January 23, 2019

To Whom It May Concern:

**Re: Request for Criminal Record and Judicial Matters Check (CRJMC)**

As the authorized representative of Confederation College, I hereby request that the Thunder Bay Police conduct:

* Criminal Record and Judicial Matters Check (CRJMC)

Candidate: **Name First, Last**

Address: Street Name and Number,   
City, Prov, Postal Code

The candidate has been offered the following paid position at Confederation College:

**Position** (brief description of duties)

Should you have any questions or require additional information, you may contact me by phone at 807-475-6148 or email at sskedgel@confederationcollege.ca.

Thank you.

Sincerely,

Sue Skedgel

Human Resources Services Assistant