

SAMPLE REQUEST FROM AGENCY TO POLICE STATION REQUESTING A CPIC AND VSV CHECK

PLACE ON OFFICIAL LETTERHEAD

June 24, 2015

To whom it may concern:

On behalf of (name of agency) we are requesting that a CPIC Check and Vulnerable Sector Verification be completed on (name of candidate).

The candidate has applied for a (paid/volunteer) position with (name of agency). In this role (he/she) will be placed in a position of trust with children and vulnerable persons.

We have a thorough screening process in place which includes a documented position description, application, reference checks, and interview, followed by securing a CPIC check with Vulnerable Sector Scan.

The results of the CPIC check and Vulnerable Sector Verification will assist us in determining the individual's suitability for employment and/or volunteer duties as they will have supervisory and/or working direct contact in trust positions with children and vulnerable persons. We understand our obligation under the Human Rights code with respect to evaluating, hiring and training employees and volunteers and what constitutes a "bona fide" reason for refusing to hire an individual or volunteer with prior convictions.

Attached to this document please find the completed consent forms from the applicant.

We appreciate your prompt response to this request.

On behalf of the agency,

(name)
(title of authorized individual)