



# Father F. X. O'Reilly School

235 Queen Street N., P.O. Box 520, Tottenham, Ontario L0G 1W0

Telephone: (905) 936-3364 Fax: (905) 936-9626



To Whom It May Concern:

**Re: Requirement for a Criminal Background Check and Vulnerable Sector Screening for the 2018/2019 School Year**

Please be advised that \_\_\_\_\_ has applied for a paid/volunteer position at Father F.X.O'Reilly Catholic School. In order for \_\_\_\_\_ paid/volunteer duties to commence, we require that the applicant submit to my attention a satisfactory criminal background check including a vulnerable sector screening. This includes a search in the Pardoned Sex Offenders database.

In this role he/she will be placed in a position of trust with children between the ages of 3-14.

It is my understanding that the Ontario Provincial Police will conduct a CBC and vulnerable sector screening including a Pardoned Sex Offenders database on a no-charge basis to individuals who are working on a volunteer capacity, following receipt of written notice in this regard.

Furthermore, the applicant understands that providing a valid CBC and VSS does not automatically ensure that the applicant will be permitted to work/volunteer for school purposes. Volunteers will be chosen on an as-needed basis, and will be determined at the sole discretion of the school Principal.

Thank you for your receiving our request and for making this service available to our volunteer community.

Sincerely,

Mrs. Joan Stephenson  
Principal, Father F.X. O'Reilly Catholic School