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:

**Recruitment Assistant**

Description of the duties:

-Responding to inquiries from potential students relating to the College, its programs and services, providing a solution based approach to client satisfaction;

-Developing and administering an effective student recruitment program for elementary and secondary schools, adult groups, Aboriginal organizations, international and other target groups including conducting regular on-site visitations; and

-Providing a wide range of client services in support of prospective students, present student and alumni including academic and career advisement to students, prospective students and graduates.

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

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