November 16, 2017

To Whom It May Concern:

**Re: Request for Police Record Check – Vulnerable Sector Screening**

As the authorized representative of Confederation College, an organization that is responsible for the well-being of one or more children or vulnerable persons as defined in Section 6.3(1) of the Criminal Records Act, I hereby request that the Thunder Bay Police conduct:

* Police Vulnerable Sector Check (PVSC)

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**

Description of the duties:

Description of job details that relate to the person being in a position of authority over the potentially vulnerable persons.

Students involved may be under the age of 18 or otherwise considered vulnerable persons.

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

Thank you.

Sincerely,

Sue Skedgel

Human Resources Services Assistant