

Living Sky School Division No. 202
Administrative Procedure (AP) Form



| Form Name: 5.03B Reporting Criminal Charges | |
|---|---------------------------------|
| Procedure Type: | Human Resources |
| Attached to Procedure: | 5.03 Reporting Criminal Charges |
| Last Reviewed: | May 2024 |

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| Name: | |
| School/Location: | |
| Position: | |
| I do hereby declare the following criminal charge(s) has/have been brought against me since obtaining employment/placement with Living Sky School Division. | |
| Nature of the charge(s) – indicate below | |
| | |
| Date of Offence: | |
| Location of Offence: | |
| Other information/comments – indicate below | |
| | |
| <p>I acknowledge that I have informed Human Resources (or principal as per procedure 5.03) of these charges verbally.</p> <p>I understand that an investigation will be conducted which may result in disciplinary action, up to and including termination of employment, or refusal of permission to act as a volunteer, practicum student or intern.</p> <p>I understand that this information will be treated as confidential, and any action taken by Living Sky School Division will be conveyed to me in writing; a copy will be placed in my personnel file.</p> <p>I also understand that I have the right to obtain legal counsel and/or have a representative of the appropriate employee group accompany me to meetings regarding this matter.</p> | |
| Signature: | |
| Date: | |