



# RECORD CHECK

for applicants who would be required to work with vulnerable people  
(childcare, early childhood centres and organizations)

Receipt no.
File no.

## SECTION 1 – NAME OF THE ORGANIZATION

Full name of the organization Scouts Aylmer	I.D. no. provided by the SPVG SP-238	<input type="checkbox"/> New application <input type="checkbox"/> Renewal
Full address of the organization CP 76007, SCP Galerie d'Aylmer Gatineau (Québec) J9H 6W6	E-mail address of the organization eugene_scouts@hotmail.com	<input type="checkbox"/> Volunteer * <input type="checkbox"/> Paid employee - join payment
Telephone no. 613 614-8097	Fax no.	Nature of the job:

## SECTION 2 – APPLICANT IDENTITY CHECK (two pieces of ID, at least one with a photo)

Driver's license <input type="checkbox"/>	Passport <input type="checkbox"/>	Health insurance card <input type="checkbox"/>	Other <input type="checkbox"/> (specify)
Name of the organization's representative who did the identification		Signature of the representative X	Date (yy-mm-dd)
* To be completed for volunteers			
I confirm that the applicant will only work as a volunteer and will not receive any compensation for the work from the organization. Any false declaration is subject to the termination of the protocol signed with the SPVG			
Signature of the official representative of the organization: X _____			Date: _____ (yy-mm-dd)

## SECTION 3 – APPLICANT IDENTIFICATION (PRINT)

Name	First Name	Date of birth (yy-mm-dd)	Male/Female	Height	Eyes
Complete address	Postal code	Home phone no.	Work phone no.		
Driver's license no.	Province where the license was issued				
Maiden name	Employment				
Addresses (past five years)					
_____		From: (month/year) _____	To: (month/year) _____		
_____		From: (month/year) _____	To: (month/year) _____		
(Join another page if needed)					

## SECTION RESERVED FOR THE SPVG

Date application received: \_\_\_\_\_ Employee number: \_\_\_\_\_

### BACKGROUND CHECK RESULTS

(See screening criteria)

Based on the checks and the information in the databases available to us on this day: \_\_\_\_\_

- there is no record concerning any of the identified areas/criteria
- appropriate checks were carried out (results were sent to the applicant)

_____ Name of the SPVG representative (print)	_____ Signature of the representative
_____ Phone number	_____ Date

**SECTION 4 - SCREENING CRITERIA PROVIDED BY THE ORGANIZATION (to be filled out by the organization)**

Area	List of conducts displayed or offences committed that are incompatible with the employment sought.	Check X
SEXUAL	Conduct or offence of a sexual nature, including sexual aggression, indecent acts, solicitation or invitation to prostitution, etc.	
VIOLENCE	Criminal behaviour or offence involving any form of violence, including homicide, robbery, assault, kidnapping, forcible confinement, intimidation, harassment, etc.	
THEFT OR FRAUD	Criminal conduct or offence that could be deemed theft or fraud such as burglary, theft, joyriding, fraud, corruption or impersonation.	
DRIVING	Criminal infraction related to driving an automotive vehicle, including impaired driving, hit-and-run, etc.	
DRUGS – NARCOTICS	Conduct or offence related to narcotics, food and drugs, including possession, trafficking, importing, growing, etc.	
OTHER	e.g.: arson, gangsterism, failure to provide the necessities of life.	

**SECTION 5 - CONSENT AND AUTHORIZATION OF APPLICANT**

I, the undersigned, do consent to the Service de police checking my background, including any conviction or charge for a criminal or penal offence, as well as any conduct that would reasonably raise concern that I might pose a risk to the physical or moral safety of vulnerable persons. Offences listed in the Appendix to the *Criminal Records Act* are also treated as part of the background even if they were pardoned. I also consent to the Service de police de la Ville de Gatineau doing checks based on the screening criteria listed above and forwarding the findings in accordance with the procedure set out in this form.

X \_\_\_\_\_  
Signature of the Applicant Date (yy-mm-dd)

X \_\_\_\_\_  
If the applicant is a minor, signature of the parent or legal guardian Date (yy-mm-dd)

If the result is positive, I wish to receive the form "Checking results" with the details:

- by mail
- in person from the Service de police at 590 boulevard Gréber

**WARNING**

The organization to which you are applying has identified the above list of conducts and offences as being inconsistent with the job sought. The screening process used will enable this organization to assess, based on these criteria, the application of each volunteer or paid employee who might pose a risk if this individual worked with vulnerable persons (who could be physically or morally exploited or abused). The employer or organization is subject to the *Charter of Human Rights and Freedoms* (R.S.Q., chapter C-12), specifically, sections 18.2 "Penal or criminal offence" and 20 "Distinction based on aptitudes, non-discriminatory", as well as to the *Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information* (R.S.Q., chapter A-2.1), the *Act Respecting the Protection of Personal Information in the Private Sector* (R.S.Q., chapter P-39.1) and the *Criminal Records Act* (R.S., [1985], c. C-47). Applicants interested in obtaining more detailed information may contact the representative of the Service de police de la Ville de Gatineau.

**RESULTS**

**Negative result:** When no impediment/record is found through the police checks, the result section in the request indicates: no registration concerning any of the identified areas/criteria.

**Positive result:** When one or more impediments/records are found through the police checks, the result section in the request indicates: appropriate checks were carried out.

**Checking completed:** Upon completion of the required checks, the SPVG transmits the original request to the organization. The form titled "Checking results" containing the details of the search is sent directly to the applicant. The SPVG does not communicate police check results directly to the organization. It is up to applicants to transmit their results to the organization if they wish to pursue their application.

**\*THIS FORM SHALL BE RETAINED FOR FIVE YEARS**