

JOB SEEKER TOOLKIT

Finding a Job with a Criminal Record



This toolkit is intended to help individuals with a criminal record navigate the challenges, develop strategies, and find supports for obtaining gainful employment.

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The Basics: What You Need Before Applying



IDENTIFICATION

Government issued ID is required to start a bank account and usually requested by an employer when you are hired.

Obtain a driver's license or provincial ID card from your closest registry. For information on what you need to bring to the registry contact Service Alberta, or visit: alberta.ca/get-id-card.aspx



SOCIAL INSURANCE NUMBER (SIN)

A SIN is your 9 digit number that is required for you to work in Canada. You may have this number on a card or a confirmation letter from Service Canada. To apply for a SIN visit a Canada Service Centre with the necessary documents. For a list of required documents visit: canada.ca/en/employment-social-development or call 1 800 622 6232.



BANK ACCOUNT

A bank account is needed so an employer can deposit your paycheck.

To start an account visit a bank branch or credit union near you to discuss options. If you require support in navigating this step contact the Elizabeth Fry Society or the John Howard Society for reintegration support.



TRANSPORTATION

Consider what kind of transportation you will need for the jobs you are applying for. Will you need to renew or obtain a driver's license? Or, can you use public transit?

Low income monthly bus passes are available. To see if you qualify visit the Calgary Transit website or call 311 and ask about Fair Entry requirements.



WORK CLOTHES

Professional work attire and a clean-cut appearance are important for interviews and networking.

Dress for Success, Making Changes, and Women In Need help low income women obtain professional attire. For men, consult the Drop-In Centre which can provide suits and used construction gear.



LIFE SKILLS

Beyond education, successfully seeking employment requires social skills, time management, resiliency, and financial literacy.

Utilize local mental health and career resources to help you feel supported while job searching. Pages 18 through 20 of this toolkit lists available local resources you can access.



HOUSING

Housing is essential for maintaining stable employment. As well, obtaining an ID, bank account, subsidized bus pass, and filling out a job application all require an address.

Case managers at the Elizabeth Fry Society and the John Howard Society can assist you in finding subsidized housing. Contact information available on page 20.



COMMUNICATION

You will need to include a phone number and email address on your resume so prospective employers can contact you for interviews.

Public libraries offer free computer and internet access.

To acquire a cell phone consider getting a basic phone plan or a pay-as-you-go plan with a donated cell phone.

Applying for Jobs

1 Job Search

- Examine the type of position you want to apply for. Take your criminal convictions into account when considering different types of jobs. For example, if you have a theft charge than a security job or a bank position may not be a realistic path.
- An Alberta Supports Centre can provide you with guidance on the different career options available to you. Call 1 877 644 9992 and ask to speak to a Career and Employment Consult. You can also visit a local Alberta Supports Centre to talk to someone in person. Location information available at: alberta.ca/alberta-supports.
- The Alberta Government website provides information on different jobs and the skills required for those positions: alis.alberta.ca/careerinsite/



Online Job Boards

- Jobbank.gc.ca
- Alis.alberta.ca
- Aboriginaljobboard.ca
- Ca.indeed.com
- Albertajobcentre.ca
- Calgaryjobboard.ca
- Reachire.ca

TO FIND JOB POSTINGS:

- Search online job boards.
- Ask friends and family if they know about any job openings.
- Look for job postings on the websites of the companies you want to work for.
- Ask community support agencies you know.

Networking

A lot of successful job hunting comes down to who you know. If your current social circle does not have any connections to a job consider ways in which you can meet new people. You never know who will lead you to your next job opportunity.

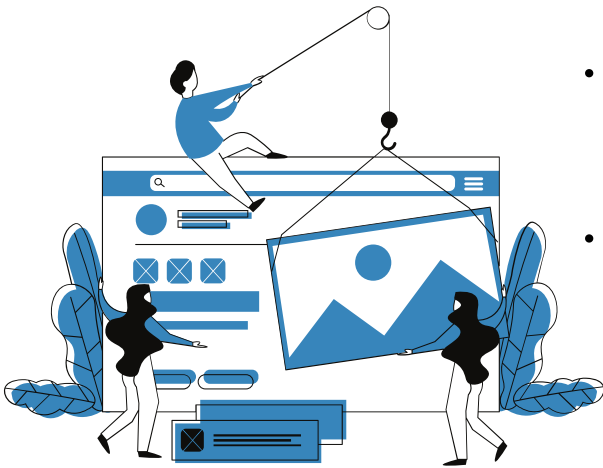
- Volunteer for an organization.
- Look at the contact list for the companies you want to work for. Email an employee to see if they would be willing to meet for coffee to talk about how they achieved their position.
- Try new social activities by attending events or joining a local group on meetup.com. Meetup.com is a way for people to find other locals that like doing the same activities as them, such as hiking, crafts, etc.
- Contact community agencies about the group programming they offer. The Elizabeth Fry Society regularly hosts Indigenous focused programs such as Blackfoot Language lessons, beading lessons, and sweats.



Applying for Jobs

2 Showcase Your Strengths

- **Develop a resume to highlight your skills**, education, training, and employment history. A functional or combination resume may be more appropriate if you have significant gaps in your employment history. **Do not mention your record on your resume.**
- Use the information provided in the job postings you are applying for to **develop a cover letter**. It is important to tailor each cover letter to the job you are applying for. For more tips on resume and cover letter writing turn to page 4.
- **Recruit references** who can speak to your skills and work ethic. Possible references might include past employers, volunteer coordinators, religious leaders, Elders, instructors, or former teachers. You will need at least three references with up to date contact information for applying. Make sure to ask these individuals if they are willing to be your reference before using them, and notify them when they might be contacted.
- Consider enrolling in an employment readiness program. These programs offer a supportive environment that can help build your self-esteem and self awareness alongside teaching you resume, cover letter, and interview skills. For a list of programs and contact information turn to page 18.



Alberta Community and Social Services

Provides free workshops on topics such as resume writing, cover letter writing, and developing a Linked In profile.

For more information visit:
alberta.ca/calgary-employment-services
or call 1 877 644 9992.

Career Connections

Career Connections offers free career planning and resume writing services to all Albertans.

For more information visit:
mycareerconnection.ca
or call 403 410 3203.



3 Apply

- Before sending your resume, cover letter, and online applications to prospective employers make sure you do a thorough check for grammar and spelling. Also, carefully read the instructions they give you for submitting and make sure you are doing everything they ask.
- For dropping off resumes in person, call ahead to the company to ask the name of the person you should submit your resume to and identify what an ideal time would be for you to come in and give them your resume. Timing is important. Don't try to drop off a resume right before closing. The employees are likely busy and ready to go home, and will not be impressed with your late arrival.



Cover Letter Writing Guide ²

1

WHEN WRITING

- Target the job you're applying for.
- Allow your personality to shine through in your writing, but keep it professional.
- Give the employer reasons why you want to work for their company specifically.
- Keep your cover letter to about 3/4 of a page.
- Check for grammar and spelling errors.

2

YOUR GREETING

- Avoid using the impersonal greeting 'Dear Hiring Manager' or 'To Whom It May Concern.' Do some research into the company you are applying for and try to address your cover letter to an actual person.

3

1ST PARAGRAPH

- State the position you are applying for and how you found out about it.
- Explain why you would be a good fit for the job and their organization.

4

2ND PARAGRAPH

- Reference your education and certifications.
- Mention 2 to 3 skills you have that are referenced as being important skills in the job description. Then describe how you've demonstrated those skills in past work experience.

5

LAST PARAGRAPH

- Briefly restate why you're an ideal candidate for the job.
- Thank the employer for their time in considering your application.
- End your cover letter with a formal closing, such as 'Sincerely' or 'Regards', and write your full name.

Resume Writing Guide ³

1

CONTACT INFO

- An employer needs to know who you are, where you're from, and how to contact you.
- At the top of your resume include your: name, full address, telephone number, and email.

2

SKILLS

- Write a short paragraph or 3 bullet points that highlights your skills, traits, and experience you know the employer is looking for.
- Some examples of skills include hard skills such as: Proficient in Microsoft Office, Design, and Project Management, And soft skills such as: Team Player, Decisive, and Creative.

3

EDUCATION

- Include education or certifications you have that are relevant to the position.
- If you don't have formal education, include training you received from past employers or programs you attended.
- You can include training you had in prison. Just name the program, and don't refer to the prison.

4

WORK EXPERIENCE

- Include the name of the company you worked for, your position, and the starting and ending dates for your time in that job.
- Under each position you list have at least 3 bullet points that describes what you did at that job and how you were effective.
- Highlight experience that is relevant to the position you are applying for.

5

OTHER EXPERIENCE

- Here you can include:
- Volunteer experience.
 - Other training.
 - Certifications such as CPR.
 - Work experience that you didn't feel was relevant to highlight in earlier parts of the resume.
 - Other skills you have developed such as art, graphic design, teaching music, speaking multiple languages, etc.

Police Information Checks

What is a Police Information Check (PIC)?

A PIC is a criminal history check of an individual conducted by the police. Police search local, provincial, and national police and court databases for convictions and pending charges a person may have incurred. The results of a PIC are provided to the individual in the form of a certificate letter.



HOW DOES AN EMPLOYER OBTAIN A PIC?

Police will not provide a PIC to an employer directly. An employer can request that a candidate obtain a PIC if they believe it is necessary for the position they applied for. You as the candidate will then need to go to a local police or RCMP station to apply and pay the processing fee. After a few weeks you will be sent a letter disclosing any past convictions, which you can then provide to the potential employer.

There are two types of PICs:

1 Standard Criminal Record Check

Lists criminal convictions that a person has not received a record suspension for.

2 Vulnerable Sector Criminal Record Check

A more detailed check that can be requested if the individual will be working with vulnerable people, such as youth or persons with disabilities. The result will include any sex offences that have been pardoned.

Note: A vulnerable sector search should only be required for employment positions where an individual is directly working with vulnerable populations. Requesting a vulnerable sector check when it is not required for the position contravenes the *Criminal Records Act*.⁴

WHAT INFORMATION DOES A PIC LETTER PROVIDE?

The letter includes all criminal convictions for which you have not received a record suspension. For each conviction, the letter specifies the date and location of the offence, type of offence, and the sentence you were given. Any pending charges and relevant occurrence reports are also included. **These can include incidents relating to mental health and even times a person was a witness to a crime.** If a Vulnerable Sector Search was required then that letter would additionally include any pardoned sex offences, and may even include charges that were withdrawn. This information is based on a Calgary Police Services PIC, and can vary depending on the city or province the PIC is conducted.

Applying: Criminal Record Considerations

You do not have to disclose or mention your criminal record if you are not asked about it.

You will likely clear a Police Information Check if you were:

- Charged or arrested but not convicted.
- Referred to alternative measures (such as community service) and have completed all the requirements.
- Granted a record suspension (pardon).⁵

Keep in mind, in Alberta it is up to the discretion of the officer conducting the record check to decide what information is included. Meaning, there is still a small chance the above information could be on a record check. Since the record check is sent directly to you, not the employer, you can see what information is on your record before disclosing it to an employer.

"YOU MAY BE ASKED IF YOU'RE BONDABLE. THIS MEANS AN EMPLOYER CAN TAKE OUT INSURANCE AGAINST THE POSSIBILITY THAT YOU MIGHT STEAL. DEPENDING ON THE NATURE OF YOUR CONVICTION, THIS INSURANCE MAY BE EXPENSIVE OR HARD TO GET. BUT HAVING A RECORD DOES NOT NECESSARILY MEAN YOU AREN'T BONDABLE. CHECK WITH YOUR LOCAL POLICE DEPARTMENT."⁶

Employers are legally allowed to ask about your criminal record or include the question on an application.

If you come across a question on a job application asking about a criminal record it is best to leave it and disclose in an interview where you can provide context. For the application, consider the following options:

- Filling in only your name and contact information, and attaching your resume to the form.
- Completing the form but leaving the criminal record question blank
- Answer "Yes. Let's talk about it in an interview."⁷

Don't lie about your criminal record. You don't want to risk getting caught in a lie and losing the trust of the employer. Honesty is a highly valued trait for employers.



Disclosing your Criminal Record in an Interview

5 Interview Tips

Practice your Answers

Interview questions are often situational and require you to pull in examples of past experiences to explain how you solved problems. It can be challenging to answer this type of questioning if you are not used to it. Search online for a list of common interview questions and try responding to them. Get a friend or family member to help you practice.

Keep it Positive

Don't talk badly about your past employer it won't reflect well. Keep the interview upbeat and conversational, so the interviewer enjoys talking to you.

Practice your Pitch

Most employers will ask why you would be good fit for their company. Have a strong answer prepared that highlights what you offer.

Do your Research

Learn as much about the company as possible before the interview. Bring your knowledge of the company into your answers.

Have Questions Ready

Interviews almost always end with the employer asking if you have any questions. Have at least two well thought out questions prepared about the company or the job.

If an employer asks you about a criminal record, or you decide to be upfront about your past charges, have an answer prepared that takes responsibility for your mistakes and outlines the positive changes you have made.

✓ Say Enough to be Truthful

The employer doesn't need to know all the details. You may want to briefly explain possible hardships you experienced that can provide context for why you may have committed a crime, such as poverty or loss of a loved one.

✓ Highlight Your Progress

Tell the interviewer what you've learned from your experience. Explain to them the positive steps you have taken to change your life and your current goals.

✓ Bring References

Bring the names and contact information of 3 references who can speak to the positive changes you're making in your life. They could be previous employers, a religious leader, an Elder, an instructor, a former teacher, or a probation or parole officer.

✓ Timing Matters

If you're disclosing without being asked, do so in the middle of the interview. At the beginning of an interview, it could make a bad first impression. At the end, it may be a negative last impression. ⁸



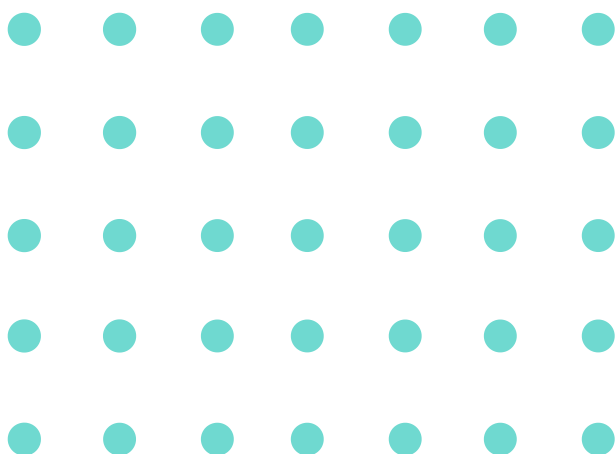
"People have to understand that getting employed is not a thing that will just happen tomorrow... It will take a lot of time, a lot of clients just don't have patience, a lot of clients just fall off at certain points because 'nobody wants to employ me because I have this certain record.' It's the ability to be able to believe in yourself, you say, 'ok, I will go through this, I will go through this with an employment coach, we will get a job together.'"

9

STAY STRONG

SEARCHING FOR A JOB IS A TOUGH PROCESS. IT MEANS HANDLING REJECTION. IT MEANS HOURS OF WORK WRITING COVER LETTERS THAT WILL GO UNANSWERED. YOU WILL FACE DISAPPOINTMENT. IT IS NOT EASY. THAT'S THE REALITY. HAVING A CRIMINAL RECORD MAY COMPOUND THESE CHALLENGES.

YOU HAVE TO BE RESILIENT. MAKE TIME FOR SELF-CARE. FIND SUPPORT IN YOUR FRIENDS AND FAMILY. USE COMMUNITY RESOURCES AND MENTAL HEALTH RESOURCES TO HELP YOU THROUGH. FOCUS ON LEARNING WAYS TO BE A MORE COMPETITIVE CANDIDATE. AND JUST TAKE IT ONE DAY AT A TIME.



Record Suspensions (Pardons)



What is a Record Suspension?

Previously known as a pardon, a record suspension will “set aside” an individual's past criminal convictions. Meaning the conviction will still be visible to law enforcement agencies, but will not be disclosed in criminal record checks unless police deem it relevant to disclose.



A record suspension allows you to clear most criminal record checks and ensures that you can be a bondable employee (see page 6).

What a Record Suspension Won't Get You

OBTAINING A RECORD SUSPENSION DOES NOT:



Ensure entry or visas to other countries.

If you are hoping a record suspension will allow you to cross the US border this is not the case. Border security officials may still be able to see that you have a criminal record even when you have a record suspension. This does not mean that you will definitely be barred from entering another country, like the US, it just means that a record suspension will not erase previously held information about your criminal record from the databases of other countries. See page 16 for information on US Entry Waivers.




Cancel prohibition orders.

If you were given certain prohibition orders, such as not owning a firearm, these orders will remain in place even with a record suspension.

Are You Eligible for a Record Suspension?

Eligible

You **can** apply for a record suspension if:

 **You were convicted of an offence in Canada** as an adult. Or, were convicted of a crime in another country and were transferred to Canada under the (International) Transfer of Offenders Act.

 **You have completed the wait times.**

5 Years For **summary** offences.

10 Years For **indictable** offences.


Wait times begin once you completed your sentence. Including imprisonment, probation, parole, and the payment of any fines.




If you get any new charges during these wait time years then the wait times completely **start over**. Even if the new charges were dismissed or you were found to be innocent.

Ineligible

You **cannot** apply for a record suspension if:

 **You have a Schedule 1 offence.** Examples include murder, manslaughter, violent offences, robbery, and sexual assault.

Note: A Schedule 1 offence may be considered eligible by the Parole Board of Canada (PBC) if it meets certain criteria such as being a non-violent offence. Contact the PBC for more information.

 **You have three indictable offences** each with prison sentences that are two years or longer.

TYPES OF OFFENCES¹⁰

SUMMARY

The least serious crimes under the Criminal Code. Examples include: causing a disturbance, harassing phone calls, driving under the influence, soliciting a prostitute, and most vandalism cases. A summary offence is never tried by jury and is usually punishable by a fine up to \$5000 and/or six months in jail.

INDICTABLE

The most serious crimes under the Criminal Code. Examples include manslaughter, murder, drunk driving causing injury or death, armed robbery, drug trafficking, certain sexual offences, theft of \$5000 or more, and vandalism causing injury.

HYBRID

An offence where the Crown Prosecutor can choose to proceed with either an indictment or summary conviction.

THE PAROLE BOARD OF CANADA OFFERS AN ONLINE SELF ASSESSMENT TOOL THAT CAN HELP DETERMINE IF YOU ARE READY TO APPLY.

VISIT [CANADA.CA/EN/PAROLE-BOARD/SERVICES/RECORD-SUSPENSIONS.HTML](https://www.canada.ca/en/parole-board/services/record-suspensions.html) AND CLICK ON THE LINK TITLED ELIGIBILITY SELF-ASSESSMENT TOOL.



Applying for a Record Suspension: Important Information



TIME

Many of the forms you require, such as the record suspension form and the police information checks, are only valid for 12 months from the day they were issued or signed. Try to collect all your documentation and complete the forms in a timely manner to avoid anything expiring on you. Start with the forms that may take the longest to obtain, such as a criminal record from another country that you lived in. If any record checks expire you will have to get those documents again and repay any fees.

It can take an average of 6 months to collect all the necessary documents. Once you have submitted your application, the processing time for the Parole Board of Canada to review your application is 6 to 12 months.



CONTACT INFO

Make sure you keep the Parole Board of Canada up to date on any changes to your contact information, including your address, while they are processing your application. They need to be able to contact you and verify that the information is correct. They will also need a proper return address to send any relevant documents to you.



COST

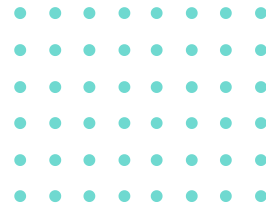
Obtaining a record suspension is an expensive process. You will need to pay processing fees for obtaining your criminal record and the Police Information Checks. You will also need to pay the record suspension application fee, which is currently \$644.88 (as of March 2020. Is subject to increases).



REJECTED APPLICATIONS

Record Suspension Applications are constantly rejected for simple errors. If your application is rejected you will **not** be refunded your money and will have to start the entire process all over again and repay all fees. It is extremely important to carefully read all instructions when completing the application.

Avoiding Application Errors



Use the Parole Board of Canada's Resources

The Parole Board of Canada is the government body that will be approving your record suspension application. **They provide a thorough Record Suspension Application Guide that includes all of the forms you will need** and detailed steps on how to complete the application properly. They also have tip sheets and how-to videos to help you through the process.

PAROLE BOARD OF CANADA (PBC)

1 800 874 2652

canada.ca/record-suspensions

suspension@pbc-clcc.gc.ca

Have a Support Worker Review Your Application

The Elizabeth Fry Society has experienced legal advocates that can support you in this application process. For more information contact:
calgarycourt@elizabethfrycalgary.ca

Caseworkers at the John Howard Society can also provide application assistance. Contact info@cjhs.ca.

Complete the Application Checklist Before Submitting

Use the detailed checklist on page 14 to ensure all your documents are ready to be submitted.

Applying for a Record Suspension: Beware of Fraud

YOU **DO NOT** NEED A PAID THIRD PARTY COMPANY OR LAWYER TO APPLY FOR A RECORD SUSPENSION. YOU CAN APPLY DIRECTLY TO THE PAROLE BOARD OF CANADA.¹¹

The Parole Board of Canada recommends you apply directly to them. Applying directly to the PBC means:

- ✓ You are using the correct information to apply.
- ✓ You do not have to pay any additional costs.
- ✓ You are not at risk of being scammed out of your money or your identity.

There has been an increase in misleading and fraudulent companies offering record suspension assistance. Some of these companies will simply take your money and will not submit any application on your behalf. Other companies will make false promises about getting your application approved. Many of these companies use logos, names, and websites intended to appear as if they are affiliated with the Parole Board of Canada. The PBC does not affiliate with any company. You **MUST** be very careful and ensure you are sending your application and money to the **REAL** Parole Board of Canada.

ENSURE THE CONTACT INFORMATION, WEBSITE, AND LOGOS ARE CORRECT

Parole Board of Canada



Clemency and Record Suspension Division
410 Laurier Avenue West, 5th Floor
Ottawa, Ontario K1A 0R1



1 800 874 2652



canada.ca/record-suspensions



suspension@pbc-clcc.gc.ca

Canada



Government
of Canada

Gouvernement
du Canada

EXAMPLES OF FRAUDULENT LOGOS AND WEBSITES:



~~www.paroleboardofcanada.com~~



THE PAROLE BOARD OF CANADA (PBC) IS THE ONLY AGENCY THAT CAN APPROVE A RECORD SUSPENSION.

Paid Third Party Companies

Companies offering to assist you with with a record suspension application **cannot**:

- ✗ Guarantee your application will be approved.
- ✗ Speed up the approval of your application.
- ✗ Convey a special status on your application.
- ✗ Complete all the paperwork.



Steps to Apply for a Record Suspension¹²

1 GET YOUR CRIMINAL RECORD

- Visit an **accredited** fingerprinting company or police service that can submit your fingerprints to the RCMP electronically.
- Your electronic fingerprint submission **must clearly state you are applying for a record suspension.**
- Once you receive your criminal record **ensure it includes ALL convictions,**
- If any of your convictions are missing contact the Parole Board of Canada.
- **Ensure dates of convictions meet the waiting period requirements.**
- Make copies of your criminal record.

2 COURT INFORMATION

- Fill out the the Court Information Form.
- Contact the court(s) that heard your case. **Give each court a copy of your criminal record and a Court Information Form.** Make sure they fill in all information in the **For Court Use Only section.**
- **Your court information MUST include** proof and date of last payment for any fines, victim surcharges, restitution, and compensation. This **MUST** also include the method of trial for each conviction (either summary or indictable).

3 MILITARY CONDUCT SHEET

- IF YOU ARE NOT a current or past member of the Canadian Forces, go to Step 4.
- IF YOU ARE a current or past member of the Canadian Forces, you must get a certified, signed and dated copy of your Military Conduct Sheet through the appropriate organization (Library & Archives Canada or National Defence). If no conduct sheet exists, you must provide a letter from your Commanding Officer or the appropriate organization, which indicates that no information is available.

4 POLICE INFORMATION CHECK(S)

- You must get local police records check for the city/town where you live and each city/town where you lived during the last 5 years. Including from other countries that you have lived in.
- Show your criminal record and your valid ID to each local police service and ask them to fill in the section on the Local Police Records Check Form called For Police Use Only.
- Ensure all information in that section is filled, that the form has the signature and date stamp of the local police service, and the local police service official seal or stamp.

5 PHOTOCOPY OF IDENTIFICATION

- You need to provide a **clear** photocopy of a document which supports your identity with your application. This valid government issued (Federal, Provincial or Municipal) document **must have your name, date of birth and signature.**
- A copy of your driver's license or government issued ID card would meet this criteria.

6 SCHEDULE 1 EXCEPTION FORM

- If you have NOT been convicted of a Schedule 1 offence go to Step 7.
- If you HAVE been convicted of a Schedule 1 offence, you **MUST** complete the Exception Form.
- **AND** your Schedule 1 offence must meet certain criteria.
- Before submitting your application contact the Parole Board of Canada to determine if your Schedule 1 offence is eligible for a record suspension.

7 RECORD SUSPENSION FORM

- Fill out the Record Suspension Form.
- **You MUST:**
 - Answer ALL questions on both sides.
 - Write in block letters in black ink.
 - Answer truthfully and completely.
 - Include the \$644.88 fee in certified check, money order, or bank draft. Payable to the: Receiver General for Canada.
 - Photocopy all documents for your records. **All ORIGINAL documents will be submitted to the PBC.**

8 MEASURABLE BENEFIT FORM

- Fill in ALL sections of the Measurable Benefit/Sustained Rehabilitation Form.
- Clearly describe how receiving a Record Suspension would benefit you **AND** sustain your rehabilitation into society as a law-abiding citizen.
- If you need more room attach additional pages to the form.

All required forms are provided by the Parole Board of Canada
Visit: canada.ca/record-suspensions

Record Suspension Application Checklist

ORIGINAL CRIMINAL RECORD

- All convictions are listed

ORIGINAL COURT INFORMATION FORM(S)

- All convictions are listed
- Info includes proof and dates of payment for fines, surcharges, and restitution
- Includes method of trial (summary or indictable)
- Signed and dated by court(s)
- Has official court seal/stamps
- For court use only section is entirely filled in by court

ORIGINAL MILITARY CONDUCT FORM

ONLY APPLICABLE IF YOU SERVED IN THE CANADIAN FORCES

- Form is officially certified, signed and dated
- Lists reason for request is Record Suspension
- Has your enlistment and discharge dates
- Has military ID or Service #
- You have filled in all personal info and signed the form

ORIGINAL POLICE INFORMATION CHECKS

- 'For Police Use Only' Section is entirely filled in
- Has police signature, official date stamp, and official seal
- Issued in the last 6 months

ID PHOTOCOPY

- Photocopy is clear & readable
- ID used is government issued and has your name, date of birth, and your signature


RECORD SUSPENSION FORM

- ALL questions answered truthfully and completely
- Wrote in clear block letters with black ink
- BOTH sides of form are complete
- You signed and dated the form

MEASURABLE BENEFIT FORM

- All sections are filled in

APPLICATION FEE: \$644.88

- Fee cost is \$644.88 as of March 2020
- Include as a certified check, money order, or bank draft
- Payable to the: Receiver General for Canada
-  DO NOT pay with cash or a personal cheque

BEFORE YOU MAIL DOUBLE CHECK:

- All forms are completely filled in: check for 2 sides of forms
- All writing is clear and in blue or black ink
- You have made copies of all documents for yourself
- You are mailing all the original documents and forms

Applying for a Record Suspension

Mail Completed Application To

Parole Board of Canada
Clemency and Record Suspension Division
410 Laurier Avenue West, 5th Floor
Ottawa, Ontario K1A 0R1



Record Suspension for Cannabis Charges

If you were **only convicted of simple cannabis possession** the process will be more streamlined. If you have any additional charges you will need to use the regular record suspension form and process.

- You do not need to fulfill the wait times before applying.
- There is no processing fee.
- The Cannabis Record Suspension Guide with required forms can be accessed through the Parole Board of Canada's website:

CANADA.CA/CANNABIS-RECORD-SUSPENSIONS

FREQUENTLY ASKED QUESTIONS¹³

CAN A RECORD SUSPENSION BE REVOKED?

Yes, a record suspension can be revoked if you were:

- Convicted of a new offence.
- Found to no longer be of good conduct.
- Found to have made a false or misleading statement or hidden information when you applied.
- Found to have been ineligible for a record suspension.

CAN MY APPLICATION BE FAST TRACKED?

No. Applications are processed in order of the date they are received. There is no way to fast track the process. Any third party company that says they can speed up the approval of an application is making a fraudulent statement.

DO I NEED A RECORD SUSPENSION IF I WAS CHARGED AS A YOUNG OFFENDER?

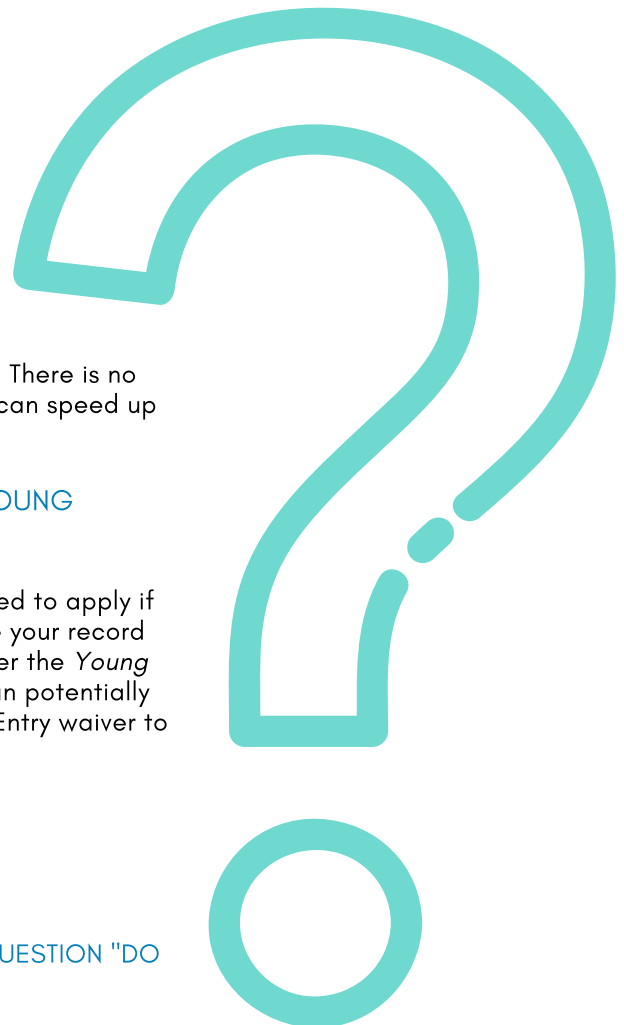
Only if you were convicted for the charges as an adult. You do not need to apply if you were found guilty only in a youth court or youth justice court, since your record will be destroyed or archived once the time periods have elapsed under the *Young Offenders Act* or the *Youth Criminal Justice Act*. A youth conviction can potentially affect your ability to enter the US. In which case, you may need a US Entry waiver to cross the border (see page 16).

CAN THE APPLICATION FEE BE WAIVED FOR ME?

No. There is currently no way to waive or reduce the fee.

ONCE I HAVE A RECORD SUSPENSION CAN I ANSWER "NO" TO THE QUESTION "DO YOU HAVE A CRIMINAL RECORD" ON JOB APPLICATIONS?

Yes. Once you have a record suspension your criminal record will not appear on background checks, so you can answer no to that question. Certain pardoned offences will only appear if the employer requires a vulnerable sector check.



US ENTRY WAIVER: FORM I-192

A record suspension cannot ensure you access into the US. If you need guaranteed access to the US you can apply for a US Entry Waiver.

REQUIRED DOCUMENTS:

- A copy of **your criminal record** from the RCMP
- A copy of the **official court record** from the actual court of conviction indicating plea indictment, conviction and disposition for each and every crime committed.
- **A statement in your own words**, signed by you, explaining the circumstances of each arrest, conviction, and sentence or fine imposed.
- **Evidence of the positive steps you have taken** and how you have changed, such as completing counseling or rehabilitation programs, current employment, marital status, community service. Include character references.
- **A statement of the purpose of your intended visit** to the United States.
- The **\$585 USD non-refundable fee** in a money order payable to Customs and Border Protection. *Do Not send cash*
- **Completed Form I-192** found on the US Customs and Border Protection (CBP) website or this link: <https://www.uscis.gov/sites/default/files/files/form/i-192.pdf> ¹⁴

The decision on your application will take 6 months or longer. The waiver is only valid for the duration stated on the approval. For future visits to the US you would need to reapply. Make sure you update CBP on any changes to your contact information during this process.



The process for applying for a US Entry Waiver can be confusing. Do not seek out third party companies to complete your application for you. They will double your costs and you will still have to do most of the work. Instead, contact a Pre-clearance office or US Consulate in your area to assist you with your application.

**CALGARY
PRECLEARANCE
(403) 221-1641**

**US CONSULATE IN
CALGARY
(403) 266-8962**

My Journey



As an Indigenous woman I have gone through a lot in my life from growing up in an abusive adoptive home as a child from the Sixties Scoop to being in abusive adult relationships. I did have some advantages like a good education, and for a time, a job as a government employee. Most people thought I was really succeeding. It was my struggles with trauma and relationships which cycled me into addiction and eventual survival on the streets. A place I never thought I would end up.

For ten years I attempted to pull myself up. I tried a lot of things including treatment, counselling and other supports. None of it helped, until something changed in me. A moment of clarity, a moment of understanding that change needed to happen if I wanted to live

I returned to treatment, got reconnected to my culture and strengthened that part of me that was always there, but was hiding. In treatment, I heard about the SAGE program with EFry and was interested to attend the program which had culture and focused on regaining those skills towards success.

Along with SAGE and attending ceremony and relearning my cultural ways I began to reconnect to myself as a Niitsitapi woman. One of the things I realize is the skills I learned on the streets in communication, negotiation and conflict resolution were all valuable skills to incorporate into changing my life to re-enter the workforce.

I returned to EFry to volunteer a year after I completed SAGE and over time, I began to re-establish those skills I had as a government worker and I was eventually hired into the position where I volunteered. I realized my own background was helpful to others and my journey can inspire others to take a chance in themselves and overcome the barriers that affects them from meaningful employment. Even with some of the choices I made including those crimes of survival I am able to achieve great things in my life. This journey has taught me that my past doesn't have to prevent me from succeeding or from recreating my life. Recently I returned to college to take criminal justice studies and continue to embrace the opportunities as I continue towards further success.




Finding a job with a criminal record is attainable for you. Many people before you have been in your same position and have succeeded with the willingness to persevere through the setbacks. With a belief in yourself and the use of available resources, you too will succeed in building the life you want.

Free Employment Training Programs

ELIZABETH
FRY SOCIETY

SAGE PROGRAM

12 week employment readiness program for women. Teaches employment skills and wellness through an Indigenous lens.

 587 391 0146
 elizabethfrycalgary.ca
 sage@elizabethfrycalgary.ca

JOHN HOWARD
SOCIETY

LEEP PROGRAM

3 week group program teaching resume writing, interview skills, money management, and self development skills. Contact them for one on one support options offered.

 403 266 4566
 cjhs.ca
 info@cjhs.ca

PROSPECT
NOW

SKILLGAIN

20 week program providing literacy and essential skills training that is designed for real-life job expectations. Visit Prospect Now's website for more programs.

 403 237 5108
 prospectnow.ca
 info@prospectnow.ca

MANPOWER

TECHCAREERS

26 week program to become a certified network specialist or software developer. Includes an internship. Manpower also offers training for women to work in the trades.

 1 844 367 6965
 manpowerab.com
 infoalberta@manpower.com

MOMENTUM

TRADES TRAINING

25 week program offering pre-apprenticeship training in a trade and on the job experience. Momentum also offers free tech training programs.

 403 272 9323
 momentum.org
 info@momentum.org

Other Employment Resources

More employment resources on pages 3 and 18



Aboriginal Futures

☎ 403 253 5311
🌐 aboriginalfutures.com
@ info@aboriginalfutures.com

Offer educational and career training for Indigenous people living in and around Calgary.

Bredin Centre for Learning

☎ 403 261 5775
🌐 bredin.ca
@ calgary@bredin.ca

Provides training to help you identify career opportunities, prepare for interviews, and build your resume.



Drop In Centre Employment Training and Support

☎ 403 266 3600
🌐 calgarydropin.ca
@ info@calgarydropin.ca

Offer a 3 week employment training program and support in connecting to available jobs.

Trade Winds to Success

☎ 1 877 362 4771
🌐 tradewindstosuccess.ca
@ support@tradewindstosuccess.ca

Provides Indigenous people with training in a diverse set of construction trades.

Youth Employment Centre

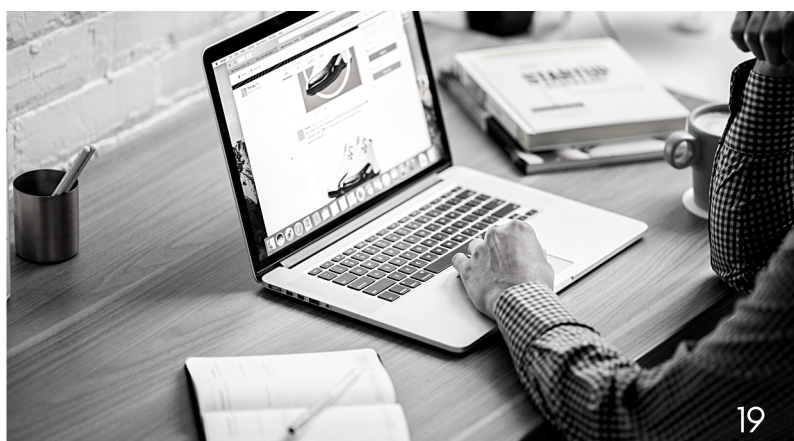
☎ 403 268 2490
🌐 calgary.ca
@ michael.audfroid@calgary.ca

Provides career and employment services to Calgary youth ages 15 to 24.

Métis Training to Employment

☎ 403 250 8902
🌐 rupertsland.org
@ *email through website*

Offers services to assist Métis individuals in preparing for and finding employment.



Support Resources

Calgary has thousands of resources to assist you. Call 211 or visit ab.211.ca to explore more options. You can also contact the Elizabeth Fry Society (EFry) and our case managers can connect you with the resources you need.



Work Attire

Making Changes

Professional clothing for low-income women.

403 262 5776
makingchangesassociation.ca
info@makingchangesassociation.ca

Dress for Success

Interview outfit assistance for low-income women.

403 225 8555
calgary.dressforsuccess.org
calgary@dressforsuccess.org

Drop-In Centre

Work clothing for low-income men and women. Eligible through employment supports.

403 266 3600
calgarydropin.ca
info@calgarydropin.ca



Financial Support

Alberta Works

Provides income support for basic necessities.

1 877 644 9992
alberta.ca/income-support
css.ascc@gov.ab.ca

Learner Income Support

Financial assistance for upgrading education.

1 877 644 9992
alberta.ca/alberta-supports
css.ascc@gov.ab.ca

Momentum

Offer free financial education programs.

403 272 9323
momentum.org
info@momentum.org



Housing

Calgary Housing Company

Subsidized housing and rent supplements.

587 390 1200
calgaryhousingcompany.org
chccustomerservice@calgary.ca

Horizon Housing

Affordable housing for low income individuals (get a referral through EFry).

403 297 1746
horizonhousing.ab.ca
info@horizonhousing.ab.ca

Treaty Seven Housing

Provides subsidized rental units for low to moderate income Aboriginal families.

587 952 0280
t7housing.com



Health & Family Needs

CUPS

Health services, economic supports, and childcare for low-income families and individuals.

403 221 8780
cupscalgary.com
info@cupscalgary.com

The Alex

Provide healthcare, dental care, and housing supports to low-income Calgarians

403 266 2622
thealex.ca
info@thealex.ca

Miskanawah

Offers supportive programs and services guided by Indigenous teachings.

403 247 5003
miskanawah.ca
email through website



Mental Health

Canadian Mental Health Association (CMHA)

Mental health support for individuals and families.

403 297 1700
cmha.calgary.ab.ca
info@cmha.calgary.ab.ca

Distress Centre

24 hour crisis counselling support.

403 266 4357
distresscentre.com
help@distresscentre.com

Indigenous Mental Health Program (AHS)

Culturally appropriate care for Indigenous clients.

403 955 6645
albertahealthservices.ca



Transition Support

Elizabeth Fry Society

Helps women and youth transition out of prison and into the community.

403 294 0737
elizabethfrycalgary.ca
reception@elizabethfrycalgary.ca

John Howard Society

Assists people in rebuilding their lives after prison.

403 266 4566
cjhs.ca
info@cjhs.ca

Corrections Transition Team (AHS)

Support for newly released provincial offenders.

403 955 1101
albertahealthservices.ca

ENDNOTES

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8. ALIS, "Finding Work with a Criminal Record," (Government of Alberta, 2020).
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11. Parole Board of Canada, "Protect Yourself from Fraud," (Government of Canada, 2020).
12. Parole Board of Canada, "Record Suspension Guide," (Government of Canada, 2020).
13. Parole Board of Canada, "Got a Question about Your Application?" (Government of Canada, 2020).
14. U.S. Customs and Border Protection, "Applying for Waiver," (2019).



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This Toolkit was Prepared For The



Developed By



Based on the Recommendations of the EFry Publication
***Toward a Working Future: Understanding the Impact of
Criminalization on Employment***

By: Dr. Carolyn Greene, Katelyn Lucas, Erin Ramsperger, & Nicole Williams

Toolkit Written and Designed by Calla Savary
on behalf of the Elizabeth Fry Society