

Frequently Asked Questions

Re: Criminal Record Check

Updated January 19, 2011

1. Will retire-rehire employees require a criminal record check?
Yes
2. When does the successful candidate present the criminal record check to the HR Assistant/HR Advisor?
Once the conditional job offer has been made.
3. Does the manager require a copy of the criminal record check?
No.
4. What happens if the criminal record check does not indicate a criminal record?
HR will contact the manager to have them submit the interview guides, reference checks, resume and an external hire no posting. The manager may now proceed with a final job offer.
5. What happens if the criminal record check does indicate a criminal record?
The manager will be contacted by their HR Consultant to discuss.
6. Can the manager submit the interview guides, reference checks, resume and an external hire no posting before HR receives the criminal record check?
Yes, however, the hire will not be finalized before the criminal record check is received. The successful candidate cannot start work until the check is received.
7. How long will it take to obtain the results of a criminal record check?
Guaranteed 7-10 business days but usually takes 3-4 business days.
8. Can the successful candidate attend General Orientation prior to presenting the criminal record check?
No
9. Can the successful candidate bring their criminal record check to General Orientation?
No. HR must receive the criminal record check prior to the final job offer.
10. How much does it cost to obtain a criminal record check?
\$50.00 (additional certified copies are \$5.00 each)
11. Who is responsible for the cost incurred to obtain a criminal record check?
Successful applicants for employment, students and physicians obtain their criminal record check at their own expense. Volunteer Services incurs the cost for volunteers.
12. How will this affect current employees?
Current employees are fine as long as they are not moving to an area that currently requires a criminal record check i.e., East Coast Forensics.
13. Where can successful candidates obtain a criminal record check?
To obtain a criminal record check, visit the local police/RCMP detachment.
14. Will the successful candidate require a vulnerable sector search as part of their criminal record check?
Yes