

Administrative Procedures Manual	Administrative Procedure 400
	Appendix C
	Employment Prerequisites
	APPROVED: September 2013
Page 1 of 1	AMENDED/REVIEWED: September 2019, July 2020, August 2023, September 2023
LEGAL REFERENCE:	Section 52, 53, 197, 222 Education Act Human Rights Act Child, Youth and Family Enhancement Act Freedom of Information and Protection of Privacy Act Personal Information Protection Act Teaching Profession Act Controlled Drugs and Substances Act Criminal Code Criminal Records Act Food and Drugs Act The Students First Act (Bill 85)

Employment with the Division shall be conditional pending the successful applicant providing a current (within twelve (12) months) Police Information Check and a Child Intervention Check. All checks must be satisfactory in the opinion of the Superintendent or Designate. These record checks will be at the expense of the prospective employee, and it is the responsibility of the employee/applicant to ensure Human Resources receives an original or certified copy.

1. Police Information Check

The following requirement **must** be requested when applying for a PIC:

- a. Vulnerable Sector Check

Apply for a PIC at:

Royal Canadian Mounted Police Detachment
10202 99 Street
Grande Prairie, AB T8V 2H4

The Division reserves the right to ask for additional information, or request that a Certified Criminal Record Check be requested.

2. Child Intervention Record Check

Apply for a Child Intervention Record Check by following these instructions:

- a. Contact the Northwest Alberta Child and Family Services Authority at cs.ircnorth@gov.ab.ca for the Child Intervention Check request form.

Administrative Procedures Manual	Administrative Procedure 400
	Appendix C
	Employment Prerequisites
	APPROVED: September 2013
Page 1 of 1	AMENDED/REVIEWED:
LEGAL REFERENCE:	Section 20, 60, 61, 113 School Act Alberta Human Rights Act Child, Youth and Family Enhancement Act Freedom of Information and Protection of Privacy Act Personal Information Protection Act Teaching Profession Act Controlled Drugs and Substances Act Criminal Code Criminal Records Act Food and Drugs Act

- b. Complete the Child Intervention Record Check request form and send by email to cs.ircnorth@gov.ab.ca with a scan or clear photo of one piece of photo identification. In Section 2, select the first box and list Grande Prairie Public School Division as the Organization. Save and rename the completed form and email it to cs.ircnorth@gov.ab.ca.

2.1 When an applicant has resided in Alberta, a Child Intervention Check must be completed in the Province of Alberta.

2.2 When an applicant has resided in Alberta for less than one (1) year, a Child Intervention Check from both Alberta and the previous jurisdiction must be provided if applicable.