



Ranch Ehrlo Society

Criminal Record Check Information

A Criminal Record Check, including a Vulnerable Sector Search, must be completed prior to obtaining employment, a practicum, or volunteer position with the Ranch Ehrlo Society.

The applicant is responsible to obtain written verification that a criminal record check, **including a vulnerable sector search** (a criminal record search for a sexual offence for which a pardon has been granted or issued), has been carried out. You (the applicant) may obtain this documentation from the applicable law enforcement agency.

Rural applicants: Please obtain your criminal record check from your local RCMP detachment. If you are a rural Regina area resident you may obtain your criminal record check from the Regina RCMP Detachment, "F" Division, located at 6101 Dewdney Avenue, Regina, Saskatchewan.

Urban applicants: Please obtain your criminal record check from your local City Police. If you are a resident of the City of Regina you may obtain your criminal record check from the Regina City Police located at 1717 Osler Street, Regina, Saskatchewan. Hours of operation are 8:00 a.m. to 4:30 p.m. Monday to Thursday, 8:00 a.m. to 4:00 p.m. Friday.

If you are charged a fee for obtaining your Criminal Record check, you will be reimbursed. The Regina City Police charges a \$45.00 fee. For reimbursement please submit your receipt along with your criminal record check to the Human Resource Department at 1951 Francis Street, Regina, SK. If you are a volunteer be sure to mention this and you should NOT be charged a fee.

You will be required to produce two pieces of identification, one showing your current address (Driver's License, Social Insurance Card, Health Services Card, Birth Certificate, Passport, Treaty Card, etc.).

Once you have completed this check and received verification that this process has been completed in the form of a letter or form completed by your local police service, please submit this documentation to Human Resources.

If you have any questions regarding the criminal record check process, please do not hesitate to contact the Human Resource Department at 306-781-1800.

PLEASE NOTE: YOU CANNOT BEGIN YOUR EMPLOYMENT, INTRODUCTION SHIFTS, PRACTICUM PLACEMENT OR VOLUNTEER WORK UNTIL YOU HAVE SUBMITTED YOUR CRIMINAL RECORD CHECK.