

WESTERN QUÉBEC SCHOOL BOARD
DECLARATION CONCERNING A JUDICIAL RECORD



Volunteer ☐ Employee ☐

Please note that if you are a volunteer applicant, you will be placed on the Western Quebec School Board’s volunteer list, and not solely on the school(s) you are applying to.

PLEASE COMPLETE THIS DECLARATION
LEGIBLY USING BLOCK LETTERS

SECTION 1 PERSONAL INFORMATION

SCHOOL: NAME or DATE OF EVENT:

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

FIRST NAME	MIDDLE NAME	
DATE OF BIRTH YYYY MM DD	SEX ☐ Male ☐ Female	PHONE NUMBER

EMAIL ADDRESS

CURRENT ADDRESS (number, street, apartment)

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

CITY	PROVINCE	POSTAL CODE
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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 CONVICTION(S)

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 criminal offence(s):

OFFENCE	DATE	LOCATION OF OFFENCE AND, WHERE APPLICABLE, OF COURT

C – TICKET(S) / FINE(S)

- ☐ I have not obtained any ticket(s) / fine(s), in the last 3 years (speeding, parking, traffic violations)
or
☐ I have obtained ticket(s) / fine(s) within the last 3 years of the following offence(s):

TICKET/FINE	DATE	LOCATION OF OFFENCE AND, WHERE APPLICABLE, OF COURT

SECTION 3:	CHARGE(S) STILL PENDING
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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 offence(s):

OFFENCE	DATE	LOCATION OF COURT

B – PENAL OFFENCE(S)

- ☐ 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 OFFENCE AND, WHERE APPLICABLE, OF COURT

SECTION 4	COURT ORDER(S)
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- ☐ 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:

ORDER	DATE	PLACE OF ORDER

SECTION 5 IDENTIFICATION VERIFICATION

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1	IDENTIFICATION TYPE:	IDENTIFICATION NUMBER:
2	IDENTIFICATION TYPE:	IDENTIFICATION NUMBER:

- PHOTOCOPIES OF IDENTIFICATION CARDS ARE NO LONGER REQUIRED (FEB 15, 2024) -

IDENTIFICATION VERIFIED BY:

WITNESS NAME

WITNESS SIGNATURE

The *Education Act* and the *Act respecting private education* specify that:

- this form must be sent to the school board or private school concerned
- **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 board or private school 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**

- a school board or private school 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 board or private school
- a school board or private school may verify this declaration or have it verified, in particular by a Québec police force (ie: Gatineau Police), and may communicate or receive any information for the purposes of this verification

NOTE

- 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 board or private school, have a bearing on the person’s duties will be considered.
- **All hiring is subject to judicial record verification.**

I certify that all the information provided in this declaration form is accurate and complete.

Signature

Date

DECLARATION CONCERNING A JUDICIAL RECORD

The legislative provisions concerning judicial records in the Education Act and the Act respecting private education [introduced into those acts by the Act to amend the Education Act and Act respecting private education (Statutes of Québec, 2005, chapter 16)] refer to the following elements of a judicial record:

- any conviction for a criminal or penal offence committed in Canada or elsewhere, unless a pardon has been obtained for that offence
- any charge still pending for a criminal or penal offence committed in Canada or elsewhere
- any court order outstanding against the applicant in Canada or elsewhere

DEFINITIONS AND INFORMATION

Criminal offence

An offence created by a federal law to impose a sanction for grave misconduct that infringes the fundamental values of society. Laws that define criminal offences include the Criminal Code, and the Controlled Drugs and Substances Act.

Penal offence

An offence created by a federal or provincial law to impose a sanction for a particular type of conduct. For example, the Employment Insurance Act and the Canadian Environmental Protection Act include penal offences created by a federal law; the Highway Safety code and the Youth Protection Act included penal offences created by a provincial law. A penal offence may also lead to a sanction imposed by municipal authorities (e.g. for an offence covered by a city bylaw).

Charge still pending

A charge that has been laid in a case where the judicial or administrative court has not yet rendered a decision.

Court order

A decision by a judge requiring a person to respect certain conditions, such as a surety under section 810 of the Criminal Code, a probation order, an order of prohibition to drive or to possess firearms, a restitution order or an order prohibiting a person from contacting persons under age 14 or being in a place where such persons are likely to be encountered. This list is not comprehensive. Under the Criminal Code, a discharge is considered a court order.

Conviction for an offence for which a pardon has been obtained

An offence for which a pardon has been obtained need not be mentioned. Information on applications for a pardon can be obtained from the National Parole Board Web site at <http://www.npb-cnlg.gc.ca>.

Other information

The act to amend the Education Act and the Act respecting private education (Statutes of Québec, 2005, chapter 16), which, among other things, makes the declaration concerning a judicial record compulsory, can be viewed on the “Publications du Québec” Web site at <https://www.publicationsduquebec.gouv.qc.ca/cspq/>