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:

**Technician - Paramedic**

Description of the duties:

Providing supervision and assistance to the students during workshop laboratory training sessions, in the form of instruction on the use of equipment, accomplishment of projects, and safety procedures;

Explaining previously taught procedures and/or principles, and demonstrating and coaching students where required;

Assist with the evaluation of skill competency related to lab performance based on a rubric/criteria provided by faculty;

Tracking student attendance and assigned work completion; and

Communicating with course professor(s) regarding student progress in acquiring skill competencies.

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