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:

**Educational Assistant**

Description of the duties:

Assist students with special needs.

Attend class with student(s) with a disability and take notes as required, and ensure student receives all of the information from the Professor

After class, review notes with student to discuss concepts that the student might not be familiar with.

Assist with study skills on an as needed basis.

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@confederationcollege.ca.

Thank you.

Sincerely,

Sue Skedgel

Human Resources Services Assistant