

Criminal Record Check Status Confirmation Form

Last reviewed: October 2023
Next review: October 2024

[HR Service Centre, Public Service Commission]

All public service positions require a new or current satisfactory CRC prior to offer of, and appointment to, the position.

IMPORTANT: Please use Adobe Acrobat to open and fill in the PDF CRC Status Confirmation Request form as you may receive technical errors when using a web browser.

Section 1 – Employee/Candidate Information

First Name

Last Name

Town/City of Candidate

Phone Number

Does employee/candidate have access to internet/email?

Email

Is the candidate currently an employee of executive government?

Is this individual under the age of 18?

Section 2 – Purpose of Request

What is the purpose of submitting this CRC request?

What kind of CRC is required for the position?
(May require consultation with your HR Business Partner)

REQUIRED: Please provide details:

(e.g., hiring current employee from permanent 08CRO to term 10CRO; permanent reclass from 05PSC to 07PSC)

Section 3 – Assignment Details

Competition Number (if applicable)

insert dropdown

Pay Schedule

Grade

Job Occupation Code

Position Title

Branch/Ministry

Employment Type

Anticipated Start Date (DD-MM-YYYY)

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Section 4 – Manager Contact Information (Must be Manager)

Manager Name

Manager Phone Number

Manager Email

Optional: Delegate Email if filling out on behalf of the hiring manager

Taleo Hires: Online commencement process must be started in “To Be Hired” status in order to get CRC Free-to-Proceed email.

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