

**VULNERABLE POSITION SCREENING (VPS) POLICE RECORD CHECK**

NEW Staff: All successful applicants will be required to submit a VPS that has been conducted in the past twelve (12) months prior to starting employment however it is not required at the time of interview

RETURNING Staff:

a) If a new VPS was submitted for 2011 employment, applicants may sign an Offence Declaration Form stating that their status has not changed since their last VPS submission. Electronic copies of this form can be found here. A completed form must be submitted with application.

b) If a VPS was not submitted for 2011 employment, applicants must submit a new one that has been conducted in the past twelve (12) months with application.

**LETTERS OF REFERENCE**

NEW Staff: Must submit two (2) letters of reference with application. Letters cannot be from family members.

RETURNING Staff: Do not need to submit a letter of reference.

**HIGH FIVE® and Standard First Aid**

HIGH FIVE® certification is offered through the Spring/Summer Spectrum (out February 9, 2012) and must be taken prior to the commencement of summer program. Applicants do not need to have certification in order to apply.

Standard First Aid is offered through the Spectrum and various other agencies throughout the city. All applicants must have CURRENT Standard First Aid (not Emergency) certification prior to the commencement of summer programs. Applicants do not need to have certification in order to apply.