



P.O. Box 39  
Cremona, AB,  
Canada. T0M 0R0  
403-637-2766 (o)  
403-637-2765 (fax)

Dear Service Team Applicant,

Thank-you for your interest in serving at River's Edge Camp!

River's Edge Camp endeavors to provide a safe and fun environment for everyone who comes here. As part of our efforts to ensure the safety of our staff, campers and volunteers we ask that all our staff complete a criminal record check with vulnerable persons test.

River's Edge Policy requires that Staff and Volunteers who will have contact with clients are required to provide a recent police reference check. Here are the options:

- A. Police reference checks may be obtained by you in advance through your local Police Force or RCMP as applicable. Ask for a volunteer criminal reference check for River's Edge Camp. (Contact the local police for their current fee schedule.)
- B. If a police check is not obtained prior to arrival, River's Edge will initiate one through BackCheck with a cost to you of \$25.00. The forms following this letter allow River's Edge to obtain a criminal record check and vulnerable person check on your behalf through BackCheck.

River's Edge recognizes that the contents of criminal record checks are confidential. Your privacy is important to us! River's Edge Camp's Privacy Policy is as follows:

Except for records and information that are legally required for government agencies, no information about an employee will be released unless a signed Release of Information form has been completed. Any request for information will require a written requisition outlining the reason and information particulars being requested prior to release.

Any files considered confidential will be stored in a locked storage cabinet and will not leave the Camp Office.

Please complete the forms following this letter, fill them out and mail or fax them in to River's Edge Camp. God Bless and we look forward to meeting you and completing your application process.

Sincerely ,

A handwritten signature in black ink, appearing to read "Harold Cooper", with a large, sweeping flourish extending to the right.

Harold Cooper  
Leadership Team Leader  
River's Edge Camp  
[harold@riversedgecamp.org](mailto:harold@riversedgecamp.org)  
Phone: (403) 637-2766  
Fax: (403) 637-2765



[www.riversedgecamp.org](http://www.riversedgecamp.org)

*"A natural setting for a supernatural experience!"*

**Consent for Disclosure of Personal Information  
Canadian Criminal History Check & Vulnerable Sector Search**

*To ensure accuracy, you must PRINT in clear CAPITAL letters and complete this form in its entirety.*

**PLEASE NOTE:** The following information and photocopies of identification are for identification purposes only, allowing BackCheck to accurately proceed with the assembly of criminal record information for employment purposes. BackCheck will hold all personal information confidential.

Given Name(s): ▼		Middle Name(s): ▼	
Surname: ▼			Gender: Check One <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Maiden Name & Other names used, either past or present, including aliases and nicknames: ▼			Birth Date: (yyyy/mm/dd) ▼ <b>1 9</b>
Place of Birth: ▼			
Current Address: ▼			
Unit #	Street #	Street Name	Postal Code
Current Address Continued: ▼			
City	Province	Country	
Previous Address – if less than 5 years ago: ▼			
Unit #	Street #	Street Name	Postal Code
Previous Address Continued: ▼			
City	Province	Country	
Telephone: ▼		Alternate Telephone: ▼	
Ext.	Ext.		

**I certify that the information in this Disclosure for Personal Information is true and correct to the best of my ability.**

Declaration of Offences	Have you been convicted of a criminal offence for which a pardon has not been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No												
	Have you been granted a conditional discharge within the past three (3) years? <input type="checkbox"/> Yes <input type="checkbox"/> No												
	Have you been granted an absolute discharge within the past year? <input type="checkbox"/> Yes <input type="checkbox"/> No												
	<b>If Yes, please provide details on ALL convictions (if more space is needed, please attach additional pages as required):</b>												
	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">Offence</th> <th style="width:20%;">Date (yyyy/mm/dd)</th> <th style="width:30%;">Location</th> <th style="width:20%;">Penalty</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Offence	Date (yyyy/mm/dd)	Location	Penalty								
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**Disclaimer:** The existence of a conviction will not preclude you from consideration for employment or volunteer position with **River's Edge Camping Association**. Details of the offence are requested to enable **River's Edge Camping Association** to determine whether the offence is related to your employment, intended employment, or volunteer position.

Statement of Understanding and Consent	<p>I have applied to <b>River's Edge Camping Association</b> for employment or volunteer position. Part of the screening process includes a criminal history check which searches the RCMP Canadian Police Information Centre (CPIC) database. BackCheck conducts these investigations on behalf of <b>River's Edge Camping Association</b>.</p> <p>I hereby consent and authorize a Canadian Police Department to search for and disclose on my behalf to BackCheck who is requesting the criminal history check on behalf of <b>River's Edge Camping Association</b> the fact that records may exist on me and are registered on the CPIC database. I acknowledge that such records may include information relating to criminal convictions under the <i>Criminal Code</i> (Canada) for which a pardon has not been granted and conditional and absolute discharges which have not been removed from the CPIC database in accordance with the <i>Criminal Records Act</i>.</p> <p>I authorize BackCheck to release all information obtained to <b>River's Edge Camping Association</b> and hold harmless BackCheck upon the release of this information or its findings to <b>River's Edge Camping Association</b>. I understand that failing to provide accurate information or omission of facts herein may disqualify me from consideration for employment or volunteer position with <b>River's Edge Camping Association</b>.</p> <p>Furthermore, if there is a discrepancy with the information provided by myself on this form and that disclosed by a Canadian Police Department during this investigation of my criminal records history, I understand that I have the option to provide my fingerprints to resolve any discrepancy or dispute.</p> <p>This request is made in compliance with any applicable provincial or municipal public sector privacy legislation which allows a public body or municipality to disclose my personal information to me or my agent upon my request, and in particular in accordance with the <i>Nova Scotia Municipal Government Act</i> and the <i>Ontario Municipal Freedom of Information and Protection of Privacy Act</i>.</p>	
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Candidate Signature: <i>Authorizing Criminal History Check</i> <b>X</b></td> <td>Date: (yyyy/mm/dd) ▼ <b>2 0</b></td> </tr> </table>	Candidate Signature: <i>Authorizing Criminal History Check</i> <b>X</b>
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Vulnerable Sector Searches	<p>This section of the form is to be completed additionally by anyone applying for a position of authority and trust and is responsible for the well being of one or more children or vulnerable persons. The candidate consents to a search being made of criminal conviction records to determine if the candidate has been convicted of a sexual offence listed in the schedule to the <i>Criminal Records Act</i> and has been pardoned.</p> <p>I consent to a search being made in the CPIC database which is maintained by the RCMP, to find out if I have been convicted of, and been granted a pardon from, any of the sexual offences that are listed in the schedule to the <i>Criminal Records Act</i>. I understand that as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the <i>Criminal Records Act</i> in respect of which a pardon was granted or issued, that record may be provided by the Commissioner of the RCMP to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.</p>	
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Candidate Signature: <i>Authorizing Vulnerable Sector Search</i> <b>X</b></td> <td>Date: (yyyy/mm/dd) ▼ <b>2 0</b></td> </tr> </table>	Candidate Signature: <i>Authorizing Vulnerable Sector Search</i> <b>X</b>
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**Note:** Both signatures are required to authorize a Criminal History Check with a Vulnerable Sector Search.