



Renfrew County District School Board



Offence Declaration

Name		Date of Birth		
		yyyy	mm	dd
Position (Job Title)	Location	<u>Employee No</u>		

I DECLARE that: *(check one)*

- I have **no** convictions under the *Criminal Code of Canada* up to and including the date of this declaration for which a pardon has not been issued or granted under the *Criminal Records Act (Canada)*.

OR

- I have the following convictions for offences under the *Criminal Code of Canada* for which a pardon under the *Criminal Records Act (Canada)* has not been issued or granted.

List of Offences

1.
 - a) Date: _____
 - b) Court Location: _____
 - c) Conviction: _____

2.
 - a) Date: _____
 - b) Court Location: _____
 - c) Conviction: _____

3.
 - a) Date: _____
 - b) Court Location: _____
 - c) Conviction: _____

(Use additional page if necessary)

DATED at _____ this _____ day of _____/200____.
(Town, City, Etc)

Signature _____

INSTRUCTIONS

1. To be completed annually by all Board employees before assuming assignment in September.
2. Employees are to complete all areas and sign (in ink).
3. Instructions for completing this form:
 - a) If you currently have convictions, please note them in the space provided.
 - b) Fill in the current date at the bottom of the form.
 - c) Sign in space provided.
 - d) Forward this completed form to the Human Resources Department in a sealed envelope marked “CONFIDENTIAL”.