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 the Saskatchewan Health Authority.

This letter is to request a Criminal Record Check for the applicant for the purpose of employment with the Saskatchewan Health Authority. The criminal record check should also include a ‘Vulnerable Sector’ check as all employment positions within the Saskatchewan Health Authority may be responsible for the well-being of one or more children or vulnerable persons, or be 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,

Cody Howell, Manager
Workforce Planning and Employment