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:

**Employment Advisor**

Description of the duties:

Provide individual assessments and on-going support and career guidance to clients;

Interview and assess new clients to determine their employment barriers, work preparation requirements, support needs, alternate options, and the need for referral to other agencies or support services;

Conduct information sessions and deliver group workshops or one-on-one guidance in the area of career clarification, employment preparation, job search, job maintenance, labour market, skills identification, workplace safety, apprenticeship and Canadian employer expectations;

Develop personalized ‘Training Plans’ in consultation with the employers and clients, monitors adherence and progress.

Clients involved may be under the age of 18 or otherwise considered to be 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