



ANGLOPHONE WEST SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

1135 Prospect Street • Fredericton, New Brunswick E3B 3B9 • www.asd-w.nbed.nb.ca

School Year: 2021-2022

To whom it may concern:

RE: CRIMINAL RECORD CHECK LETTER (Outside Fredericton City Limits)

FOR: _____ POSITION APPLYING FOR: _____

Pursuant to Policy 701 of the Department of Education and Early Childhood Development, School Districts must establish procedures to ensure appropriate vulnerable sector reference checks are carried out for all persons associated with the school system who have unsupervised access to children. This reference check includes requesting applicants to document criminal records convictions.

Applicants will not be considered for employment if:

1. There are previous convictions for violent crimes or crimes against children.
2. There are previous charges related to violent crimes against children which did not result in conviction solely as a result of documented technical reasons.

Please note that previous convictions under the *Criminal Code of Canada* will be reviewed on a case by case basis.

The cost of obtaining such a criminal records clearance is the responsibility of the applicant.

Sincerely,

David McTimoney
Superintendent
Anglophone West School District

CRIMINAL RECORD CHECK

**For individuals residing outside the City of Fredericton,
within Anglophone West School District**

Performed by R.C.M.P, City and Town Police:

Please Note: Applicant must reside in jurisdiction for a minimum of six months.

<http://www.rcmp-qrc.gc.ca/detach/en/find/NB>

Chipman RCMP - 33 Forest Ave, Chipman, NB, E4A 1Z8, Telephone: 506-357-4300

Edmundston City Police - 101, 15 Rue de l'Église, Edmundston, NB, E3V 1J4,

Grand Falls Town Police - 131 Pleasant Street, Suite 100, Grand Falls, NB, E3Z 1A8, Telephone: 506-475-7767

McAdam RCMP - 1 & 2-32 Harvey Rd, McAdam, NB, E6J 1A8, Telephone: 506-784-1205

Minto RCMP - 280 Main St., Minto, NB, E4B 3R7, Telephone: 506-327-1820

Nackawic RCMP - 95 Otis Drive, Nackawic, NB, E6G 1G8, Telephone: 506-575-6200

Oromocto RCMP - 4 Doyle Drive, Oromocto, NB, E2V 2V3, Telephone: 506-357-4300

Tobique First Nation RCMP - 278A Main Street, Tobique First Nation, NB, E7H 2Y8,

Woodstock RCMP - 410 Connell St., Woodstock, NB, E7M 5G9, Telephone: 506-325-3000

Woodstock Town Police - 822 Main Street, Woodstock, NB, E7M 2E8, Telephone: 506-325-4601

Procedures for Criminal Record Search:

Includes local and C.P.I.C. (Canadian Police Information Center) system search.

1. Pick up a "Criminal Record Check" letter from one of the Anglophone West School District office's:
 - Woodstock Education Centre - 138 Chapel Street, Woodstock, N.B, E7M 1H3
 - Fredericton Education Centre - 1135 Prospect Street, Fredericton, N.B., E3B 3B9
 - Oromocto Education Centre - 17 Miramichi Road, Oromocto, N.B., E2V 2P6
2. Present the ASD-W letter that indicates a criminal record check is required to be considered for employment in ASD-W at the applicable R.C.M.P., City or Town Police office.
3. Two pieces of identification is required, one of which must be a government issued photo I.D. (Driver's License, passport, military I.D., Police I.D, etc.) One of the pieces must have the applicants' current address and one needs to be picture identification.
4. Client must present themselves in person to their respective RCMP, City or Town Police Office – they cannot send a request by mail, fax or any other method.
5. Complete a "Consent for Disclosure of Criminal Record Information" form #3584 available at the detachment.
6. Results (originals) are then brought/sent into District Office with accompanying application package.

Results will state either: "*none located*" or "*may or may not exist*". If the results indicate that a record "may or may not exist," a form C-216C (fingerprint form) must be completed at an additional cost to the applicant.