



**INFORMATION REGARDING ONLINE POLICE
INFORMATION CHECK & INTERVENTION RECORD CHECK**

The following documents are a condition of employment and are required by all employees of Edmonton Catholic Schools prior to commencement of employment. **Both must be done within six (6) months of your start date.**

1. **Police Information Check with Vulnerable Sector (PIC)**
2. **Intervention Record Check (IRC)**

POLICE INFORMATION CHECK

1. Individuals who reside in Edmonton can apply for a Police Information Check with Vulnerable Sector Check online through the Edmonton Police Services website by clicking [here](#). Individuals who reside outside of the Edmonton jurisdiction (ex. Spruce Grove, Sherwood Park, Leduc) can apply for a Police Information Check with Vulnerable Sector Check through the RCMP. Information can be found by clicking [here](#).
2. Please ensure you select “Vulnerable Sector Check” in your application as you will be working close or in contact with children.
3. You will receive your results via email within a week of application. Please **forward** the email with your results to staffing@ecsd.net. If you already have one completed, please send it to the same email address. If you received your Police check from the RCMP, the check **must be brought to our office** so a copy can be made.

INTERVENTION RECORD CHECK

1. Fill and complete the attached digital IRC form (Intervention Check Application). Do not print or photograph the digital form.
2. Send your completed IRC application along with **2 clear copies of issued government ID** to CS.IRCEdmonton@gov.ab.ca
Accepted IDs: Driver’s license, AB identification card, Treaty status card, AHC, firearms license, birth certificate, passport.
3. Upon submitting your IRC application to the email address above, you will receive an email confirmation letting you know that they have received your application, please **forward** this email to staffing@ecsd.net.
You may begin working while you wait for the official result to be sent back to you via email.
4. Once you receive the official result please send it staffing@ecsd.net. If you already have one completed, please send it to the same email address.