



**SASKATOON HEALTH REGION**  
**Human Resources**  
**Penny Bourassa, I/Manager**  
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To Whom It May Concern:

**Re: Criminal Record Check Request**

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

This letter is to request a Criminal Record Check for the applicant for the purpose of employment with Saskatoon Health Region. The criminal record check should also include a 'Vulnerable Sector' check as all employment positions within Saskatoon Health Region is 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  
Workforce Planning & Employment, I/Manager