



Criminal Records Check **AUTHORIZATION FORM**

You have been asked to get a criminal record check. Halifax Public Libraries requires these checks primarily to ensure there is no threat to our patrons, particularly children and other vulnerable persons. Below are what we consider important.

- a. The victim of the offense - is the victim a minor or an otherwise vulnerable person?
- b. Sexual crimes and crimes of violence will be more likely to exclude a candidate.
- c. The seriousness of the offense (e.g. a sentence involving jail time may be seen as more serious than a sentence of probation only).
- d. The criminal record will become less relevant with the passage of time; however, regardless of the passage of time no applicant convicted of sexual or violent crime against a minor or other vulnerable group will be considered.
- e. Relevance to position

If you live within the old boundaries of Halifax, Dartmouth and Bedford, you must contact Halifax Regional Police to conduct a check. If you live outside those areas, you should contact your local RCMP.

To get a Criminal Records Check completed, take a photocopied piece of picture ID to the Police Station. You must pay the fee and then submit your receipt to the Halifax Public Libraries' Human Resources Department for reimbursement.

The check should be completed within ten days. Once you pick it up from the Police Station, please forward to the Human Resources Office, c/o Alderney Gate Public Library along with this form and a Reimbursement Request form.

Your signature below signifies that you agree with the following:

I understand that the information the Halifax Public Libraries receives from criminal records checks will be used only for the purpose of screening applications for this position and any HRL positions I might apply for in the future.

Applicant's Name (please print)

Applicant's Signature Date (d/m/y)