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:

**Student Success Officer**

Description of the duties:

* Provides academic advisement and informs about services and other matters related to student success;
* Provides mentoring and encouragement to first-year students and initiates outreach activities targeted student groups to identify students at risk and to improve retention efforts;
* Assists in planning and developing a Peer Tutor / Peer mentor and other student retention / engagement activities;
* Assists with developing and /or delivering academic workshops and related academic supports, special events and learning workshops.

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 Sue Skedgel in Human Resources Services by phone at 807-475-6148 or by email at sskedgel@confederationcollege.ca.

Thank you.

Sincerely,

Sue Skedgel

Human Resources Assistant