

# Service Order /Consent Form

## Company & Order Information

Company Requesting Check(s)

Contact Name

Email Address/Telephone Number

**CPIC-Criminal Check: Due to updated RCMP standards, this form can no longer be used to request a Criminal Record Check, individually or in a package. Please complete required documentation under "Forms" tab at [www.hireperformance.ca](http://www.hireperformance.ca).**

Package  A  B  C  D      Employment Verification  1  2  3      Entry Level Reference  1  2  3  
 USA / International Criminal Check      Education Verification  1  2      Standard Reference  1  2  3  
 Driver's Abstract      Credential Verification  1  2      Executive Reference  1  2  3  
    **Additional form may be required.**      National Security Search       Exit Interview   
 Credit Check

Special Instructions:

## Applicant's Information & Consent

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Maiden Name/Alias: \_\_\_\_\_ Birth Date: YY: \_\_\_\_\_ MM: \_\_\_\_\_ DD: \_\_\_\_\_ Gender:  Male  Female

Driver License # \_\_\_\_\_ SIN/SSN \_\_\_\_\_

Present Address (number, street name, apt#, city, province/state, postal/zip code)

Previous Address (if less than 5 years at current address)

**Privacy Notice: Please read the following sections carefully.** To evaluate your suitability for employment or another business relationship, The Client ("the Company") will ask Hire Performance Inc. and its parent, affiliates and subsidiaries ("HPI", "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; 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 sources. We may compare information received from various 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. 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 Markham, Ontario, Canada. 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 [info@hireperformance.ca](mailto:info@hireperformance.ca), 1-888-874-1114 or 3075 14<sup>th</sup> Avenue, Suite 213, Markham Ontario L3R 0G9. For more information about our privacy and security policies, go to [www.hireperformance.ca](http://www.hireperformance.ca). 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.

**Consent for Collection, Use and Disclosure of Personal Information:** 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 HPI 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: \_\_\_\_\_ Date: (yyyy/mm/dd) \_\_\_\_\_

Print Full Name: \_\_\_\_\_

Please upload the completed form on the client portal