

Volunteer :   
Employee :

PLEASE COMPLETE THIS DECLARATION LEGIBLY USING BLOCK LETTERS

**SECTION 1 Personal Information**

LAST NAME (if you have more than one last name, please enter them in the usual order)

FIRST NAME (1)	MIDDLE NAME (2)
DATE OF BIRTH	SEX <input type="checkbox"/> Male <input type="checkbox"/> Female
	PHONE NUMBER

CURRENT ADDRESS (number, street, apartment)

CITY	PROVINCE	POSTAL CODE
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PREVIOUS ADDRESS (numbers, street, apartment) (if you have been at your current address for less than five years)

CITY	PROVINCE	POSTAL CODE
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**The Education Act specifies that:**

- This form must be sent to the school service center;
- Any person working or coming into regular contact with minor-age students must, within 10 days of being notified of a change in his or her judicial record, inform the school service center; concerned of this change, regardless of whether the person has already filed a declaration concerning his or her judicial record;
- A teaching licence holder must, within 10 days of being notified of a change in his or her judicial record, inform the Minister of Education, Recreation and Sports of this change, regardless of whether the person has already filed a declaration concerning the person's judicial record;
- The school service center must inform the Minister of Education, Recreation and Sports in each case in which it concludes that the judicial record of a teaching licence holder has a bearing on the duties that are, or may be, assigned to the teaching licence holder by the school service center;
- The school service center may verify this declaration or have it verified, in particular by a Quebec police force, and may communicate or receive any information for the purposes of this verification;
- The school service center must ensure that any person called to work near or who have regular contact with minor-age students does not have a judicial record which has a bearing on the duties that are, or may be assigned by the school service center.

**The Charter of Rights and Freedoms states:**

- That no one may dismiss, refuse to hire, or otherwise penalize a person in his or her employment owing to the mere fact that the person was convicted of a penal or criminal offence, if the offence was in no way connected with the employment or if the person has obtained a pardon for the offence.

**NOTE**

- The school service center can require that an official piece of photo identification (driver's licence, passport, health insurance card, etc.) be presented to an authorized representative of the commission, in order to ensure the exactitude of the personal information given such as the last name, first name and date of birth.
- A declaration form will be considered incomplete and will be returned to the sender if: it is not signed, or if one or more questions remain unanswered.
- A false declaration may lead to the rejection of an application or to administrative or disciplinary measures.
- The full judicial record must be declared. However, only the offences that, in the opinion of the school service center, have a bearing on the person's duties will be considered.

<b>ACKNOWLEDGEMENT OF DELIVERY SPACE RESERVED TO THE ADMINISTRATION</b>
_____ Signature
_____ Date

Check the appropriate boxes in each of the following sections. If you need more space to provide all the information requested, continue on a separate sheet and enclose it with this form. Enter your name at the top of any additional sheet.

**SECTION 2 CONVICTIONS**

**A – CRIMINAL OFFENCE(S)**

- I have not been convicted of a criminal offence in Canada or elsewhere or, if I have been convicted of a criminal offence, I have obtained a pardon.  
or
- I have been convicted, in Canada or elsewhere, of the following criminal offence(s):

OFFENCE	DATE	LOCATION OF COURT

**B – PENAL OFFENCE (S)**

- I have not been convicted of a penal offence in Canada or elsewhere or, if I have been convicted of a penal offence, I have obtained a pardon.  
or
- I have been convicted, in Canada or elsewhere, of the following penal offence(s):

OFFENCE	DATE	LOCATION OF COURT

**SECTION 3 CHARGE(S) STILL PENDING**

**A – CRIMINAL OFFENCE(S)**

- I am not subject to any pending charges for a criminal offence in Canada or elsewhere.  
or
- I am subject to one or more pending charges, in Canada or elsewhere, for the following criminal offences :

OFFENCE	DATE	LOCATION OF COURT

**B – PENAL OFFENCES**

- I am not subject to any pending charges for a penal offence in Canada or elsewhere.  
or
- I am subject to one or more pending charges, in Canada or elsewhere, for the following penal offence(s):

OFFENCE	DATE	LOCATION OF COURT

**SECTION 4 COURT ORDER (S)**

- I am not subject to any court order made against me in Canada or elsewhere.  
or
- I am subject to the following court order (s) made against me in Canada or elsewhere:

OFFENCE	DATE	LOCATION OF COURT

I certify that all the information provided in this declaration for mis accurate and complete and that I must declare any changes to my judicial record.

\_\_\_\_\_  
Signature Date