



Employee Disclosure of Information Administrative Procedure 2.A.871

2.0 Human Resources
2.A Foundations

Board Governance Policy Cross Reference: 2

Legal Reference: Public Schools Act

Date Adopted: October 2019

Date Amended: July 2024

As an employee of Evergreen School Division, I agree to abide by the policies and procedures established by Evergreen School Division.

I agree that:

- I will apply for and submit my completed Criminal Record & Vulnerable Sector Check (CRVC) and Child Abuse Registry Check (CARC) to the Human Resources Department once I am in receipt of them
- If there is a waiting period to receive these documents, I will submit receipts requesting a CRC and CARC to the Human Resources Department
- I can submit a previous CRVC and CARC if they are recent within the last six months

The Public Schools Act, Duties of the School Boards 41(1) states that *"Every school board where it has knowledge thereof, must 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."*

With this knowledge, I understand that:

- If the Criminal Record Check indicates a criminal record, I may be subject to immediate dismissal from my employment with Evergreen School Division for cause (the requirements of the position and the circumstances related to the charge will be considered)
- Should I appear on the Child Abuse Registry, I am subject to immediate dismissal from my employment with Evergreen School Division

Disclosure

1. Have you ever been found guilty or pleaded guilty to an offense involving the abuse of a child in a court either inside or outside of Manitoba? ☐NO ☐YES
2. Has a family court deemed a child in your care to be “in need of protection” due to abuse? ☐NO ☐YES
3. Has a Child and Family Services agency/ Child Abuse Committee determined you to be a person who has abused a child? ☐NO ☐YES
4. Have you ever been convicted of an offence (including but not limited to criminal, narcotics, traffic, or summary convictions)? ☐NO ☐YES
5. Are there currently any outstanding criminal charges against you? ☐NO ☐YES
6. Are you currently under investigation or were you ever under investigation by a Child and Family Services agency? ☐NO ☐YES
7. If you answered yes to any of the questions above, provide details here:

The Superintendent/CEO reserves the right, based on the nature of the information provided, to terminate/recommend termination of your employment if a criminal record or outstanding criminal charge(s) exists, that you appear on a child abuse registry, or an ongoing Child and Family Services agency investigation exists.

I declare the information I provided to be true and complete to the best of my knowledge and understand that any misrepresentation or omission will be deemed cause for my dismissal.

I acknowledge I am required to immediately notify the Division of all changes to criminal charges being laid against me and/or CFS investigations, or the like, being initiated against me.

Employee Name (print): _____

Employee Signature: _____

Date: _____