



## Employment Prerequisites

### Human Resources Department

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Employment with the Grande Prairie Public School Division is contingent on a “clear” Police Information Check (PIC) and Child Intervention Check.

#### 1. **Police Information Check:**

The following requirements **must** be requested when applying for a PIC:

Vulnerable Sector Check

Apply for a PIC at:

Royal Canadian Mounted Police Detachment  
10202 – 99 Street  
Grande Prairie, AB T8V 2H4

#### 2. **Child Intervention Check:**

Apply for a Child Intervention Check:

Please complete the attached digital IRC form, **Intervention Record Check Form**

The Child Intervention Record Check request form must be completed and sent by email to [cs.ircnorth@gov.ab.ca](mailto:cs.ircnorth@gov.ab.ca) with a scan or clear photo of **two** pieces of government issued ID (one with a photo). In Section 2 select the first box and list Grande Prairie Public School Division as the Organization and Substitute Teacher, Summer Student, Educational Assistant etc. as the Type of Position. Please save and rename the form on your desktop before filling it out, then save and email to [cs.ircnorth@gov.ab.ca](mailto:cs.ircnorth@gov.ab.ca).

Note: Do not print or photograph the form or change it into a Word document. This will ensure the document can be completed electronically.

**\*If you are coming from a province other than Alberta:** Grande Prairie Public School Division requires Intervention information from your previous province. If there is a Child and Family Services Branch in your province, please complete the check there. If not, apply for the check in Grande Prairie.