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## **Township of Limerick Consent for Criminal Record Search**

### **POLICY: Consent for Criminal Record Search**

The Township of Limerick fully supports the principle and practice of employment equity for all persons regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, disability, age, family or marital status, receipt of public assistance, and record of offences for which a pardon has been granted, according to the provisions of the Ontario Human Rights Code.

Employment Equity means that anyone who is qualified is entitled to take advantage of employment opportunities. This commitment to Employment Equity applies to all employment practices including recruitment, selection, compensation, training, advancement and other terms and conditions of employment respecting current and prospective employees.

#### **PURPOSE:**

The Township of Limerick is committed to undertaking initiatives to guarantee Employment Equity and to create a safe work environment that protects to the maximum recognition, utilization and development of its residents, staff and volunteers.

The goal of the Township of Limerick is to provide equal employment opportunity for all people and to work towards a balanced representation in the workforce of women, persons with disabilities, aboriginal peoples, and visible minorities.

#### **PROCEDURE:**

Prior to commencing employment, all new employees who will be responsible for handling money, providing services to children or seniors, or work with confidential information must consent to a Criminal Record Search.

**Consent for Criminal Record Search/Pardoned Sexual Offender Database Search**

Full Name:

Surname	Given Names
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Place of Birth:

City	Province	Country
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Other Names:

(Maiden, birth, alias) surname	Given Names
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Birth Date:

Year/month/date
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Current Address:

Number	Street	Apt No.
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City	Postal Code	Province	Telephone
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Whereas I am interested in being considered for employment with the Township of Limerick, and I am required by the Township to disclose whether or not I have been charged or convicted under and federal or provincial enactment for which no pardon has been granted, and I have been registered on the sexual offender database;

And whereas I understand that disclosure of a criminal record may not necessarily preclude me from performing duties/functions/responsibilities that I am interesting in;

And whereas I understand that, if the Township of Limerick should decide that any conviction or charge disclosed might preclude me from being employed, I will be given an opportunity to see and discuss that criminal record to assist the township in determining whether or not my criminal record indicates that I present a risk to participants in their organization/business.

I therefore authorize the RCMP, other Provincial or Municipal Police Services on my behalf to inquire into and determine whether or not I have a criminal record, and also to make to the Township of Limerick a full disclosure of any criminal record that they may find. I also make this authorization with the understanding that I may be required to provide my fingerprints to verify a criminal record and the fingerprints will be returned to me when the record is adjudicated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

Personal information contained on this form is collected under the Authority of the Municipal Act 2001. This information is collected for the administration and management of the Township of Limerick. Questions about the collection and use of this information should be directed to the Clerk-Treasurer /CAO of the Township of Limerick at 89 Limerick Lake Road, Gilmour, ON, K0L 1W0. (613) 474-2683