



Fort Garry Campus M.S.W. Application Information Sheet Criminal Record Statement and Child Abuse Registry or Vulnerable Sector Check

**Please note, some provinces and territories house these records separately.*

The Faculty undertakes to ensure that all persons admitted to the Faculty and the profession have not engaged in behaviour that is regarded as physically and mentally harmful to others. In this regard, all applicants admitted (or placed on an alternative list) will be required to indicate whether they have an adult criminal record by completing the following:

<p>1. Self-Declaration of Criminal Record and Child Abuse Registry or Vulnerable Sector Check Listing</p> <ul style="list-style-type: none"> Applicants must complete a self-declaration. This is done through the attached Form 1.
<p>2. Official Adult Criminal Record Statement</p> <ul style="list-style-type: none"> Applicants within Manitoba can apply online at www.winnipeg.ca/police/pr/pic.stm. Applications can also be obtained through the local RCMP office, the Winnipeg Police Headquarters located at 245 Smith Street (ph. 204-986-6073), or the Commissionaires Manitoba located at 290 Burnell Street (ph. 204-942-5993). <u>Online applications are highly recommended.</u> You can forward the results online to the Faculty. Applicants Outside of Manitoba must obtain an application through the local Municipal, Provincial or RCMP office in your area. http://www.rcmp-grc.gc.ca/en/criminal-record-checks International Applicants must obtain the check from your local police station, law enforcement agency, or applicable government office.
<p>3. Child Abuse Registry Self Check or Vulnerable Sector Check</p> <ul style="list-style-type: none"> Applicants within Manitoba can apply online at https://www.gov.mb.ca/fs/childfam/child_abuse_registry_form.html Applicants in other Provinces or Territories in Canada check for the <i>Child Abuse Registry</i> in your province. If there is none, you must apply for a <i>Vulnerable Sector Check</i> along with your <i>Criminal Record Check</i>. International Applicants do not submit unless their country has an equivalent document.

Note: The cost of an application and the time for processing may vary. Applications where a criminal record exists may take longer. Your Official Criminal Record Statement and Child Abuse Registry Check or Vulnerable Sector Check may not be older than three months from your offer of admission. All documents are held in strict confidence according to Privacy legislations. The Faculty *does not* accept checks completed by third party verification companies.

In cases when the processing of the application for an Official Adult Criminal Record Statement or Child Abuse Registry Check is delayed, payment receipts confirming that the record and self-check have been ordered must be submitted to the Graduate Student Advisor in the Faculty of Social Work within forty (40) business days of receipt of Offer of Admission. Receipts can be submitted to Karen.Singleton@umanitoba.ca

The original copies of your documents must be sent directly to:

**FACULTY OF SOCIAL WORK MSW PROGRAM
THE UNIVERSITY OF MANITOBA
521 TIER BUILDING
WINNIPEG, MB R3T 2N2**

Notice Regarding Collection, Use, and Disclosure of Personal Information by the University

Your personal information is being collected under the authority of The University of Manitoba Act. The information you provide will be used by the Faculty of Social Work, Fort Garry MSW Program for the purpose of determining eligibility for entrance and participation in the program. Your personal information will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.



FORM 1

Self-declaration of an adult criminal record and child abuse registry listing or vulnerable sector check.

FULL LEGAL NAME: _____

TELEPHONE NUMBER: _____

MAILING ADDRESS: _____

Please check [v] the following statements that apply.

	Yes*	No
I had an adult criminal conviction		
I have an adult criminal conviction		
I have outstanding criminal charges		
I am listed on the Child Abuse Registry as an offender		
I am listed on the Vulnerable Sector as an offender		
I have been notified of the intent to be registered		
* If you select YES to any of the statements, please include a written explanation (space will be provided at the end of this document)		

1. **Official Adult Criminal Record Check**

Please ensure you arrange for your “Official Adult Criminal Record Statement” and forward it to the address on the previous page within 40 business days of receipt of Offer of Admission.

[] Please check the box to confirm that you have made these arrangements.

2. **Child Abuse Registry (Manitoba, Nova Scotia & Saskatchewan residents) or Vulnerable Sector Check (all other provinces without a Child Abuse Registry Self Check)**

Please ensure you arrange for your “Child Abuse Registry Self-Check” and/or “Vulnerable Sector Check” and forward it to the address on the previous page within 40 business days of receipt of Offer of Admission.

[] Please check the box to confirm that you have made these arrangements.

Signature: _____ Date: _____

NOTE: Submission of false information will invalidate the application and may result in immediate rejection of the application or the requirement to withdraw from the Faculty of Social Work. Students will not be allowed to start their courses until the results of the Criminal Record Check and Child Abuse Registry Check or Vulnerable Sector Check have been received by the Faculty of Social Work and may be required to withdraw from the Faculty of Social Work. **After completing this FORM 1, please submit to Karen.Singleton@umanitoba.ca.** FORM 1 must be submitted **within forty (40) business days** of receipt of Offer of Admission.

FOR OFFICE USE ONLY – CHECK BOX IF CLEARANCE CHECKS WERE CLEARED

CRIMINAL RECORD CHECK: VULNERABLE SECTOR CHECK: CHILD ABUSE REGISTRY:

CHECKED BY ADMIN SIGNATURE: _____ DATE: _____

COMMENTS:

ADDITIONAL INFORMATION

The FORM 1 Self Declaration of an Adult Criminal Record Statement and Child Abuse Registry Listing or Vulnerable Sector Check must be submitted to the Graduate Student Advisor in the Faculty of Social Work **within forty (40) business days of receipt of the Offer of Admission**. Students will not be allowed to start their courses until the results of these checks are received by the Faculty of Social Work and may be required to withdraw from the MSW program.

A positive response on the Criminal Record Check and Child Abuse Registry or Vulnerable Sector Check or the self-declaration regarding criminal convictions does not necessarily eliminate applicants; however, it shall require that the applicant participate in a personal interview.

*** If you answered “yes” that you have a criminal record or outstanding charges or that you are listed on the Child Abuse Registry or Vulnerable Sector Check or have been notified of the intent to be registered, you should be prepared to elaborate with respect to:**

- **Where and when the offence(s) took place**
- **The nature of the offence(s)**
- **The nature of any sentence (including time spent in prison, probation, community service, etc.)**
- **Whether you are still fulfilling the requirements of your sentence and if so when those obligations will be completed.**
- **Any other relevant information which may assist the Faculty of Social Work in considering your admission to the Bachelor of Social Work Program should be included.**
- **You may comment on the implications you perceive this has had on your decision to seek a career in social work.**