INFORMATION REGARDING REQUIRED DOCUMENTATION FOR EMPLOYMENT

The following documents are a condition of employment and are required by all employees of Edmonton Catholic Schools prior to commencement of employment.

1. Police Information Check
2. Intervention Record Check

All documentation can be dropped off at Human Resource Services at 9807 - 106 Street, Edmonton, Alberta.

If you have any questions please call Human Resource Services at (780) 441-6000.

POLICE INFORMATION CHECK:

The police information check section of the Edmonton Police Service offers “on the spot” services at its Nexus location for applicants immediately requiring a Police Information Check.

Nexus Business Park, #108, 14315 – 118 Avenue, Edmonton, Alberta
Hours of operation: Monday to Wednesday – 8:00 a.m. - 4:30 p.m.
Thursday – 8:00 a.m. - 6:00 p.m.
Friday – 8:00 a.m. – noon
CLOSED on all weekends and statutory holidays.

A police information check application can also be submitted at any Edmonton Police Service divisional or community station. Follow the guidelines on the covering sheet which also serves as your receipt and proof that your application has been initiated.

a) When an applicant has resided in Edmonton for the past 5 years, an Edmonton Police Information Check must be provided. This ensures the criminal and vulnerable sector are searched and cleared for Edmonton.

b) When an applicant has resided in the Greater Edmonton area for the past 5 years such as St. Albert, the St. Albert RCMP record checks must be provided. This ensures the criminal and the vulnerable sector are searched and cleared for St. Albert or the same for other jurisdictions in which they reside (e.g. Sherwood Park, Morinville, etc.)

c) When the applicant has resided in Edmonton and another jurisdiction in the past 5 years, Edmonton Police Information Check and the other jurisdiction must be provided. This ensures the criminal and vulnerable sector are searched and cleared for Edmonton and the other jurisdiction that the applicant has resided in.

d) Where applicable, permanent residents will provide his/her permanent resident card. Copies will be made and kept in the HR file as proof of clearance from the country from which they have come. In addition, the applicant will also provide a Police Information Check in the jurisdiction in which they reside, as requested above in a), b) or c).

e) On the application, Page 1, Part 3, Vulnerable Sector, ALL applicants of ECSD shall check ☑ YES, complete Part 4 and Part 5 on Page 4. (Edmonton Catholic Schools District is responsible for the well-being of children or vulnerable persons because of age, a disability or other circumstances. To provide equal opportunity and movement within all departments of employment all employees must have this section completed.)

Two pieces of ID will be required; one must be a Photo ID.

- Acceptable ID is as follows: Alberta Motor Registries ID (i.e. Driver’s License, Learner’s & Identification Card); Birth Certificate; Alberta Health Care Card; Passport; Immigration ID Card; Citizenship Card; Indian Status Card; Firearm Card; Permanent Residence Card; National Defense Card
- Unacceptable ID is as follows: Social Insurance Card; Student ID; Credit Cards; City of Edmonton License Card; Blue Cross Card.

f) There is a cost associated with a police information check and it is the employee/applicant’s responsibility, payable upon applying.
INTERVENTION RECORD CHECK

An Intervention Record Check Form CS2687 must be completed.

Intervention Record Check
1100, 10055 - 106 Street
Edmonton, AB T6J 2Y2
(780) 427-1471
(Office hours are Monday-Friday 8:15 AM to 4:30 PM)

Edmonton & Area Child and Family Services offices:

Edmonton
Central: #800, 10109-106 Street, Edmonton, AB
Central: Main floor, 11714-95 St., Edmonton, AB
East: 3341-118 Ave., Edmonton, AB
East: 2nd floor, 7910-112 Ave., Edmonton, AB
North Central: 9720-135 Ave., Edmonton, AB
North East: 14075 Victoria Trail, Edmonton, AB
South West: 3058-106 St., Edmonton, AB
West Central: #105, 8944-182 St., Edmonton, AB
West Central: 5th floor, 10408-124 St., Edmonton, AB
South East: #214, 3017-66 St., Edmonton, AB
South East: 10320-81 Ave., Edmonton, AB
South West: 3058-106 St., Edmonton, AB

St. Albert
30 Sir Winston Churchill Avenue

Sherwood Park
2nd floor, Trillium Centre, 121 Crimson Drive

Fort Saskatchewan
2nd floor, 9401-86 Avenue, Ft. Saskatchewan

b) When an applicant has resided in Alberta for the past 5 years, an Intervention Record Check must be provided.

c) When the applicant has resided in Alberta and another province, jurisdiction or country (if applicable) in the past 5 years, an Intervention Record Check from Alberta and the other jurisdiction must be provided.

d) Two pieces of ID will be required; one must be a Photo ID.

- Acceptable ID is as follows: Alberta Motor Registries ID (i.e. Driver’s License, Learner’s & Identification Card); Birth Certificate; Alberta Health Care Card; Passport; Immigration ID Card; Citizenship Card; Indian Status Card; Firearm Card; Permanent Residence Card; National Defense Card

- Unacceptable ID is as follows: Social Insurance Card; Student ID; Credit Cards; City of Edmonton License Card; Blue Cross Card.

e) There is no fee when applying for an Intervention Record Check, however, request a receipt confirming your application has been initiated. The results are mailed back to the individual (not Human Resources Services).