

Service Order Form

1. Client Contact Information:

Company: ▼ True North Research		Date: (yyyy/mm/dd) ▼ 2 0	
Prepared By: ▼	Phone Number: ▼		
Hiring Manager: ▼	Location: ▼		
		# of Pages Included: ▼	

2. Service Menu – CDN Criminal Record Check

3. HR representative please complete the following:

ID Check is MANDATORY for Criminal Record Check

Please photocopy and include 2 pieces of government-issued photo ID along with this cover and consent form.

Candidate Name: ▼	
Position Applied For: ▼	
Photo ID Check (Excluding Ontario Health Card): Please <input checked="" type="checkbox"/> One ▼	Identification Number: ▼
<input type="checkbox"/> Driver License <input type="checkbox"/> Passport <input type="checkbox"/> Other: _____	
I _____ have examined the identification of _____ <small>Print Name of Representative</small> <small>Print Name of Candidate</small>	
and I am satisfied that the candidate and person depicted in the photo identification are one and the same.	
Signature of HR Rep. Confirming ID Check: X	

4. Applicant Contact Information:

Primary Phone Number: ▼	Secondary Phone Number: ▼	E-mail Address: ▼
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Please ensure printing is 100% legible and photo ID is properly visible.

Consent for Disclosure of Personal Information
Canadian Criminal Record Check

To ensure accuracy, you must PRINT in clear CAPITAL letters and complete this form in its entirety.

PLEASE NOTE: The following information and photocopies of identification are for identification purposes only, allowing BackCheck to accurately proceed with the assembly of criminal record information for employment purposes. BackCheck will hold all personal information confidential.

Given Name(s): ▼			Middle Name(s): ▼		
Surname: ▼			Gender: <input type="checkbox"/> Female Check One: <input type="checkbox"/> Male		
Maiden Name & Other names used, either past or present, including aliases and nicknames: ▼				Birth Date: (yyyy/mm/dd) ▼ 1 9	
Place of Birth: ▼					
City		Province		Country	
Current Address: ▼					
Unit #	Street #	Street Name		Postal Code	
Current Address Continued: ▼					
City		Province		Country	
Previous Address – if less than 5 years ago: ▼					
Unit #	Street #	Street Name		Postal Code	
Previous Address Continued: ▼					
City		Province		Country	
Telephone: ▼		Alternate Telephone: ▼		SIN: (Optional) ▼	

I certify that the information in this Disclosure for Personal Information is true and correct to the best of my ability.

Declaration of Offences	Have you been convicted of a criminal offence for which a pardon has not been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Have you been granted a conditional discharge within the past three (3) years? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Have you been granted an absolute discharge within the past year? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	If you have answered Yes to any of the above questions, please provide details on ALL convictions (attach additional pages if required):		
	Offence	Date (yyyy/mm/dd)	Location

Disclaimer: The existence of a conviction will not preclude you from consideration for employment with **TNR - True North Research's** client. Details of the offence are requested to enable **TNR - True North Research** and its client to determine whether the offence is related to your employment or intended employment.

Statement of Understanding and Consent

I have applied to **TNR - True North Research's** client for employment. Part of the screening process includes a criminal record check which searches the RCMP Canadian Police Information Centre (CPIC) database. BackCheck conducts these investigations on behalf of **TNR - True North Research** and its client. I hereby consent and authorize a Canadian Police Department to search for and disclose on my behalf to BackCheck who is requesting the criminal record check on behalf of **TNR - True North Research** and its client the fact that records may exist on me and are registered on the CPIC database. I acknowledge that such records may include information relating to criminal convictions under the *Criminal Code* (Canada) for which a pardon has not been granted and conditional and absolute discharges which have not been removed from the CPIC database in accordance with the *Criminal Records Act*.

I authorize BackCheck to release all information obtained to **TNR - True North Research** and its client and hold harmless BackCheck upon the release of this information or its findings to **TNR - True North Research** and its client. I understand that failing to provide accurate information or omission of facts herein may disqualify me from consideration for employment with **TNR - True North Research's** client.

Furthermore, if there is a discrepancy with the information provided by myself on this form and that disclosed by a Canadian Police Department during this investigation of my criminal records history, I understand that I have the option to provide my fingerprints to resolve any discrepancy or dispute.

This request is made in compliance with any applicable provincial or municipal public sector privacy legislation which allows a public body or municipality to disclose my personal information to me or my agent upon my request, and in particular in accordance with the *Nova Scotia Municipal Government Act* and the *Ontario Municipal Freedom of Information and Protection of Privacy Act*.

Candidate Signature: X <small>Authorizing Criminal History Check</small>	Date: (yyyy/mm/dd) ▼ 2 0
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