



Operating Procedure 403 – Criminal Reference Check
Appendix A

Wikwemikong Board of Education
Human Resources

ANNUAL OFFENCE DECLARATION FORM

Print Name:	Date of Birth		
	Year	Month	Day
School:	Position:		

I DECLARE, since the last Criminal Background Check collected by this Board, the Ontario College of Teachers, or the College of Early Childhood Educators, as the case may be, or since the last Offence Declaration given by me to this Board, 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)*.

OR

I have the following convictions for offences under the *Criminal Code of Canada* for which a pardon under the *Criminal Records Act (Canada)* has **not** been issued or granted.

List of Offences:

1. a) Date: _____
 b) Court Location: _____
 c) Conviction: _____

2. a) Date: _____
 b) Court Location: _____
 c) Conviction: _____

3. a) Date: _____
 b) Court Location: _____
 c) Conviction: _____

(Use additional page if necessary)

Signature

Date

All employees must file an annual Offence Declaration with the board for the upcoming school year, according to Regulation 521/01 and S. 170 of the Education Act and as required by WBE board motion # 91-2011.