

Offence Declaration Form

All employees and volunteers of the Milton Public Library are required to complete this form on an annual basis. Where an employee or volunteer discloses a criminal record, an assessment will be made regarding the impact of such record will have on their employment or volunteer status. The declaration is for convictions under the Criminal Code of Canada. Milton Public Library does not want disclosure of convictions under any other provincial or federal law (e.g. Highway Traffic Act).

It is also understood that any employee or volunteer must notify the library immediately if criminal charges are laid against them, so that an assessment may be made regarding any impact that the charges may have on employment (e.g. request for leave of absence) or volunteering.

Employee or Volunteer Name: _____

I DECLARE, that

- As of this date, I have no convictions under the Criminal code of Canada for which a pardon has not been issued or granted under the Criminal Records Act (Canada)
- I have the following convictions for offences under the Criminal Code of Canada for which a pardon under the Criminal Records Act (Canada) has not been issued or granted.

List of Offences (Identify conviction, date of conviction, and court location)

- I have the following charges under the Criminal Code of Canada currently outstanding against me.

Signature of Employee or Volunteer: _____

Date: _____