

### **Is a Police Records Check and Vulnerable Sector Screen required?**

We require the completed Vulnerable Sector Criminal Records Check prior to offers of employment being extended to any care or front-line staff. Carewest does not normally hire persons with active criminal records for which a pardon has not been granted.

Carewest requires all new hires to complete a clearance via our preferred provider, Sterling Backcheck. The turnaround time is approximately 48 hours.

### **How long do you consider my application and résumé?**

Applications for a competition may be matched to other opportunities, however, if you have specific interest in a posting, please apply to it directly.

### **Immunization Records and Tuberculosis Screen**

New hires will be required to provide immunization records and a negative tuberculosis screening.

### **Accommodation in the hiring process & employment**

Please let us know if you require specific accommodation or arrangement in the hiring process.

If you require accommodation in employment, you are responsible to advise us of any requirements you may have prior to start. You may be asked for additional information as part of this process. You do not need to disclose any diagnosis. Carewest aims to hire the most qualified person for each position and we look for talented staff throughout our community.

### **Use of Your Personal Information in Recruiting**

Personal information in the recruitment process will only be collected and shared for the purposes outlined in the *Freedom of Information and Protection of Privacy Act* and *Health Information Act* which includes: determining eligibility for employment; determining eligibility for Carewest programs and services; for programs designed to evaluate and improve Carewest programs and services; for the operation of approved Carewest education and research programs and services; and for legal requirements where these purposes are consistent with FOIPP and HIA, and under the Alberta Labour Relations and Employment Standards Codes. If you have any questions regarding the collection of information you may contact the Carewest Manager of Information Management & Privacy, 722 – 16 Avenue NE, Calgary, AB T2E 6V7.