

DECLARATION OF FUNCTIONS PERFORMED IN AN EDUCATIONAL ENVIRONMENT

Please complete this declaration by filling in the online fields, print it, and then sign it by hand. You have **five days** following confirmation of your successful job interview to submit this declaration.

SECTION 1 – PERSONAL INFORMATION

CURRENT LAST NAME (If you have more than one last name, please list your names in their usual order)

CURRENT FIRST NAME (1)	CURRENT FIRST NAME (2)	
PREVIOUS LAST NAME (1)	PREVIOUS LAST NAME (2)	
PREVIOUS FIRST NAME (1)	PREVIOUS FIRST NAME (2)	
DATE OF BIRTH	GENDER ☐ Male ☐ Female ☐ Other	PHONE NUMBER
CURRENT ADDRESS (street number, apartment number)		
CITY	STATE	ZIP CODE
PREVIOUS ADDRESS (street number, street name, apartment number)		
CITY	STATE	ZIP CODE

Check the appropriate boxes in each of the following sections. If you do not have enough space to enter all the requested information, please continue on a separate sheet and attach it to this form.

Write your name at the top of any additional sheets.

SECTION 2 – DECLARATIONS OF CURRENT OR PAST POSITIONS

A – CURRENT OR PAST POSITIONS * Employee, coach, intern, or volunteer.

☐ I do not hold or have not held a position in a school service center, private educational institution, or other educational organization in Quebec.

or
☐ I hold a position in a school service center, private educational institution, or other educational organization in Quebec:

SCHOOL SERVICE CENTER, PRIVATE EDUCATIONAL INSTITUTION, OR EDUCATIONAL ORGANIZATION	SINCE	FUNCTIONS PERFORMED
	FROM _____ to _____	
	From _____ to _____	
	From _____ to _____	

or
☐ I worked in a school service center, private educational institution, or other educational organization in Quebec:

SCHOOL SERVICE CENTER, PRIVATE EDUCATIONAL INSTITUTION, OR EDUCATIONAL ORGANIZATION	SINCE	POSITIONS HELD
	FROM _____ to _____	
	From _____ to _____	
	From _____ to _____	

SECTION 3 – BEHAVIOR STATEMENTS

Have I ever engaged in behavior that could reasonably raise concerns about the physical or psychological safety of students while working for a school board, school service center, or educational institution (e.g., negligence, discriminatory or racist behavior, intentional or unintentional acts of violence, etc.)?

☐ No

or

☐ Yes If yes, specify the nature of the behavior, the context, and the approximate date of the event(s):

B – CONSENT TO VERIFICATION

I certify that the information provided is accurate and complete.

I consent to the transmission of my contact information to the school service centers, private educational institutions, and school organizations where I currently work or have worked and to which the request for information or documents will be made.

I consent to the verification of the information and documents necessary to establish the existence or absence of behavior that could reasonably raise concerns for the physical or psychological safety of students by the school service centers, private educational institutions, and school organizations in which I hold or have held a position and to which the request for information and documents will be made.

I consent to the school service centers, educational institutions governed by the *Private Education Act*, or educational organizations in Quebec in which I hold or have held a position confirming the absence of information or documents relating to this verification concerning me.

Signature: _____

Date: _____

The *Education Act* and the *Private Education Act* provide that:

- That prior to hiring or at the request of the school service center or private educational institution, any person working, called upon to work, or regularly in contact with its minor or disabled students must submit a declaration form listing all positions held in all school service centers, educational institutions governed by the *Private Education Act*, or educational organizations in Quebec.
- That the school service center and the private educational institution must verify with the school service centers, educational institutions governed by the *Private Education Act*, or educational organizations in Quebec in which a person performs or has performed a function that the person has not engaged in behavior that could reasonably give rise to concerns for the physical or psychological safety of students;
- That the school service center, private educational institution, or educational organization in Quebec must provide the school service center or private educational institution that requests it with any information or document establishing that the person has engaged in conduct that could reasonably give rise to fears for the physical or psychological safety of its students;
- Before transmitting information or documents relating to this verification to a school service center or private educational institution, the organization must inform the person of the information or documents it holds so that they can consent to their disclosure;
- That when it concludes that there is conduct that could reasonably give rise to fears for the physical or psychological safety of students by a person who works with minor or disabled students or who is in regular contact with them in the course of their duties, the school service center or private educational institution must inform any other school service center, private educational institution, or educational organization in Quebec where the person performs a function of this situation.
- The school service center or private educational institution must inform the Minister of Education of any serious misconduct by a teacher in the course of their duties or any act that is contrary to the honor or dignity of the teaching profession and involves behavior that could reasonably give rise to fears for the physical or psychological safety of students.

NOTICE

- Any declaration form will be considered incomplete and will be returned to the sender in the following cases: consent not signed or failure to answer one or more questions.
- Any false declaration or refusal to submit this declaration may result in the rejection of an application or administrative or disciplinary measures.
- All positions must be declared.