

**Please read and follow the step-by-step instructions to completing your
Independent Respite Contractor Application**

Step 1: Please complete the *Independent Respite Contractor Questionnaire* and return it to us. Remember to sign and date the questionnaire at the indicated location on the last page. Don't hesitate to call if you encounter any problems while completing this.

Step 2: Please complete the *Reference Check* sheet and return to us. We require three work or volunteer related references. We must be able to reach your references Monday to Friday (8am-4:30pm) or by mail, email or fax. Remember to ask permission before you use someone as a reference. If you are unsure whether or not your references qualify, please call and ask. **NO** co-workers or relatives please.

Step 3: Please go to your local RCMP detachment and request to have a *Criminal Records Check* and *Vulnerable Sector Screening*. The RCMP detachment will present you with a document that indicates whether or not a criminal record was located for you. This is the document that we require to be returned to us. **Originals only**, no copies please.

Step 4: *The Child Abuse Register Search* should be treated with urgency. This form can take up to two months to be returned to us. Your name cannot be added to our Registry of Independent Respite Contractors until the search is completed. Upon request, we can mail one of these forms to you. You can obtain one of these forms at your local Family and Children's Services/Children's Aide Society. Please complete the middle section of the form. This is section a.-1. **Do not sign the form**. Upon completion of the Child Abuse Register Search Form, please take it to your local Family and Children's Services/Children's Aide Society or Department of Community Services. You will need to request the services of a Commissioner of Oaths. Bring picture identification with you. You will need the picture identification to prove your identity.

Upon completion of step 4, please mail it to the following address:

***Private and Confidential
Child Abuse Register
Family and Children's Services Division
Department of Community Services
P.O. Box 696 Halifax, NS
B3J 2T7***

Step 5: Read, date and sign the following three forms:

- 1) Independent Respite Contractor Agreement**
- 2) Expected Behaviors of Independent Respite Contractors**
- 3) Confidentiality Form.**

Step 6: Upon completion of steps 1-5, send your resume, the Independent Respite Contractor Questionnaire, Reference Check Sheet, Criminal Records Check and Vulnerable Sector Screening, the Independent Respite Contractor Agreement, Expected Behaviors of Independent Respite Contractors, and the Confidentiality form to:

***Respite Services Coordinator
Western Region Respite Program
PO Box 866
Yarmouth, NS
B5A 4K5***

You will be contacted for an interview upon completion of your reference checks and return of your Child Abuse Register Search Form.