



EDMONTON CATHOLIC SCHOOLS

INFORMATION REGARDING POLICE INFORMATION CHECK AND INTERVENTION RECORD CHECK

The following documents are a condition of employment and are required by all employees of Edmonton Catholic Schools prior to commencement of employment.

1. **Vulnerable Sector Police Information Check**
2. **Intervention Record Check**

All documentation can be dropped off at Human Resource Services at 9807 - 106 Street, Edmonton, Alberta. If you have any questions please call Human Resource Services at (780) 441-6000.

POLICE INFORMATION CHECK

The police information check section of the [Edmonton Police Service](#) offers “walk in ” services at its Nexus location for applicants requiring a Police Information Check. The processing time is between 7-10 business days.

Nexus Business Park, #108, 14315 – 118 Avenue, Edmonton, Alberta

Hours of operation: Monday to Friday – 8:00 a.m. - 4:00 p.m.

Greater Edmonton Area residents can also apply for Vulnerable Sector Police Information Check online through Edmonton Police Services website. [Online Police Information Check Application](#)

- a) When an applicant has resided in Edmonton for the past 5 years, an Edmonton Police Information Check must be provided. This ensures the criminal and vulnerable sector are searched and cleared for Edmonton.
- b) When an applicant has resided in the Greater Edmonton area for the past 5 years such as St. Albert, the St. Albert RCMP record checks must be provided. This ensures the criminal and the vulnerable sector are searched and cleared for St. Albert or the same for other jurisdictions in which they reside (e.g. Sherwood Park, Morinville, etc.)
- c) When the applicant has resided in Edmonton and another jurisdiction in the past 5 years, Edmonton Police Information Check and the other jurisdiction must be provided. This ensures the criminal and vulnerable sector are searched and cleared for Edmonton and the other jurisdiction that the applicant has resided in.
- d) Where applicable, permanent residents will provide his/her permanent resident card. Copies will be made and kept in the HR file as proof of clearance from the country from which they have come. In addition, the applicant will also provide a Police Information Check in the jurisdiction in which they reside, as requested above in a), b) or c).
- e) As you complete the application, when you are asked if you hold a position of trust or authority over and be responsible for a vulnerable person’s wellbeing, you must answer “yes” as Edmonton Catholic Schools Division is responsible for the well-being of children or vulnerable persons because of age, a disability or other circumstances. To provide equal opportunity and movement within all departments of employment all employees must have their vulnerable sector search completed.
- f) Two pieces of ID will be required; one must be a photo ID. Proof of address may also be required.
 - ❖ Acceptable ID is as follows: Alberta Motor Registries ID (i.e. Driver’s License, Learner’s & Identification Card); Birth Certificate; Alberta Health Care Card; Passport; Immigration ID Card; Citizenship Card; Indian Status Card; Firearm Card; Permanent Residence Card; National Defense Card
 - ❖ Unacceptable ID is as follows: Social Insurance Card; Student ID; Credit Cards; City of Edmonton License Card; Blue Cross Card.
- g) There is a cost associated with a police information check and it is the employee/applicant’s responsibility, payable upon applying.



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INTERVENTION RECORD CHECK

An Intervention Record Check Form CS2687 must be completed.

Intervention Record Check
1100, 10055 – 106 Street
Edmonton, AB T6J 2Y2
(780) 427-1471
(Office hours are Monday-Friday 8:15 AM to 4:30 PM)

Edmonton & Area Child and Family Services offices:

Edmonton

Central: #800, 10109-106 Street, Edmonton, AB
Central: Main floor, 11714-95 St., Edmonton, AB
East: 3341-118 Ave., Edmonton, AB
East: 2nd floor, 7910-112 Ave., Edmonton, AB
North Central: 9720-135 Ave., Edmonton, AB
North East: 14075 Victoria Trail, Edmonton, AB
South West: 3058-106 St., Edmonton, AB
West Central : #105, 8944 – 182 St. Edmonton, AB
South East: #214, 3017-66 St., Edmonton, AB
South West: 3058-106 St., Edmonton, AB

St. Albert

30 Sir Winston Churchill Avenue

Sherwood Park

2nd floor, Trillium Centre, 121 Crimson Drive

Fort Saskatchewan

2nd floor, 9401-86 Avenue, Ft. Saskatchewan

To apply for Intervention record check, call the Intervention Services office in your jurisdiction or email CS-IRCrequest@gov.ab.ca to find out how to have a check completed in your area and to request the intervention check form to be completed. In person applications are presently not accepted at Child and Family Services offices.

- a) When an applicant has resided in Alberta for the past 5 years, an Intervention Record Check must be provided.
- b) When the applicant has resided in Alberta and another province, jurisdiction or country (if applicable) in the past 5 years, an Intervention Record Check from Alberta and the other jurisdiction must be provided.
- c) Two pieces of ID will be required; one must be a Photo ID.
 - ❖ Acceptable ID is as follows: Alberta Motor Registries ID (i.e. Driver's License, Learner's & Identification Card); Birth Certificate; Alberta Health Care Card; Passport; Immigration ID Card; Citizenship Card; Indian Status Card; Firearm Card; Permanent Residence Card; National Defense Card
 - ❖ Unacceptable ID is as follows: Social Insurance Card; Student ID; Credit Cards; City of Edmonton License Card; Blue Cross Card.
- d) There is no fee when applying for an Intervention Record Check, however, request a receipt confirming your application has been initiated. The results are mailed back to the individual (not Human Resources Services).