



DECLARATION CONCERNING A JUDICIAL RECORD
Commission scolaire English-Montréal
English Montreal School Board

PLEASE COMPLETE THIS DECLARATION LEGIBLY USING BLOCK LETTERS

SCHOOL / CENTRE	
CHECK THE APPROPRIATE BOX	
☐ C0004-1 Professionals	☐ C0004-2 Teachers
☐ C0004-3 Support Staff / Management	☐ C0004-4 Volunteers / Stagiaires (Interns)
HR Reference N° (FOR ADMINISTRATIVE USE ONLY)	NAME OF THE POST HELD (MANDATORY)

SECTION 1 – PERSONNAL INFORMATION			
LAST NAME (if you have more than one last name, please enter them in the usual order)		NAME AT BIRTH (if different)	
FIRST NAME(S) (if you have more than one first or middle name, please enter them in the usual order)		PLACE OF BIRTH (City, province, country)	
DATE OF BIRTH (yyyy-mm-dd)	SEX ☐ M ☐ F	TELEPHONE NUMBER	EMAIL ADDRESS
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 you 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 (yyyy-mm-dd)	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 (yyyy-mm-dd)	LOCATION OF OFFENCE AND WHERE APPLICABLE OF COURT



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 (yyyy-mm-dd)	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 (yyyy-mm-dd)	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.

OFFENCE	DATE (yyyy-mm-dd)	LOCATION OF COURT

The Education Act and the Act respecting private education specify that:

- this form must be send to the school board or private school concerned
- any person working or coming into regular contact with minor-age student 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 license holder must, within 10 days of being notified of a change in his or her judicial record, inform the Minister of Education 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 in each case in which it concludes that the judicial record of a teaching license 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, only the offences that, in the opinion of the school board or private school, have a bearing on the person's duties will be considered.

SECTION 5 – SIGNATURES

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

CANDIDATE'S SIGNATURE

DATE (yyyy-mm-dd)

As the school's designated representative, I have verified the identity of the candidate and I request that this declaration be verified.

LAST NAME, FIRST NAME OF THE DESIGNATED REPRESENTATIVE (in block letters)

SCHOOL'S DESIGNATED REPRESENTATIVE SIGNATURE

DATE (yyyy-mm-dd)