

Volunteer Information

Volunteers

If you are willing and interested in volunteering in any capacity, we look forward to having you! To be a volunteer, each individual must obtain a Vulnerable Sector Screening. Each year the HWDSB clarifies processes related to Vulnerable Sector Screening with Hamilton Police Services. Based on this review, the following updates are important to note regarding these checks:

- Section 4.0 of the Volunteer Procedure has been updated. It now states – The applicant is required to present a Vulnerable Sector Screening **specific to HWDSB** before they will be able to begin their volunteer activities
- An Offence Declaration is required for the subsequent years until a new Vulnerable Sector is required (after 3 years) (see Appendix C). Only the Principal or designate shall have access to this confidential information. The Vulnerable Sector Screening form is the property of the Volunteer. Vulnerable sector screening forms must be **specific to HWDSB**. Forms that an individual may have received through volunteering with another organization (e.g. local sports team) cannot be accepted. This is due to different levels of screening that is performed for different types of volunteer opportunities.

If you would like to volunteer on a school trip, you will need to have the above screening in place – we encourage you to do this well in advance of trips as it often takes several weeks.



Hamilton Police Service POLICE RECORD CHECK APPLICATION

Applicants under eighteen (18) can only apply for their own purposes (Privacy Request) or for a position within a Municipal, Provincial or Federal government agency.

Section A To be completed by Applicant				
Last Name		First Name		Middle Name
Residential Address #, Street Name, Apt/Unit #			Other First Name(s)	
City	Province	Postal Code	Maiden Name or Other Last Names Ever Used	
Date of Birth yyyy/mm/dd	Sex ☐ MALE ☐ FEMALE ☐ NOT SPECIFIED		Place of Birth (i.e. City, Province)	
Driver's Licence #			Date of Request yyyy/mm/dd	
Contact Information				
Daytime Phone		Secondary Phone		Email Address
Address History Please fill out if residential address differs from mailing address and/or if resided outside City of Hamilton in the past five (5) years.				
# AND STREET NAME	CITY	PROVINCE	COUNTRY	# OF YEARS
Reason for request: ☐ Employment ☐ Volunteer ☐ Student Placement ☒ Other (please specify) <u>Hamilton Wentworth District School Board</u>			Do you have an Adult Criminal Record (convictions only)?	
Is this police check for a position with a government agency? ☐ Yes ☒ No (If Yes, Complete Section C)			Declaration Completed (must be attached to in-person applications) ☐ Yes ☐ No	
IS "REASON FOR REQUEST" DEALING WITH THE VULNERABLE SECTOR? ☐ YES ☐ NO *** IF YES, SECTION D MUST BE COMPLETED ***				
Section B To be completed by Applicant				
☐ Self-Report Check				