

# IMMEDIATE DISCLOSURE FORM

This form is to be completed by an employee, pursuant to the [Provincial Student Protection Policy](#) (effective June 1, 2021), to disclose any charge or conviction for a criminal offence for which they have not been granted a record suspension (pardon). If the criminal offence occurred outside of Canada, it should be reported if the charge or conviction would also be considered criminal activity in Canada (S. 6.8).

Immediate disclosure is to occur within seven (7) days of the employee becoming aware of the charge or conviction(s) or immediately following a break in service, approved leave of absence, or break in the school year (S. 6.9).

## SECTION 1: Employee Information

|                |   |                               |  |
|----------------|---|-------------------------------|--|
| Name:          |   | Employee #:                   |  |
| School/Site:   |   |                               |  |
| Position:      |   |                               |  |
| Phone (Work):  |   | Phone (Home):                 |  |
| Email Address: |   |                               |  |
| Status:        | <input type="checkbox"/> Permanent/Probationary | <input type="checkbox"/> Term | <input type="checkbox"/> Casual/Substitute |

## SECTION 2: Disclosure of Criminal Charge and/or Conviction

List below the specific offence(s) for which you have been charged or convicted and **not** granted a record suspension (pardon):

| Offence | Date of Charge or Conviction | Location of Court Proceedings |
|---------|------------------------------|-------------------------------|
|         |                              |                               |
|         |                              |                               |
|         |                              |                               |
|         |                              |                               |
|         |                              |                               |

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit this Form to the attention of the Director, Human Resource Services, at [janice.gough@srce.ca](mailto:janice.gough@srce.ca).