

Dear Applicant:

Thank you for taking the time to complete the application form and for expressing your interest in volunteering with CoSA South Saskatchewan. Because we want to place you with the most appropriate circle, taking into account the needs of our core members, your interests and experience, and considerations for safety, we will contact you for an informal interview. Please bring a criminal record check to the interview. Your application may be discussed by our Steering Committee.

The Regina Police Service provides Criminal Record Checks free of charge to volunteers. To get a Criminal Record Check, you must appear in person at the Criminal Record Office located at the Regina Police Service 1717 Osler St 2nd Floor between 8:00 AM and 4:30 PM, Monday to Friday.

A Security Clearance Consent Form for a Criminal Record check is available at the counter of the Criminal Record office. You will be required to list all of the names used (maiden, alias, previous names used other than primary name). You will be required to produce two pieces of identification showing your current Regina address and full date of birth (Driver's License, Social Insurance Card, Health Services Card, Birth Certificate, Passport, Treaty Card).

If you live in Moose Jaw, the Moose Jaw Police Department provides Criminal Record Checks to volunteers at a cost of \$10. They are located at 21 Fairford St. West.

If you live in a rural area, please contact your local RCMP detachment for details on obtaining a Criminal Record Check.

CoSA South Saskatchewan



Circles of Support & Accountability South Saskatchewan

"Walking Together for Everyone's Well Being"

Volunteer Application

Name: _____
Address: _____
City: _____ Province _____
Postal Code: _____ Email _____
Home Phone _____ Sex Male Female
Cell Phone _____ Date of Birth (dd/mm/yyyy) (/ /)

1. How did you hear about Circles of Support and Accountability?

2. Why do you want to volunteer for CoSA?

3. Do you have a criminal record? Yes No

References:

Please provide 2 community references (not relatives) and one professional reference.

Name	Phone Number	Relationship
_____	_____ / _____	_____ / _____
_____	_____ / _____	_____ / _____
_____	_____ / _____	_____ / _____

May we contact the above people? Yes No

Declaration:

I hereby certify that all information included in this application form is true and can be verified:

Signature: _____

Date: _____

CoSA South Saskatchewan Volunteer and Employee Screening Policy

Purpose

The purpose of this policy is to clarify CoSA South Saskatchewan's responsibility to conduct criminal record checks of our volunteers, board members and employees, as part of its duty to be accountable to the public and to the core members we work with.

Scope

This policy will affect all CoSA South Saskatchewan volunteers, board members and employees.

Underlying Principles

CoSA South Saskatchewan supports the principles of openness and accountability. Criminal record checks provide official confirmation of information already self reported by applicants on their volunteer application. This official confirmation enhances the transparency of the volunteer application process and the accountability of the organization.

In the case of former offenders who wish to volunteer, it is important that you tell us about your criminal record and be prepared to tell your circle about your criminal record. Such openness is required of Core members, and COSA volunteers must be willing to meet the same standard.

COSA South Saskatchewan believes in the safe integration of former offenders within their community, and endorses the healing principles of Restorative Justice. These considerations must be balanced with the greater need for community safety when making decisions to include or exclude an applicant from working with COSA.

CoSA South Saskatchewan acknowledges that criminal record checks do not predict future behaviour, and they cannot guarantee the good character of a volunteer. Therefore, CoSA South Saskatchewan will use criminal record checks in conjunction with face to face interviews and reference checks to learn more about each applicant. All this will be done as part of CoSA South Saskatchewan's efforts to promote the safety of the community, the core member, and the volunteers who do this work.

Policy

1. Before being allowed to volunteer with CoSA South Saskatchewan, all volunteers must provide a new criminal record check.
2. Volunteers should apply for the Criminal Record Check at their local Police Department and bring the letter provided to CoSA South Saskatchewan.

3. If the Check shows that the applicant has a criminal record, the Steering Committee will decide if the person can volunteer or work for CoSA South Saskatchewan based on the following criteria;

- a. How long ago the offence happened;
- b. How serious the offence was;
- c. How relevant the offence is to the work;
- d. The applicant's history since the conviction; and
- e. The applicant's attitudes, values and beliefs based on a face to face interview and follow up with references including at least one reference who is fully aware of the applicant's criminal record and healing journey.