

# Background Security Clearance - Civilian Employees and Volunteers



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deltapolice.ca

This document requests detailed information regarding you, your family and associates. This information is required to determine your eligibility for employment or volunteering with the Delta Police Department. In the event of employment or approval to volunteer, this information will be used for the purposes of personnel administration.

I, the undersigned, hereby authorize the Delta Police Department to collect from any person, employer, physician, the Insurance Corporation of British Columbia, or any other person or organization, to whom a signed duplicate, photocopy or fax of this document is provided, to furnish any information, opinions, reports, records, documents or copies thereof in any form which may be requested by the Delta Police Department pertaining to my application for employment or volunteering.

I understand that personal information, including, but is not limited to academic records, employment history, including disciplinary and attendance records, medical, physical, finance, character and criminal record data, from sources other than myself, may be collected by the Delta Police Department through the security clearance process and I consent to that collection.

I agree to waive any right of action against any person or institution providing information or opinions in compliance with this authorization. I further agree to absolutely release, discharge and absolve the Delta Police Department, the City of Delta, and their employees, from all claims, losses or damages including indirect or inconsequential, occasioned by me during, or as a result of any investigation for employment, access or volunteering purposes.

### Consent to Vulnerable Sector Records Search:

**I understand that Employees and Volunteers with the Department are in positions of trust, specific to vulnerable members of the public. As a result, I hereby consent to the Delta Police Department performing a Vulnerable Sector Search of my name in the National Repository for Criminal Records, in order to determine whether I have ever been pardoned for a sex offence. I further consent, if requested, to provide my fingerprints, if required to confirm my identity.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Printed name of Applicant

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Printed Name of witness (18 yrs +)

\_\_\_\_\_  
Witness Signature

**Please print legibly or type. . Ensure that all sections are completed. Additional sheets should follow suggested format.**

Last Name		First Name	Middle Name
Other names used:			
Address:			
City or Town	Province	Postal Code	Contact Number ( )
Date of Birth – (Y-M-D)	Place of Birth (City/Country)	Sex	
SIN#		<input type="checkbox"/> Male	<input type="checkbox"/> Female

**MARITAL STATUS**

Single     Married     Common Law     Separated     Divorced

***If separated or divorced, list details about your former spouse(s).***

Name	Date of Birth – (Y-M-D)
Address	Contact Number

**IMMEDIATE RELATIVES**

**Spouse/Partner**

Name (include other names used)	Date of Birth – (Y-M-D)	Contact Number ( )
Address	Occupation	
Employer/Address	Work Contact Number ( )	

**Dependent(s)**If no dependents, please check here: 

Name	Date of Birth – (Y-M-D)
Address (if different than your own)	
Name	Date of Birth – (Y-M-D)
Address (if different than your own)	
Name	Date of Birth – (Y-M-D)
Address (if different than your own)	

**Parents and Siblings**

Name	Date of Birth – (Y-M-D)	Relationship
Address		Contact Number ( )
Name	Date of Birth – (Y-M-D)	Relationship
Address		Contact Number ( )
Name	Date of Birth – (Y-M-D)	Relationship
Address		Contact Number ( )
Name	Date of Birth – (Y-M-D)	Relationship
Address		Contact Number ( )
Name	Date of Birth – (Y-M-D)	Relationship
Address		Contact Number ( )

**RESIDENCES:** *In chronological order, most recent first, indicate every place you have resided in the last 5 years.*

From – (Y-M-D)	To – (Y-M-D)	Address/Province
From – (Y-M-D)	To – (Y-M-D)	Address/Province
From – (Y-M-D)	To – (Y-M-D)	Address/Province
From – (Y-M-D)	To – (Y-M-D)	Address/Province

**List any residences outside of Canada where you have lived as an adult.**

From – (Y-M-D)	To – (Y-M-D)	Address/Province
From – (Y-M-D)	To – (Y-M-D)	Address/Province
From – (Y-M-D)	To – (Y-M-D)	Address/Province

1. Have you currently registered in any social networking groups on the Internet?  YES  NO  
e.g. Facebook, MySpace, etc.

Provide details (where, when, circumstances).

2. Have you ever been convicted of any criminal offence in Canada or any other country?  YES  NO

If you answered "Yes", please provide details regarding the specific incident, including what occurred, when, where, and why.

3. Have you ever been granted or denied a pardon or record suspension for any offence for which you were convicted?  YES  NO

If you answered "Yes", please provide details regarding the specific incident, including what occurred, when, where, and why. If pardoned, please attach documentation.

4. Are you currently, or have you ever been, investigated for an offence of any kind in Canada or in any other country?  YES  NO

If you answered "Yes", please provide details regarding the specific incident, including what occurred, when, where, and why.

5. Have you ever been arrested for an offence of any kind in Canada or in any other county?  YES  NO

If you answered "Yes", please provide details regarding the specific incident, including what occurred, when, where, and why.

6. Are you currently, or have you ever been, charged for an offence of any kind in Canada  YES  NO or in any other country?

If you answered "Yes", please provide details regarding the specific incident, including what occurred, when, where, and why.

7. Have you ever been found guilty of any criminal offence in Canada or in any other country when you were under the age of 18?  YES  NO

If you answered "Yes", please provide details regarding the specific incident, including what occurred, when, where, and why.

8. Have you ever been sentenced to Extra Judicial Sanctions/Alternative Measures for any kind of offence in Canada or in any other country when you were under the age of 18?  YES  NO

If you answered "Yes", please provide details regarding the specific incident, including what occurred, when, where, and why.

9. Are you associated with any companies or businesses not listed on your application?  YES  NO

If you answered "Yes", please provide details.

10. Are you a member of any clubs or organizations? Do you hold a position there?  YES  NO

If you answered "Yes", please provide details.

11. In the past ten years have you been involved in any law suits?  YES  NO

If you answered "Yes", please provide details regarding the specific incident, including what occurred, when, where, and why.

**PLEASE ATTACH COPIES OF THE FOLLOWING DOCUMENTS TO YOUR COMPLETED FORM:**

- Birth Certificate / Canadian Citizenship / landed Immigrant Status
- Driver's License
- Social Insurance Number Card