

Sterling Backcheck has designed the attached forms to ensure rapid and efficient processing of background check requests and to help our customers meet their legal obligations to notify applicants of a background check and obtain informed consent before conducting a background check. Due to evolving compliance requirements, we strongly recommend discontinuing use of any old forms and having these sample forms reviewed by your legal counsel.

Please take note of the following when submitting paper-based requests.

## General Forms and Supporting Documents

- A **Service Order Form** must be completed by the company representative and submitted with each request. This identifies who is making the request and which services are requested.
- A **Privacy Notice & Consent Form** should be read and signed by the applicant for every request. This explains to the applicant how the background check works and obtains consent to process personal information in accordance with Canadian laws. However, if BOTH of the following are true, a Disclosure & Authorization Form (United States) may be used instead:
  - Your company and the applicant are both located in the United States; and
  - A Canadian Criminal Record Check is NOT requested.

*Please note that in some cases, both the Privacy Notice & Consent Form and the Disclosure & Authorization Form may be required.*

- A **Data Collection Form** must be completed by the applicant for every request. It has required and optional fields depending on the services you have requested.
- A service-specific **Supplementary Data Collection & Consent Form** must be completed and signed by the applicant when Employment Verifications, Education Verifications, Credential Verifications or References are requested.
- For an applicant that is under the age of 18, the **Supplementary Parent/Guardian Consent Form** must be completed and signed by the applicant's parent or guardian.
- A copy of the applicant's **Résumé** is not required, but may be submitted when Employment Verifications, Education Verifications, or Credential Verifications are requested.

## United States Forms

- A **Disclosure & Authorization Form (United States)** must be read and signed by the applicant for every request where United States law applies. This may include, without limitation, the following situations:
  - Company representatives who will receive background check results are located in the United States;
  - The applicant is located in the United States;
  - A United States Criminal Record Check, Credit Check or Motor Vehicle Record is requested.

This explains to the applicant how the background check works and obtains consent to process personal information. *Please note that in some cases, both the Privacy Notice & Consent Form and the Disclosure & Authorization Form may be required.*

- A copy of the **Summary of Your Rights under the Fair Credit Reporting Act** must be provided to each applicant that is required to complete the Disclosure & Authorization Form (United States).
- A copy of the **State Disclosure & Notice** must be provided to each applicant that resides in California, Washington State or New York State.
- A copy of the **New York Correction Law Article 23-A** must be provided to each applicant that resides in New York State.

## Legal Disclaimer

Either a **Privacy Notice and Consent Form** or a **Disclosure & Authorization Form (United States)**, or both, must be signed and submitted to Sterling before a background check can be initiated. It is your responsibility to determine which form is appropriate for each applicant. Compliance requirements and risks are different in each jurisdiction and it is your responsibility to ensure you fulfill your legal obligations in your particular situation. Sterling is not a law firm and cannot dispense legal advice. The information in this document and sample forms are for best practice guidance only and do not constitute legal advice. You are encouraged to have these sample forms reviewed by your legal counsel to ensure they are suitable for your situation. Sterling will create customized forms according to your specifications.

# SERVICE ORDER FORM



Email: [OrdersCanada@sterlingcheck.com](mailto:OrdersCanada@sterlingcheck.com)

Toll-free fax: 1-866-323-3097

Fax: 604-323-3097

## Company Contact Information

Client ▼ <b>Aboriginal Peoples Television Network</b>	Location ▼	Order Date ▼
Hiring Manager ▼	Phone ▼	Email Results to ▼

## Identity Verification and Witness

Applicant Full Name (as it appears on the ID) ▼

First Name	Middle Name	Last Name
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Alternate Applicant Full Name (as it appears on the ID) ▼

First Name	Middle Name	Last Name
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Applicant Date of Birth (as it appears on the ID) ▼

Position Applied For ▼

Email Address ▼

To complete a Canadian Criminal Record Check, a representative of your organization must verify the applicant's identification by physically inspecting two valid, original identity documents in the presence of the applicant.

1. The first form of identification must be government issued and include the applicant's **first and last name, date of birth, photo and signature**. *Examples: driver's licence, passport, Permanent Resident Card, Certificate of Indian Status.*
2. The second form of identification does not need to be government issued. At minimum it must include the applicant's **first and last name**. *Examples: second government-issued photo ID, birth certificate, student ID*

**By signing below, I certify that the applicant's identity has been verified by a representative of my organization through inspection of original identification documents as described above. Furthermore, I certify that the consent form was or will be signed by the applicant.**

Company Representative Signature

**X**

Print Company Representative Name ▼

## Service Menu

Services marked with an asterisk (\*) require a supplementary form. These forms are labeled with the name of the service.

**BACKCHECK PACKAGE TWO**

Name Based Canadian Criminal Record Check & Bankruptcy Search (for Individuals)

**Canadian Criminal Record Check**

4-Hour Rush Option

**Bankruptcy Search – Individual (Canada)**

## Additional Comments

# PRIVACY NOTICE & CONSENT FORM



## Privacy Notice

**Applicant: Please read the following sections carefully.**

To evaluate your suitability for employment or another business relationship, Aboriginal Peoples Television Network (“the Company”) will ask Sterling Backcheck Canada Corp. and its parent, affiliates and subsidiaries (“Sterling”, “we” or “us”) to create a background check report or reports (“Reports”) consisting of one or more background check services (“Services”).

**Collection:** We may collect the following types of personal information about you: identification information and documents; photograph; address history; police records; court records; employment history, including fiduciary or directorship responsibilities; education history; financial information, including credit history, bankruptcy and financial judgments; driving records; membership, registration or disciplinary action with regulatory or professional bodies; inclusion on watch or sanctions lists; social media activity; mentions in online or print media; or opinions about your performance, qualifications and character. We may collect personal information directly from you, the Company, or third parties such as police, courts, employers, educational institutions, consumer reporting agencies, government agencies, regulatory or professional bodies, references you provide and publicly available print or online sources. We may compare information received from different sources for consistency. The exact types and sources of personal information will depend on the Services requested by the Company.

**Use:** Our data entry, order fulfillment, quality assurance, client service, finance and compliance teams may use your personal information to complete Services, prepare Reports and communicate with you or the Company. These teams include our employees in Canada, the Philippines, India and the United Kingdom. Personal information may be transferred to additional countries if we need to collect personal information from those countries or use a language other than English or French. Wherever your information is transferred, it will be handled in accordance with our privacy and security policies and Canadian laws, but it may also be subject to foreign laws.

**Disclosure:** We will disclose your personal information to the Company. We may also disclose information, such as your name, date of birth, identifying numbers, signature, contact information, and relationship with the Company, to third parties as necessary for them to provide your personal information to us.

**Storage and retention:** We will store your personal information on servers located in Canada and the United States. We will keep your personal information for as long as we need it to complete the Services, deliver and maintain Reports for the Company and fulfill our legal and contractual obligations, after which it will be destroyed.

**Your rights:** You have a right to access your personal information, dispute its accuracy or completeness, be told its sources and to whom it has been disclosed, and modify or withdraw your consent for its collection, use and disclosure. You have a right to ask questions or complain about how we handle your personal information. To do any of these things, contact one of our Privacy Analysts at [privacy@sterlingcheck.com](mailto:privacy@sterlingcheck.com), 1-866-455-5671 or Suite 200, 19433 96 Ave, Surrey BC V4N 4C4. For more information about our privacy and security policies, go to [www.sterlingbackcheck.ca/pven](http://www.sterlingbackcheck.ca/pven). To understand what Services will be ordered, why Reports are being requested, what will be done with personal information disclosed to the Company, or the consequences of not providing your personal information, please speak to your contact with the Company.

## Canadian Criminal Record Check

If a Canadian Criminal Record Check is requested by the Company, a search of the Royal Canadian Mounted Police (RCMP) National Repository of Criminal Records will be conducted by a Canadian police service on our behalf through the Identification Data Bank of the Canadian Police Information Centre (CPIC) using your name(s), date of birth and declared criminal record. The result will indicate whether a criminal record exists that may match your personal information, and whether your declared criminal record is a complete and accurate match to the record on file. In some cases, the search may be inconclusive. We will not receive details of your criminal record other than those you provide. Only the submission of your fingerprints to the RCMP can result in the release of a Certified Criminal Record and resolve inconclusive or disputed results. For more information, please contact one of our Privacy Analysts using the contact information above.

## Consent for Collection, Use and Disclosure of Personal Information

**Applicant: Please read and sign.**

By signing below, I acknowledge that I have read the privacy notice above and consent to the collection, use and disclosure of my personal information as described in it, effective immediately and continuing for a period of one (1) year. I certify that personal information provided to Sterling and the Company is complete and accurate to the best of my knowledge, and I understand that providing inaccurate, incomplete or misleading information may disqualify me from consideration by the Company.

Applicant Signature

X

Date (yyyy/mm/dd)

Print Full Name ▼

# DATA COLLECTION FORM



General Information		Applicant: Please print clearly in capital letters.
First Name ▼	Middle Name ▼	
Last Name ▼	Date of Birth (yyyy/mm/dd) ▼	
Other First Name(s) Used (nickname, former name, etc.) ▼	Other Middle Name(s) Used ▼	
Other Last Name(s) Used (maiden name, former name, etc.) ▼		
Current Address (unit number, street number, street, city, postal code, country) ▼		
Email Address ▼	Telephone Number ▼	
Previous Addresses		Applicant: Please provide 5 years of address history if a Canadian criminal record check is requested. Please use an additional page if necessary.
Previous address (unit number, street number, street, city, postal code, country) ▼	Years at this address (yyyy-yyyy) ▼	
Previous address (unit number, street number, street, city, postal code, country) ▼	Years at this address (yyyy-yyyy) ▼	
Previous address (unit number, street number, street, city, postal code, country) ▼	Years at this address (yyyy-yyyy) ▼	
Canadian Criminal Record Check		Applicant: Please complete if a Canadian Criminal Record Check is requested.
<b>Please Note:</b> If you are under the age of 18, the Supplementary Parent/Guardian Consent Form must be completed and signed by your parent or guardian.		
Place of Birth (province/state and country) ▼	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other	
<b>Have you been convicted of a criminal offence for which a pardon or record suspension has not been granted?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>What should you disclose?</b> All criminal offences (offences under the <i>Criminal Code of Canada</i> , the <i>Controlled Drugs and Substances Act</i> or other federal laws that designate criminal offences) for which you have been convicted as an adult and have not received a pardon or record suspension. <b>What should you NOT disclose?</b> Offences for which you have not been convicted, such as pending or dismissed charges, acquittals or absolute or conditional discharges; convictions where you were considered a "young person" under the <i>Youth Criminal Justice Act</i> or its predecessors; provincial or municipal offences such as speeding or parking tickets; charges dealt with outside of Canada; and convictions for which you have received a pardon or record suspension.		
Name of Offence	Date of Conviction (yyyy/mm)	
If you have other offences to disclose, please provide them on an additional page.		

**SUPPLEMENTARY PARENT/GUARDIAN CONSENT FORM (CANADA)**  
FOR UNDER 18 CANDIDATE



<b>Consent for Disclosure of Personal Information</b>			<b>Applicant: Please read and sign.</b>
By signing below, I acknowledge that I have read the privacy notice, I am the parent or legal guardian of the person whose personal information will be collected, and I consent on that person's behalf to the collection, use and disclosure of that person's personal information as described in it.			
<b>Applicant Full Name ▼</b>			
First Name	Middle Name	Last Name	
<b>Parent/Guardian Signature ▼</b> X			Date (yyyy/mm/dd)
<b>Parent/Guardian Print Full Name ▼</b>			