

DECLARATION CONCERNING A JUDICIAL RECORD

(art. 25.1 et ss of the Education Act)



RIVERSIDE SCHOOL BOARD

Person responsible for this declaration: *Hélène Coupal, Director of Human Resources*

Name of applicant: _____

Drivers Licence No: _____

Position Acquired: _____

Employee: Volunteer: Name of student and relationship: _____

School: _____ Date: _____

The legislative provisions concerning judicial records in the *Education Act* and the *Act Respecting Private Education* (introduced into those acts by the *Act to Amend the Education Act and the Act Respecting Private Education* (Statutes of Quebec, 2005, chapter 16) refer to the following elements of a judicial record:

- Any conviction for a criminal or penal offence committed in Canada or elsewhere, unless a pardon has been obtained for that offence;
- Any charge still pending for a criminal or penal offence committed in Canada or elsewhere;
- Any court order outstanding against the applicant in Canada or elsewhere.

DEFINITIONS AND INFORMATION

Criminal offence

An offence created by a federal law to impose a sanction for grave misconduct that infringes on the fundamental values of society. Laws that define criminal offences include the *Criminal Code* and the *Controlled Drugs and Substances Act*.

Penal offence

An offence created by a federal or provincial law to impose a sanction for a particular type of conduct. For example, the *Employment Insurance Act* and the *Canadian Environmental Protection Act* include penal offences created by a federal law; the *Highway Safety Code* and the *Youth Protection Act* include penal offences created by a provincial law. A penal offence may also lead to a sanction imposed by municipal authorities (e.g. for an offence covered by a city by-law).

Charge still pending

A charge that has been laid in a case where the judicial or administrative court has not yet rendered a decision.

Court order

A decision by a judge requiring a person to respect certain conditions, such as a surety under section 810 of the *Criminal Code*, a probation order, an order of prohibition to drive or to possess firearms, a restitution order or an order prohibiting a person from contacting persons under age 14 or being in a place where such persons are likely to be encountered. This list is not comprehensive. Under the *Criminal Code*, a discharge is considered a court order.

Conviction for an offence for which a pardon has been obtained

An offence for which a pardon has been obtained need not be mentioned. Information on applications for a pardon can be obtained from the National Parole Board Web site at <http://www.npb-cnrc.gc.ca>.

Other information

The information document *La vérification des antécédents judiciaires – Document d'information à l'intention des demandeurs et des titulaires d'une autorisation d'enseigner* is found on the « Direction de la formation et de la titularisation du personnel scolaire » Web site at <http://www.mels.gouv.qc.ca/gouv.qc.ca/dftps>.

The *Act to Amend the Education Act* and the *Act Respecting private Education* (Statutes of Québec, 2005, chapter 16), which, among other things, makes the declaration concerning a judicial record compulsory, can be viewed on the Publications du Québec Web site at <http://publicationsduquebec.gouv.qc.ca>.

For more information, please contact:

Riverside School Board – Human Resources
7525 Chemin de Chambly
Saint-Hubert (Québec) J3Y 5K2
(450) 672-4010, ext. 5050

**PLEASE COMPLETE THIS DECLARATION
LEGIBLY, USING BLOCK LETTERS**



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RIVERSIDE SCHOOL BOARD

SECTION 1			PERSONAL INFORMATION		
LAST NAME (If you have more than one last name, please enter them in the usual order)					
FIRST NAME		MIDDLE NAME			
DATE OF BIRTH M D Y		SEX M <input type="checkbox"/> F <input type="checkbox"/>		PHONE NUMBER	
CURRENT ADDRESS (number, street, apartment)					
CITY		PROVINCE (Québec)		POSTAL CODE	
PREVIOUS ADDRESS (number, street apartment, city, province, postal code) (if you have been at your current address for less than five years)					

Check the appropriate boxes in each of the following sections. If you need more space to provide all the information requested, continue on a separate sheet and enclose it with this form. Enter your name at the top of any additional sheet.

SECTION 2			CONVICTION(S)		
A – CRIMINAL OFFENCE (S)					
<input type="checkbox"/> I have not been convicted of a criminal offence in Canada or elsewhere or, if I have been convicted of a criminal offence, I have obtained a pardon.					
OR					
<input type="checkbox"/> I have been convicted, in Canada, or elsewhere, of the following criminal offence(s):					
Offence		Date		Location of Court	
B – PENAL OFFENCE(S)					
<input type="checkbox"/> I have not been convicted of a penal offence in Canada or elsewhere or, if I have been convicted of a penal offence, I have obtained a pardon.					
OR					
<input type="checkbox"/> I have been convicted, in Canada or elsewhere, of the following penal offence(s):					
Offence		Date		Location of Court and, where applicable, of Court	

SECTION 3			CHARGES STILL PENDING		
A – CRIMINAL OFFENCE (S)					
<input type="checkbox"/> I am not subject to any pending charges for a criminal offence in Canada or elsewhere.					
OR					
<input type="checkbox"/> I am subject to one or more pending charges, in Canada or elsewhere, for the following criminal offence(s):					
Offence		Date		Location of Court	
B – PENAL OFFENCE(S)					
<input type="checkbox"/> I am not subject to any pending charges for a penal offence in Canada or elsewhere.					
OR					
<input type="checkbox"/> I am subject to one or more pending charges, in Canada or elsewhere, for the following penal offence(s):					
Offence		Date		Location of Court and, where applicable, of Court	

SECTION 4			COURT ORDER (S)		
A – CRIMINAL OFFENCE (S)					
<input type="checkbox"/> I am not subject to any court order made against me in Canada or elsewhere.					
OR					
<input type="checkbox"/> I am subject to the following court order(s) made against me in Canada or elsewhere:					
Offence		Date		Location of Court	



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(art. 25.1 et ss of the Education Act)

RIVERSIDE SCHOOL BOARD

Name of Applicant: _____

The Education Act and the Act Respecting private Education specify that:

- This form must be sent to the school board concerned;
- Any person working or coming into regular contact with minor-age students must, within 10 days of being notified of a change in his or her judicial record, inform the school board or private school concerned of this change, regardless of whether the person has already filed a declaration concerning his or her judicial record;
- A teaching licence-holder must, within 10 days of being notified of a change in his or her judicial record, inform the Minister of Education, Leisure and Sports of this change, regardless of whether the person has already filed a declaration concerning the person's judicial record;
- A school board or private school must inform the Minister of Education, Leisure and Sports in each case in which it concludes that the judicial record of a teaching licence holder has a bearing on the duties that are, or may be, assigned to the teaching licence holder by the school board or private school;
- A school board or private school may verify this declaration or have it verified, in particular by a Québec police force, and may communicate or receive any information for the purposes of this verification.

Note

- A declaration form will be considered incomplete and will be returned to the sender if: it is not signed, or if one or more questions remain unanswered.
- A false declaration may lead to the rejection of an application or to administrative or disciplinary measures.
- The full judicial record must be declared; however, only the offences that, in the opinion of the school board or private school, have a bearing on the person's duties will be considered.

For the express purpose of this matter:

1. I allow Riverside School Board to verify or have the police force verify the information registered in this declaration in order to make sure that it is accurate and complete.
2. I authorize the police force to submit the information thus obtained to the school board.
3. I authorize the school board to receive all information necessary to the specifications of the Education Act and the Act Respecting Private Education and that it will be collected and used for this purpose only.
4. I authorize Riverside School Board to inform the Ministry of Education, Leisure and Sport in case it concludes that any judicial record has a bearing on the duties that are, or may be assigned to me by the school board.
5. I commit to inform Riverside School Board and to declare to the Ministry of Education, Leisure and Sport any change related to my judicial record within ten (10) days of being notified, regardless of the completion of this declaration.
6. I understand that my contract of engagement is conditional on the verification of my judicial record as defined in this document.
7. I understand that any false declaration may lead to the rejection of my application or to administrative and /or disciplinary measures.

I certify that all the information provided in this declaration form is accurate and complete.

Signature of applicant

Date

ORGANIZATION REQUESTING SEARCH

Riverside School Board

1 _____

Signature of Representative Witnessing Applicant's ID's

2 _____
ID type/number