Date:

Re: Request for Criminal Record Check

On behalf of [Organization Name], we require the applicant to provide a current criminal record check as follows:

* Criminal Record Check (basic check) [letter not a requirement]
* Police Information Check
* Police Vulnerable Sector Check. According to the Criminal Records Act, section 6.3, “vulnerable persons” means persons who, because of their age, a disability, or other circumstances, whether temporary or permanent,
  + Are in a position of dependence on others; or
  + Are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them. (ie. Children, elderly)

The candidate has applied for a (paid/volunteer) position with [Organization Name].

We have a thorough screening process in place which includes a documented position description, application, reference checks, and interview, followed by securing a records check.

The results of the check will assist us in determining the individual’s suitability for employment and/or volunteer responsibilities based on their specific job duties.

We appreciate your prompt response to this request.

Applicant name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

(Name)

(Title)

(Signature)