appropriate), should there be a waiting period to receive these documents.

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 Frontier 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 School Boards states that "41(1) Every school board shall (t) where it has knowledge thereof, 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 Frontier School Division for cause.

DISCLOSURE

Have you ever been found guilty or plead guilty to an offence involving the abuse of a child in a court either inside or outside of Manitoba? YES NO

Has a family court deemed a child in your care to be "in need of protection"?

YES NO

Has a Child and Family Service agencies Child Abuse Committee determined you to be a person who has abused a child?

YES NO

Have you ever been convicted of an offence (including but not limited to *criminal, narcotics, traffic or summary convictions*)?

YES NO

If yes, please provide details of the charge:

Are there currently any outstanding criminal charges against you? YES NO

If yes, please provide details of the charge(s):

Are you currently under investigation by a Child and Family Services agency? YES NO

If yes, please provide the details

The Chief Superintendent reserves the right, based on the nature of 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.

Employee Signature _____ Date _____

Supervisor/Principal Signature _____ Date _____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY & RECORD DISCLOSURE

Legal Authority for the Collection of Information: All information will be collected and retained in accordance with *The Freedom of Information and Protection of Privacy Act* (FIPPA).

Access to Information: Human Resources staff, system administrators (e.g. Principals, Vice-Principals, Directors, Supervisors, Board of Trustees, teachers, parents, or an interview committee) and agents of the Board (such as lawyers), may review this information on a need-to-know basis only.

Information Security: Personal information is retained and secured within Human Resources.