

Step 7: Police Records Check

ANNUAL OFFENCE DECLARATION FORM

An Annual Offence Declaration Form is required each year for a period of 4 years and a new police check is required on the 5th year of service in accordance with the screening policy.

All Volunteers and Parish Employees in Positions of Trust are required to obtain a clear Criminal Records Check prior to beginning work.

Instructions to Employees or Volunteers:

Complete the appropriate section of the form and return it in a sealed envelope addressed to your pastor with your name and date on the front. For your privacy, only your pastor may review this information in compliance with the Risk Management Policy & Safe Environment Policy of the Archdiocese of Toronto.

- If you are a parish employee and a volunteer **at the same parish**, please check both options and provide position information
- If you are an employee that volunteers at another parish location, you will then need to complete a second form for that location
- Submission of false information on an offence declaration may result in dismissal.

Name: _____

Please select the position that applies to your status at the parish:

☐ Volunteer _____

☐ Employee _____

I DECLARE, since my last Criminal Record Check or Annual Offence Declaration collected by this Parish, that:

☐ I have no convictions under the Criminal Code of Canada, up to and including the date of this declaration, for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

Signature: _____ Date: _____

☐ I have been convicted of the following criminal offence under the Criminal Code of Canada for which a pardon under the Criminal Records Act (Canada) has not been issued or granted:

List of Offence:

Date: _____ Court Location: _____

Conviction: _____

Signature: _____ Date: _____