



MEMORANDUM

To: ALL NEW EMPLOYEES
From: Melanie Mousseau, Human Resources Officer

For the protection of our students and staff the Interlake School Division requires all persons employed by the Division to obtain the following checks:

1. **Criminal Record Check and Consent for Criminal Record Check for a Sexual Offence:**

If you live in the town of Stonewall, you must go to the town office and pay a service charge of \$20.00, then proceed to the local RCMP branch with your \$20.00 service charge receipt **and a \$10.00 certified cheque or money order made payable to the Receiver General of Canada.**

If you live outside of Stonewall, proceed directly to your local RCMP branch with a **\$10.00 certified cheque or money order made payable to the Receiver General of Canada.**

If you live in the City of Winnipeg, you must have your checks performed by the Winnipeg Police Service. Forms are available in person or electronically at: http://www.winnipeg.ca/police/BPR/info_request.stm#crim_record_search. The current cost is \$32.00

Please return your verified originals to this office within ten days of employment by the Division.

2. **Child Abuse Registry Check:**

- Please provide the required personal information and sign the form. A PHOTOCOPY OF TWO PIECES OF IDENTIFICATION MUST BE INCLUDED.
- Return to this office within ten days of employment by the Division.
- A form of payment must be included at the time of submission (\$15.00 – see attached form).
- The School Division will forward the form to the Registry for the necessary checks.

On behalf of the Division, I thank you for your cooperation. Should you have any questions or require assistance with these forms, please contact me at 467-5100.