



SCHOOL / CENTRE : _____

DECLARATION CONCERNING A JUDICIAL RECORD

C004-1 <input type="checkbox"/> Professionals C004-2 <input type="checkbox"/> Teachers C004-3 <input type="checkbox"/> Support Staff / Management C004-4 <input type="checkbox"/> Volunteers / Stagiaires	HR Reference N° (FOR ADMINISTRATIVE USE ONLY) _____
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**PLEASE COMPLETE THIS DECLARATION
 LEGIBLY USING BLOCK LETTERS**

SECTION 1 PERSONAL INFORMATION

Last Name (if you have more than one last name, please enter them in the usual order)

First Name	Middle Name
Date of Birth	Sex Male <input type="checkbox"/> Female <input type="checkbox"/>
Telephone N°	
Current Address (number, street, apartment)	
City	Province
Postal Code	
Previous Address (number, street, apartment) (if you have been at your current address for less than five years)	
City	Province
Postal Code	

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 CONVICTIONS

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 penal offence(s):

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



SCHOOL / CENTRE : _____

SECTION 3 CHARGES STILL PENDING

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 ORDERS

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

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 Quebec police force, 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, on~ the offences that, in the opinion of the school board or private school, have a bearing on the person's duties will be considered.

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

Signature _____

Date _____