



**Saskatchewan
Health Authority**

Penny Bourassa, I/Manager
Workforce Planning & Employment
Human Resources
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To Whom it May Concern,

RE: Criminal Record Check Request

Saskatchewan Health Authority requires all new applicants for any position in Saskatchewan Health Authority to complete and return a police criminal record check prior to being offered a position with Saskatchewan Health Authority.

This letter is to request a Criminal Record Check for the applicant for the purpose of employment with Saskatchewan Health Authority. The criminal record check should also include a 'Vulnerable Sector' check as all employment positions within Saskatchewan Health Authority are or may be responsible for the well-being of one or more children or vulnerable persons or in a position of authority or trust in relation to those persons and will or may have contact directly or indirectly in relation to employment positions.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Penny Bourassa, I/Manager
Workforce Planning and Employment