



1450 Simcoe Street South ■ Oshawa ■ Ontario ■ L1H 8S8 ■ Canada ■ Tel: 905.436.7624
info@oshawamuseum.org ■ www.oshawamuseum.org

Dear Sir or Madam,

This letter is to verify for your records that _____ is requiring a Criminal Information Request for the purposes of volunteering for the Oshawa Community Museum.

They are seeking the position of:

- Archives Assistant – working with Archivist and paper documents
- Collections Assistant – working with the Curator and material collections
- Gardening and Maintenance – working outside, some interaction with the public
- Marketing and Social Media – Creating and maintaining an online presence for the museum
- Programming and Special Events – Working with programming staff to provide programming for small children, seniors, special interest groups and schools
- Visitor Host – Providing tours of the museum to the general public and guests of the museum.
- O-MY (Oshawa Museum Youth) – working with programming staff to create diverse, engaging youth oriented programming for public consumption

Should you have any questions regarding the need for the Criminal Information Requests for this individual, please do not hesitate to contact me.

Sincerely,

Jillian Passmore
Visitor Experience Coordinator
Oshawa Community Museum
905-436-7624 ext. 106
programming@oshawamuseum.org

Lisa Terech
Programming Assistant
Oshawa Community Museum
905-436-7624 ext. 106
membership@oshawamuseum.org