January 23, 2019

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 (or other jurisdictional police department) 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:

**Counsellor**

Description of the duties:

Responding comprehensively to the identified needs of students, potential students and the college community to promote academic progress;

Assessing the nature, degree and complexity of client concerns and determine appropriate interventions including referrals to community resources;

Providing group counseling as a non-instructional activity;   
Recommending and assisting with the implementation of various learning strategies to meet various learning styles; and

Testing and evaluating individuals to assist them with course choices, career possibilities and educational opportunities.

Persons 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@confederationcollege.ca.

Thank you.

Sincerely,

Sue Skedgel

Human Resources Services Assistant