

Consent Form A

Consent for Disclosure of Personal Information for Background Checks

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

Reason for disclosure and consent:

I understand that **Apollo Group (Meritus University)** has engaged BackCheck to conduct the following background inquiries in connection with my application or candidacy for employment with **Apollo Group (Meritus University)**: employment reference checks, work history verification, education verification, credential verification, credit history inquiry, Criminal Record Check, civil or criminal court history and driver abstract. The information collected by BackCheck will be kept strictly confidential and will be obtained and used only in accordance with applicable municipal, provincial and/or federal freedom of information and privacy legislation.

I certify that to the best of my knowledge, the information I have provided on all BackCheck consent forms and on my résumé and/or application form is complete and accurate in every respect. I understand that a false statement or omission of facts therein may disqualify me from employment or result in my subsequent dismissal for cause if I am employed.

Personal Identification information:

I understand that the following information is for identification (ID) purposes only, allowing BackCheck to accurately proceed with the assembly of background check reports. I consent to the provision of the following personal information to BackCheck for the purposes of completing background check reports on behalf of **Apollo Group (Meritus University)**. I understand that BackCheck will hold all personal identification information confidential and will only release information to third parties as necessary for the completion of background check reports.

Position Applied For: ▼

Candidate Signature: X	Date: (yyyy/mm/dd) ▼ 2 0
-------------------------------	------------------------------------

~ Please PRINT in CAPITAL letters ~

Given Name(s): ▼	Middle Name(s): ▼
Surname: ▼	Gender: <input type="checkbox"/> Female Check One <input checked="" 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: ▼	
Current Address: ▼	Country
Current Address Continued: ▼	Country
Previous Address – if less than 5 years ago: ▼	
Previous Address Continued: ▼	Country
Telephone: ▼	Alternate Telephone: ▼
SIN: ▼	Optional

Consent for Disclosure of Personal Information Canadian Credit History with ID Verification

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

In connection with my application for employment with **Apollo Group (Meritus University)**, I understand that the background check process includes a Canadian credit history with ID verification, with retrieval of information from a major Canadian credit bureau.

I hereby consent to a Canadian credit history with ID verification by BackCheck, on behalf of **Apollo Group (Meritus University)**, which will include information about me, including any previous bankruptcies, legal proceedings, collection actions, negative banking items and other information reported by my creditors, and I hereby authorize any public or private institution to provide and release to BackCheck information related to my credit record. I authorize BackCheck to release all personal information obtained during the above Canadian credit history with ID verification to **Apollo Group (Meritus University)**.

Please PRINT your full name: ▼
--

Candidate Signature: X	Date: (yyyy/mm/dd) ▼ 2 0
-------------------------------	------------------------------------

Consent Form B

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 <input checked="" 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: ▼	
Ext.	Ext.	Ext.	Ext.

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

- Have you been convicted of a criminal offence for which a pardon has not been granted? Yes No
- Have you been granted a conditional discharge within the past three (3) years? Yes No
- Have you been granted an absolute discharge within the past year? Yes 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	Penalty

Disclaimer: The existence of a conviction will not preclude you from consideration for employment with **Apollo Group (Meritus University)**. Details of the offence are requested to enable **Apollo Group (Meritus University)** to determine whether the offence is related to your position.

Statement of Understanding and Consent

I have applied to **Apollo Group (Meritus University)** 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 **Apollo Group (Meritus University)**.

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 **Apollo Group (Meritus University)** 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 **Apollo Group (Meritus University)** and hold harmless BackCheck upon the release of this information or its findings to **Apollo Group (Meritus University)**. I understand that failing to provide accurate information or omission of facts herein may disqualify me from consideration for employment with **Apollo Group (Meritus University)**.

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	Date: (yyyy/mm/dd) ▼ 2 0
-------------------------------	------------------------------------