

Fax Cover Request Form

Fax: 604-786-5616

Toll Free Fax: 1-866-786-5616

1. Client Contact Information:

Company: Southland Transportation	Phone:
From:	Today's Date:
Hiring Manager:	Location or Store #:
Email to deliver results to:	# of Pages:

2. Services Menu - please for services requested

Southland Transportation BackCheck Package (Includes Police Clearance)

Additional Due-Diligence Services (Check to Order, Circle to Request Information):

- | | |
|---|---|
| <input type="checkbox"/> Police Clearance | <input type="checkbox"/> Investigative Reference Checks: <i>How Many?</i> _____ |
| <input type="checkbox"/> Credit Inquiry | <input type="checkbox"/> Credential Verification |
| <input type="checkbox"/> Education Verification | <input type="checkbox"/> Civil and Criminal Court Registry Search |
| <input type="checkbox"/> Driver's Abstract | <input type="checkbox"/> News Media Search |

3. Hiring Manager please complete the following:

ID Check is MANDATORY

Please photocopy 2 pieces of ID and fax a copy to BackCheck along with this cover and release forms.

Candidate's Name:	Position Applied For:
Photo ID Check	
Type of ID (DL, Passport, other photo ID)	ID #
Secondary ID Check	
Type of ID (Credit Card, SIN, Medical Card etc.)	ID #
<p>I _____ have examined the identification of _____ <small>Print Name of Manager</small> <small>Print Name of Candidate</small></p> <p>and I am satisfied that the candidate and person depicted in the photo identification are one and the same</p>	
Manager's Signature Confirming ID Check:	

Please **FAX** the following to BackCheck along with this cover:

- Police Clearance Consent Form (1 page)**
- Positions of Trust Disclosure Consent Form (1 page)**
- Applicant's Resume**
- Copy of Applicant's ID**

Please ensure printing is 100% legible

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Police Clearance Consent Form
To ensure accuracy, you must print clearly

PLEASE NOTE: The following information is for identification purposes only so that BackCheck can accurately proceed.
BackCheck will hold all personal information confidential.

Full Name of Applicant:

Surname/Last Name	Given 1/First Name	Given 2/Middle Name	Birth and/or Maiden Name
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Other names used, either past or present, including aliases or nicknames:

Birth Date:

Year Month Day

Male Female

Check One

Place of Birth:

City State/Province Country

Full Address:

Unit #	Street	City	Province	Postal Code
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Previous Address:

Unit #	Street	City	Province	Postal Code
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If less than 5 years above:

Unit #	Street	City	Province	Postal Code
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Telephone: () or ()

Social Insurance Number:

Have you ever been convicted of a criminal or summary conviction offence for which you have not been pardoned in Canada? Yes or No

If Yes, please provide details of conviction including offence, date, and location. Date(s) _____

Location(s) and Details of Offence(s): _____

Disclaimer: The existence of a conviction will not preclude you from consideration for employment with **Southland Transportation**. Details of the offence are requested to enable **Southland Transportation** to determine whether the offence is related to your employment or intended employment.

Statement of Understanding and Consent:

I have applied to **Southland Transportation** for employment. Part of the screening process includes a criminal record check based upon information as maintained on file by the Canadian Police Information Centre (CPIC). These investigations are conducted by BackCheck (a division of The Confidence Group Enterprises Inc) on behalf of **Southland Transportation**.

I hereby request and authorize a Canadian Police Department to disclose to BackCheck on behalf of **Southland Transportation** the records, details and dispositions of any and all records that exist on me or those that are awaiting entry into the CPIC system as relates to the following:

- | | | | |
|--|---|---------------------------|--------------------------------------|
| a) Records of criminal convictions for which a pardon has not been granted, and conditional and absolute discharges and stays of proceedings which have not been removed from the CPIC system in accordance with the <i>Criminal Records Act</i> ; | | | |
| b) Wanted person information; | c) Charges pending or outstanding under federal statutes; | d) Probation information; | e) Other Police Service information. |

I understand that disclosure of information by BackCheck pertaining to items (a) through (e) above may preclude me from obtaining employment with **Southland Transportation**. I authorize BackCheck to release all information obtained to **Southland Transportation** and hold harmless BackCheck and The Confidence Group Enterprises Inc. upon the release of this information or its findings to **Southland Transportation**.

I understand that failing to provide accurate information or omission of facts herein may disqualify me from consideration for employment with **Southland Transportation**. Furthermore, I consent to provide my fingerprints for comparison if information provided by myself is in conflict with that disclosed by the Canadian Police Department during this investigation of my criminal records history.

Applicant Signature: _____ **Date:** _____

Police Use Only

A search of the Canadian Central Repository for Criminal Records for Canada Suggests that:

_____ Based on the information provided by the applicant, there is no record of any convictions, absolute or conditional discharges, or charges under any federal enactment for which a disposition is awaiting or has been entered, or information relating to items (b) through (e) listed above.

_____ There may or may not be a criminal record in existence. The applicant is requested to submit fingerprints for positive identification.

_____ Based on the information provided by the applicant, there may or may not be a criminal record or other such record in existence.

Police Representative Signature:

Date:

