



Northlands College Policy Criminal Record Check

POLICY STATEMENT

Northlands College is committed to protecting staff, students, and property from potential harm by requiring all external applicants being offered positions within the College to obtain a criminal record check. These checks are an additional step in the hiring process that is used to confirm the suitability of a candidate prior to their appointment to a position at the College.

DEFINITIONS:

Criminal Record Checks for employment purposes is a search that employers use to determine whether an individual has prior criminal convictions or outstanding charges. The search is performed by checking information such as an individual's name, date of birth, and gender against the national repository of criminal records maintained by the RCMP.

GUIDELINES

Satisfactory criminal record checks will be required for all new employees to the College effective the date this policy is passed prior to a formal offer of employment.

At the sole discretion of the College, in determining whether a record is unsatisfactory, consideration must be given to the risk and relevance of a particular criminal offence to performance of position responsibilities and to the safety and security of the organization and its clients.

Northlands College respects the privacy of all individuals and will ensure confidentiality for all applicants and employees that provide criminal record checks for employment purposes.

Any College employee charged of a criminal offence will advise the Human Resources Manager to determine if the charge shows a connection to the employment relationship.

PROCEDURES

1. Potential new employees will be offered positions at the College conditional on the provision of a satisfactory, recent (within the past three months) Criminal Record Check.
2. The position description and the recruitment advertising/posting will note that the checks are required, the cost will be borne by the external candidate.
3. The checks will be reviewed by the Human Resources Manager to determine if the checks are satisfactory. The presence of an offence which has a correlation to the trust level or responsibilities of the position will be cause for non-acceptance of the candidate.



Northlands College Policy Criminal Record Check

4. In the event the result of a criminal record check is “Possible Match” the new employee is responsible for obtaining a Certified Criminal Record Check, the cost will be borne by the new employee.
5. Information obtained from criminal record checks and vulnerable record checks (if required) will be handled with strict confidence and all information so collected shall be used for its intended purpose. The Human Resources Manager will note the receipt of acceptable record checks and return the checks to the employee.

Policy Originated: December 7, 2005	Approved by: President & CEO
Last Approved: January 2018	Signature: 