

Request Form	
1. Client Contact Information:	
Company: YMCA of Greater Vancouver	Phone: (604) 685-8066
Sent By:	Today's Date:
Hiring Manager:	Location: YMCA Community Services
Email to deliver results to: payroll@vanymca.org	# of Pages:
2. Services Menu - please <input checked="" type="checkbox"/> for services requested	
<input checked="" type="checkbox"/> Police Clearance with Positions of Trust Disclosure	
Additional Services (Check for additional information and/or consent forms):	
<input type="checkbox"/> Credit Inquiry <input type="checkbox"/> Education Verification <input type="checkbox"/> Driver Abstract <input type="checkbox"/> Exit Interview	<input type="checkbox"/> Investigative Reference Checks: <i>How Many?</i> _____ <input type="checkbox"/> Employment Verification ___ 5-year or ___ 10-year <input type="checkbox"/> Credential Verification <input type="checkbox"/> News Media Search
3. Hiring Manager please complete the following:	
ID Check is MANDATORY	
Please bring 2 pieces of government-issued ID to your interview along with this cover and consent form.	
Candidate's Name:	Position Applied For: 418
Photo ID Check	
Type of ID (DL, Passport, other photo ID)	ID #
Secondary ID Check	
Type of ID (SIN, Medical Card etc.)	ID #
I _____ have examined the identification of _____ <small style="margin-left: 100px;">Print Name of Manager</small> <small>Print Name of Candidate</small>	
and I am satisfied that the candidate and person depicted in the photo identification are one and the same	
Manager's Signature Confirming ID Check:	
: _____	
<input checked="" type="checkbox"/> Police Clearance Consent Form (1 page) <input checked="" type="checkbox"/> Positions of Trust Disclosure (1 page) <input checked="" type="checkbox"/> Copy of Candidate's ID	
Please ensure printing is 100% legible	

Police Clearance Consent Form

To ensure accuracy, you must print clearly and complete this form in its entirety

I am applying to **YMCA of Greater Vancouver** for: **Employment 418** **A Volunteer Position** **A Contract Position**

PLEASE NOTE: The following information is for identification purposes only so that BackCheck™ can accurately proceed. BackCheck™ will hold all personal information confidential.

Candidate Information

Full Name of Candidate: ◆

Surname/Last Name Given 1/First Name Given 2/Middle Name Birth and/or Maiden Name

Other names used, either past or present, including aliases or nicknames:

Birth Date: ◆ ◆ **Male** **Female** ◆ **Place of Birth:** City State/Province Country

Full Address: ◆ Unit # Street City Province Postal Code

Previous Address: ◆ Unit # Street City Province Postal Code

If less than 5 years above: ◆ Unit # Street City Province Postal Code

Telephone: ◆ () or ()

Declaration of Offences

I understand that failing to provide accurate information or omission of facts on this form may disqualify me from consideration for employment/volunteer position/contract position with **YMCA of Greater Vancouver** or subsequent termination if I am employed.

Candidate's Initials: ◆

Have you ever been convicted of a criminal or summary conviction offence for which you have not been pardoned? ◆ **Yes** or **No**

◆ **If Yes**, please provide details on **ALL** convictions (if more space is needed, please attach additional pages as required):

Offence	Date	Location	Penalty

Disclaimer: The existence of a conviction will not preclude you from consideration for employment/volunteer position/contract position with **YMCA of Greater Vancouver**. Details of the offence are requested to enable **YMCA of Greater Vancouver** to determine whether the offence is related to your employment/volunteer position/contract position.

Statement of Understanding and Consent

I have applied to **YMCA of Greater Vancouver** for employment/volunteer position/contract position. Part of the screening process includes a criminal record check based upon information as maintained on file by the Canadian Police Information Centre (CPIC). These investigations are conducted by BackCheck™ (a division of The Confidence Group Enterprises Inc) on behalf of **YMCA of Greater Vancouver**.

I hereby request and authorize a Canadian Police Department to disclose to BackCheck™ on behalf of **YMCA of Greater Vancouver** the records, details and dispositions of any and all records that exist on me or those that are awaiting entry into the CPIC system as relates to the following:

a) Records of criminal convictions for which a pardon has not been granted, and conditional and absolute discharges and stays of proceedings which have not been removed from the CPIC system in accordance with the <i>Criminal Records Act</i> ,			
b) Wanted person information;	c) Charges pending or outstanding under federal statutes;	d) Probation information;	e) Other Police Service information.

I hereby request and authorize a Canadian Police Department to disclose the above-stated information to **YMCA of Greater Vancouver** both now and from time to time as deemed necessary by **YMCA of Greater Vancouver**.

I understand that disclosure of information by BackCheck™ pertaining to items (a) through (e) above may preclude me from obtaining employment/volunteer position/contract position with **YMCA of Greater Vancouver**. I authorize BackCheck™ to release all information obtained to **YMCA of Greater Vancouver** and hold harmless BackCheck™ and The Confidence Group Enterprises Inc. upon the release of this information or its findings to **YMCA of Greater Vancouver**.

I understand that failing to provide accurate information or omission of facts herein may disqualify me from continued employment/volunteer position/contract position with **YMCA of Greater Vancouver**. I consent to provide my fingerprints for comparison if information provided by myself on this form is in conflict with that disclosed by the Canadian Police Department during this investigation of my criminal records history.

Candidate Signature: ◆

Date: ◆

Police Use Only

A search of the Canadian Central Repository for Criminal Records for Canada suggests that:

- _____ Based on the information provided by the candidate, there is no record of any convictions, absolute or conditional discharges, or charges under any federal enactment for which a disposition is awaiting or has been entered, or information relating to items (b) through (e) listed above.
- _____ There may or may not be a criminal record in existence. The candidate is requested to submit fingerprints for positive identification.
- _____ Based on the information provided by the candidate, there may or may not be a criminal record or other such record in existence.

Police Representative Signature: _____ **Date:** _____

POSITIONS OF TRUST DISCLOSURE CONSENT FORM

(Should be attached to and completed in addition to the BackCheck "Police Clearance Consent Form")

To be completed by anyone applying for a position with a person or organization, when the position is a position of authority and trust and is responsible for the well being of one or more children or vulnerable persons. The candidate consents to a search being made of criminal conviction records to determine if the candidate has been convicted of a sexual offence listed in the schedule to the Criminal Records Act and has been pardoned. If this form is not completed or is left unsigned, no security clearance will be provided.

Definition of "Positions of Trust"

Paid or voluntary positions dealing with vulnerable people. Vulnerable people can include children, youth, senior citizens, people with physical, developmental, emotional, social, or other disabilities, but will also include people who have been victims of crime or accident, those who are addicted or dependent on addictive substances, and those who are otherwise left with little or no defense against persons who would harm them.

NOTE: Vulnerable people are individuals who are at **greater risk** of being harmed than the general population, because of their age, disability or handicap, or circumstances, whether temporary or permanent.

Reason for Consent

I am a candidate for a paid or volunteer position with a person or organization responsible for the well being of one or more children or vulnerable persons.

Consent

I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police, to find out if I have been convicted of, and been granted a pardon form, any of the sexual offences that are listed in the schedule to the Criminal Records Act. I understand that as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the Criminal Records Act in respect of which a pardon was granted or issued, that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.

Candidate Signature: _____ Date: _____

Parent of Guardian Signature (Required for candidates under 18 years of age): _____ **(A)**

Full Name of Candidate: _____

Surname/Last Name			Given 1/First Name		Given 2/Middle Name		Birth and/or Maiden Name	
Birth Date: _____			<input type="checkbox"/> Male <input type="checkbox"/> Female		Place of Birth: _____			
Year	Month	Day	Check One		City	State/Province	Country	

Full Address: _____

Unit #	Street	City	Province	Postal Code
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Telephone: _____ () _____ or _____ () _____

Reason for the Consent: I am a candidate for a paid or volunteer position with a person or organization responsible for the well being of one or more children or vulnerable persons

Description of the paid or volunteer position: **418**

The name of the person or organization is: **YMCA of Greater Vancouver**

Provide details regarding the children or vulnerable persons:

Consent:

I consent to information contained in a criminal record, found as a result of a criminal record check for a sexual offence for which a pardon has been granted or issued, being disclosed by a police force or other authorized body to the person or organization referred to above to whom or to which I am applying or have applied for a paid or volunteer position.

I understand that as a result of giving this consent, that information will be disclosed by the police force or other authorized body to the person or organization, even though a pardon has been granted or issued for the offence.

Candidate Signature: _____ Date: _____

Parent of Guardian Signature (Required for candidates under 18 years of age): _____ **(B)**

For Employment or Contract positions:

Providing a criminal record check is a condition of employment and is my responsibility. To facilitate the provision of a criminal record check for my employment I authorize the **YMCA of Greater Vancouver** to deduct the fee for this check from my paycheque or contractor invoice payment.

Candidate Signature: _____ Date: _____