EMPLOYEE ATTESTATION FORM

The purpose of this form is to verify that all employees of [Organization Name] have met, and continue to meet the background verification checks and requirements that are essential to satisfy employment conditions at the [Organization Name].

All information collected by [Organization Name] is confidential and stored in accordance with federal and provincial legislation. All requirements are in accordance with the [Police Record Checks Reform Act, 2015](https://www.ontario.ca/laws/statute/15p30), and any other applicable federal and provincial regulations.   
  
**Attestation** (Initial all that apply):  **\_\_\_\_\_\_\_\_ :** I have had a **Criminal Record and Judicial Matters Check** conducted, that is recent, valid, and contains **no** convictions under the *Criminal Code of Canada* up to and including the date of this declaration for which a pardon has not been issued or granted under the *Criminal Records Act (Canada).*

**\_\_\_\_\_\_\_\_:** I have had a **Vulnerable Sector Check** conducted, that is recent, valid, and contains **no** convictions, non-conviction charges, or offences under the *Criminal Code of Canada* up to and including the date of this declaration for which a pardon has not been issued or granted under the *Criminal Records Act (Canada).*

**\_\_\_\_\_\_\_\_:** I hold a **driver's licence** that is valid in accordance with the Ontario Ministry of Transportation. My driver’s licence is not suspended, cancelled, or expired. Under provincial regulations, I am allowed to operate the type of vehicle for which I am licensed.   
  
**\_\_\_\_\_\_\_\_:** I have a clear **driver's abstract/driving record** that contains **no** convictions or offences, or serious driving infractions under the Ontario Ministry of Transportation’s regulations. A copy of my certified drivers abstract can be provided, if needed.

Additionally; **\_\_\_\_\_\_\_\_:** I have (a minimum of) $2M in liability insurance. Appropriate documentation can be provided upon request.

**\_\_\_\_\_\_\_\_:** Children’s Aid Societies and Family Services **do not** have any previous, current, or pending investigations involving or including me, to the best of my knowledge.  
  
  
I [Insert Employee Name Here], attest that the following background verification checks have been conducted within reasonable recency, are valid in accordance with organizational and provincial regulations and can be supplemented with documentation, if needed. I also understand any false statements or failure to produce a Criminal Record Check may result in disciplinary action including suspension without pay and up to termination.

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Employee/Volunteer Signature Date