

## **NOON-HOUR SUPERVISION APPLICATION**

Thank you for applying to work as a Noon-hour supervisor in Prairie Spirit School Division No. 206. In order for us to process your application, please complete these forms and submit them to our Division Office, along with:

- a current Criminal Record Check (no more than one year old);
- a void cheque OR [Electronic Payroll Data Distribution form](#);
- a signed Policy 501, Sections 7 & 8 Acknowledgement and Agreement form (below);
- completed [TD1](#) and [TD1SK](#) forms;
- a completed Municipal Employees' Pension Plan (MEPP) [Enrolment form](#). All casual employees have the option to join MEPP. A completed MEPP enrolment form must be returned with your application form whether you choose to enroll or decline.

If you would like more information on MEPP, please visit [www.peba.gov.sk.ca](http://www.peba.gov.sk.ca).

**All forms are available on our website by following our "HR" tab and selecting "Forms".**

### **1. Personal Information:**

Name: (Mr. /Miss/Ms. /Mrs.) \_\_\_\_\_

Surname                      Middle Name                      First Name

Address: \_\_\_\_\_ City/town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home phone number: \_\_\_\_\_ Cell/alternate: \_\_\_\_\_

Email address: \_\_\_\_\_

S.I.N.: \_\_\_\_\_ Date of birth: \_\_\_\_\_

### **2. School:**

#### **Declaration:**

**I hereby declare that the above information is true, correct and complete to the best of my knowledge.**

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant

The information collected on this form will be kept confidential and will not be released except in compliance with the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*. Information may be shared with other parties such as school divisions, government agencies and our insurers, but only to the extent required to provide necessary services. If you have any concerns, questions, or objections, please contact the Superintendent of Schools & Learning, Human Resources.



## **ADMINISTRATIVE POLICY No. 501**

**IMPLEMENTATION FALL 2007**

### **RECRUITING AND PLACEMENT**

All personnel appointed to staff in Prairie Spirit School Division are to be of exemplary character and possess competency in the skills required for their positions. It is understood that they have been hired to assist the Board of Education in carrying out its vision, mission, and goals in accordance with Prairie Spirit School Division's beliefs and guiding principles.

### **PROCEDURES**

#### **7. Criminal Records Check**

- a. An original, current (within one year) criminal records check, including a vulnerable sector check, is required from:
  - Any applicant being recommended for employment with Prairie Spirit School Division.
  - Any person who is a non-parent and is acting as a volunteer for school sponsored activities in Prairie Spirit School Division.
  - Any person acting as a volunteer for school sponsored activities that have direct or sole responsibility for providing supervision of students.
  - Any person acting as a volunteer for school sponsored overnight activities.

Parent volunteers (including grandparents or legal guardians) who are providing services under the direct supervision of a Prairie Spirit employee do not require a criminal records check. Parent, grandparent and legal guardian volunteers may be asked to provide personal references from known members of the community or, in lieu of meeting these requirements, may be required to provide a criminal record check.

- b. The criminal records check as it pertains to recommendations for suitability of employment, or voluntarism includes:
- All criminal convictions, under *The Criminal Code of Canada*, *The Narcotics Control Act*, *The Controlled Drug and Substances Act*, 1996, and *The Food and Drugs Act*, 1985. Conviction means the final judgment on a verdict or a finding of guilty, or a plea of guilty. Conviction does not include a final judgment which has been reversed, set aside, or otherwise rendered invalid.
  - A search of the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to determine if the applicant has been convicted of, and has been granted a pardon for, any of the offences that are listed in the schedule to the *Criminal Records Act*. Failure to cooperate in providing a criminal records check, or submission of an inaccurate, false, misleading, or incomplete criminal records check, constitutes grounds for termination of employment, refusal to offer employment, or withdrawal of any offer of employment, or voluntarism.
- c. Applicants may attach a statement of explanation to the criminal records check submitted outlining relevant circumstances.
- d. In situations where the applicant has submitted the original criminal records search form completed by the local city police, Corman Park police or the RCMP, which indicates that a request for a criminal records search by fingerprints has been made and the applicant has provided satisfactory explanation of the need for the fingerprint verification, an extension of time may be granted.
- e. Criminal records checks submitted, which include conviction will be assessed by the Director or designate taking into consideration matters such as:
- The nature and particulars of the criminal conviction;

- The age of the individual when the events in question occurred;
  - Any extenuating circumstances as provided by the applicant;
  - The time that has elapsed between the conviction and the employment application, and the activities of the individual during that interim period;
  - The rehabilitative measures undertaken by the individual since the conviction and the commitment the individual has to rehabilitation and to refraining from criminal activities and,
  - The relationship of the conviction to the position for which the person is applying.
- f. Any appeal of the decision of the Director or designate is to be made in writing to the Director within fifteen days of the notification of the termination of employment or voluntarism, the refusal to offer employment, or the withdrawal of any offer of employment.
- g. Results of the criminal records check are to be kept in the employee's personnel file.
- h. The applicant is responsible for any costs associated with the obtaining of the criminal records check.
- i. Any employee who receives a pardon, or who is successful in having a criminal conviction record expunged, may submit a new criminal records check. In such cases, the previously submitted criminal records check is to be returned to the employee upon request.
- j. The following question and statement are to be included on all application forms utilized for the recruitment of staff:

Have you ever been convicted of an offence or do you currently have any charges pending under *The Criminal Code of Canada, The Narcotics Control Act, The Controlled Drug and Substances Act, 1996* or *The Food and Drugs Act, 1985*?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please indicate the nature of the offence(s), the date(s), and place(s) of the sentence(s) imposed (if applicable).

I will provide the results of a criminal records check which includes a vulnerable sector check.

Signature:

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- k. When necessary, applicants who have not submitted a criminal records check may be placed in employment for up to seven days on a temporary basis, pending the division's receipt of the results of their criminal records check. That time may be extended in exceptional circumstances by the Director or designate. Failure to provide the results of a criminal records check within the specified period of time shall result in the termination of employment of the temporary employee.
- l. In situations where the applicant has submitted the original criminal records search form completed by the local city police, Corman Park police or the RCMP, which indicates that a request for a criminal records search by fingerprints has been made, and that the applicant has provided satisfactory explanation of the need for the fingerprint verification, an extension of time may be granted.
- m. In situations where the applicant is requesting casual employment or volunteer placement, the results of the criminal records search are to be submitted before any placement.

## **8. Reporting Criminal Charges**

- a. All employees of Prairie Spirit School Division and all persons who have been required to provide a criminal records check are required to sign a statement indicating that they have received a copy of these procedures and that they understand their provisions.

- b. No later than two working days after having been charged with an offense, any person referenced in this procedural statement is to inform orally, and subsequently in writing, the Director of Education of all charges laid.
- c. A submission outlining relevant circumstances may be attached by the person to the written information.
- d. Upon receipt of the information, the Director or designate is to investigate the circumstances.
- e. Failure to disclose charges, provide a written statement, or submission of inaccurate, false, or misleading statements, constitutes grounds for disciplinary action, up to and including termination of employment, in accordance with the provisions of the employee's contract of employment, or refusal of permission to act as a volunteer for school sponsored activities.
- f. Subject to the provisions of *The Education Act, 1995* and the provisions of the relevant collective agreement or contract of employment, the Board may, in its discretion, transfer, reassign, or terminate the employment of an employee who is not in compliance with the provisions of the procedures of this policy.
- g. Any action taken by the Board with respect to an employee is to be conveyed to the employee in writing, a copy of which is to be placed in the employee's personnel file.
- h. Any appeal of the decision of the Board is to be made in accordance with the provisions of the employee's collective agreement, or where no collective agreement applies, within fifteen days of notification of the Board's decision.
- i. If, at the conclusion of all proceedings, a criminal records check confirms no conviction(s) resulting from the incident giving rise to the original charge(s), any documentation which has been placed in the employee's personnel file related to the charge(s) for which discipline has not been effected is, at the request of the employee, to be removed and destroyed.
- j. Notwithstanding any of the above regulations, an employee may, at any time, seek legal advice or counsel from his/her employee group or from independent sources at the employee's expense. Should the employee so wish, he or she may be accompanied or represented by a representative of the employee or the appropriate employee group at any and all meetings that the employee attends regarding the process.



PRAIRIE SPIRIT SCHOOL DIVISION NO. 206, BOX 809, 121 KLASSEN STREET, EAST, WARMAN, SK S0K 4S0 -- PHONE: (306) 933-4414

**RE: ADMINISTRATIVE POLICY No. 501**

**ACKNOWLEDGEMENT AND AGREEMENT FORM**

I, as an applicant for casual employment with Prairie Spirit School Division No. 206, have received and read a copy of Administrative Policy No. 501, sections 7 & 8. I understand and agree with the provisions as stated, should I be successful in my application for casual employment with the school division.

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

Full Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Please retain the policy for your records and return this completed form with your application package.