



Mailing Address  
 PO Box 270 Bridgenorth  
 Ontario K0L 1H0

Tel: 705 292 9507  
 Fax: 705 292 8964

www.selwyntownship.ca

**For office use only**

Date Received: \_\_\_\_\_

**Status of Criminal Records Check:**

- Reviewed and Returned
- Pending
- Not Received (follow-up required)

## Application for Township Board and Committee

**Note: Applications must include a Criminal Records Check which includes a pardoned sexual offender database search. If the police records check cannot be obtained by the submission deadline please indicate that the application is in progress.**

<b>Name</b>	
<b>Mailing Address</b>	
<b>911 Address</b>	
<b>Telephone</b>	
<b>Email</b>	
<b>Board or Committee this application is for:</b>	
<b>Relevant work experience and education:</b>	
<b>Volunteer/Community group involvement:</b>	

Please submit this application (cover letter and resume optional) to: Township of Selwyn, P.O. Box 270, Bridgenorth, Ontario K0L 1H0 Attention: Angela Chittick, Clerk

(Please mark Confidential) or drop off at Township office at 1310 Centre Line, Selwyn or email to: [achittick@selwyntownship.ca](mailto:achittick@selwyntownship.ca)

## **Criminal Records Check Information**

**\*\* Note - Criminal Records Checks can take anywhere from one week to four months to process. Interested applicants are encouraged to obtain their Criminal Records Check *as soon as possible*.**

A Criminal Records Check (including a pardoned sexual offender database search) must be included with the application. Council may require an interview with the applicants prior to making an appointment.

Applicants are required to provide police with a personalized letter from the Township indicating their intent to volunteer in order to waive or reduce the cost of a criminal records check. Please contact Angela Chittick at 705-292-9507 ext 221 if you have questions.

### ***Smith & Ennismore Ward residents apply to the OPP:***

<http://www.opp.ca/index.php?id=115&entryid=56a1276d8f94acdb5824a3d7>

Peterborough County O.P.P.  
453 Lansdowne Street East, Peterborough

### ***Lakefield Ward residents can apply on-line with the Peterborough Police Service:***

<http://www.peterboroughpolice.com/request/record-checks/>

Peterborough Office  
500 Water Street, Peterborough

-or-

Lakefield Office  
12 Queen Street, Lakefield

**Acceptable Identification for a Criminal Records Check:** Residents shall provide at least two (2) separate pieces of validly issued identification **other** than a health card or SIN card. At least one piece of identification must include a photograph of the applicant taken within the last five (5) years. Photo identification shall contain, at a minimum, the applicants full given name, surname, date of birth and gender.

Examples of acceptable identification are:

- Driver's Licence (including drivers licenses issued by another province, territory, or a foreign jurisdiction)
- BYID Card (Bring your Identification issued by the Liquor Control Board of Ontario (LCBO))
- Canadian or Foreign Passport
- Canadian Citizenship Card
- Possession and Acquisition Licence (or PAL Card)
- Permanent Residency Card
- Certificate of Indian Status .....

The following are acceptable forms of non-photo identification:

- Birth Certificate
- Baptismal Certificate
- Hunting Licence
- Outdoors Card
- Canadian Blood Donor Card
- Immigration Papers ....

Where the requirements of this section cannot be met, an *Affidavit of Identity* may be completed.

I am pleased to forward this letter with respect to you volunteering on a committee or board with the Township of Selwyn.

As outlined in our Volunteer policy:

*....in order to exercise due diligence in the recruitment of volunteers, a Criminal Records Check shall be required for volunteers prior to commencement of work with the Township. ....For the purposes of this policy, members of Boards and/or Committees shall be considered to be volunteers. For the purposes of this policy **a Criminal Records Check shall include a Pardoned Sexual Offender Database Search.***

I trust that this is sufficient information for the local O.P.P. detachment or the Peterborough Police Service; however should more information be required, please pass along my contact information. I can be contacted at 705-292-9507, extension 221 during regular office hours 8:30 – 4:30 Monday to Friday or via e-mail at achittick@nexicom.net.

Thank you for your interest in the Township.

Sincerely,

*Angela Chittick*

Angela Chittick  
Manager of Community & Corporate Services/Clerk

**Mailing Address**  
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Ontario K0L 1H0

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