

E-mail: forces@backcheck.ca **DND Service Order Form**

1. Client Contact Information:

Company: ▼ Department of National Defence	Date: (yyyy/mm/dd) ▼ 2 0
E-mail By: ▼	Unit: ▼

2. Service Menu – please service package required

Standard National Reliability Screening
Includes: 3 Reference Interviews, 5-Year Employment Verification, 1 Education Verification & Personal Data Verification

Standard International Reliability Screening
Includes: 3 Reference Interviews, 5-Year Employment Verification, 1 Education Verification & Personal Data Verification

CIC Officer National Reliability Screening
Includes: 3 Reference Interviews, 5-Year Employment Verification, 1 Education Verification & Personal Data Verification

CIC Officer International Reliability Screening
Includes: 3 Reference Interviews, 5-Year Employment Verification, 1 Education Verification & Personal Data Verification

Please **e-mail** the forms to forces@backcheck.ca along with all supporting documents:

- BackCheck Consent Forms**
- DND Employment Application Form DND 2170EAF**
- TBS 330 – 23E Personal Screening Consent & Authorization**
- One Copy of Applicant’s ID, from each of the following two Categories:**
 - **Birth Certificate or Citizenship Card/Documentation**
 - AND**
 - **Passport, Driver’s License, Provincial Health Card**

Note: If the applicant does not have picture ID three copies of non-picture government ID must be supplied.

Please ensure printing is 100% legible **E-mail:** forces@backcheck.ca

DND Personal Data Verification Consent

Applicant Name: ▼	E-mail Address: ▼
Primary Phone Number: ▼	Secondary Phone Number: ▼

Preparing Your References

It is the responsibility of the Department of National Defence to screen all potential employees to determine their suitability and reliability. The Canadian Forces may contact the references that you provide, as well as other individuals who may be suggested to check on your background, personal and professional relationships, as well as your work ethic. The reference checks, conducted through letters received and phone calls, are methods of confirming that you can be expected to be reliable and trustworthy in the performance of your duties and in the protection of the assets and interests of the Department of National Defence and its personnel.

As the information that your references will provide on your behalf is taken seriously, it will be necessary for you to carefully choose your references. Listed below are some helpful points to keep in mind when considering a reference.

Who Can Be a Reference?

Any adult, who is not immediate family or a relative, can act as a reference. Your references must have **known you for at least five (5) continuous years** of coverage (or to age 16, whichever comes first). It is advisable to choose references who can provide information about you from a variety of different perspectives. These people must be able to tell the interviewer about your personal character.

- **Employment References:** These persons are former or current co-workers, supervisors or employers.
- **Educational References:** These persons are former or current teachers, professors or coaches who will attest to how quickly you learn and how diligent you are/ were as a student.
- **Personal References:** These persons are neighbours, family friends, religious/spiritual leaders or community leaders who have known you through various stages of your life.

Supporting Your Reference

- **Ask Permission:** Before volunteering a name as a reference, be sure to ask for their permission. By asking permission, you will show your respect for the reference and their busy schedule. Most of the time, the reference will be pleased to help you in your career search. You need to respect your reference's wishes before submitting their name for a follow-up phone call. Ensure to request both a daytime and evening phone number, at which they can be contacted by recruiting staff for purposes of a short 10-minute reference interview.
- **Provide Your Personal Information:** Before you give the name of your references to the Recruiting Centre, it is suggested that you give your references a copy of your résumé, as well as a description of the occupation(s) for which you are applying and a list of special skills and abilities that you would like your reference to note during the reference checks. The easier it is for a reference to assist you, the more likely that he or she will agree to be your reference.
- **Possible Questions:** Here is a list of the type of questions that may be asked of your reference:
 - How long have you known the applicant?
 - Describe how the applicant interacts with other people.
 - What do you believe are the applicant's strengths and weaknesses?
 - Is the applicant trustworthy and reliable?
 - How would you describe the quality of the applicants work?

Thank Your References: References may appreciate knowing how your file is proceeding. Periodically during the application process, call or send a letter of thanks to your references and provide an update on your situation.

5 -Year Employment Verification - Consent for Disclosure of Personal Information

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 **Department of National Defence**, I understand that requests for work history verifications will be made regarding my current or past employment. These reports will include some or all of the following components relating to my employment experience: job description, dates of employment, position(s) held, rate of pay, subjective or objective opinions of my job performance, reputation and character, reasons for departure of past employment and/or eligibility for rehire.

Are you currently employed? ▼	Who is your current employer? ▼
<input type="checkbox"/> Yes <input type="checkbox"/> No	

May BackCheck contact your current employer's Human Resources/Payroll department to verify your employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Please provide a consecutive work history in the space below, starting with your current or most recent employer.

BackCheck WILL contact all past or present employers listed below.

1	Name of Company: ▼	Location: (City and/or Region) ▼	Starting Date: (yyyy/mm) ▼	Ending Date: (yyyy/mm) ▼
	Phone Number (HR/General): ▼	Most Recent Position Held: ▼	Reason for Leaving: ▼	
2	Name of Company: ▼	Location: (City and/or Region) ▼	Starting Date: (yyyy/mm) ▼	Ending Date: (yyyy/mm) ▼
	Phone Number (HR/General): ▼	Most Recent Position Held: ▼	Reason for Leaving: ▼	
3	Name of Company: ▼	Location: (City and/or Region) ▼	Starting Date: (yyyy/mm) ▼	Ending Date: (yyyy/mm) ▼
	Phone Number (HR/General): ▼	Most Recent Position Held: ▼	Reason for Leaving: ▼	

I hereby authorize any of the above-listed employers, those employers listed on my résumé or those employers uncovered during the course of my background check to release to BackCheck on behalf of **Department of National Defence** the above-mentioned information regarding my current or past employment. I hereby authorize BackCheck to release all information obtained under this consent only to **Department of National Defence**, and in no way hold BackCheck liable upon the release of this information or its findings to **Department of National Defence**. I also authorize BackCheck to send a facsimile or electronic copy of this signed consent form to any references listed above or any employers listed on my résumé.

Education Verification - Consent for Disclosure of Personal Information

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 **Department of National Defence**, I understand that verifications of my previous or current education may be made. I submit that the following information is true and accurate.

~ List Highest Level of Education Completed ~

School(s) Attended

School Name: ▼	Location: ▼	Completed: ▼
	<small>City Province/State Country</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Degree <input type="checkbox"/> Certificate	Program: ▼	
<input type="checkbox"/> Diploma <input type="checkbox"/> High School		
Start Date: (yyyy/mm) ▼	End Date: (yyyy/mm) ▼	Telephone Number: ▼
		Student Number: ▼
School Name: ▼	Location: ▼	Completed: ▼
	<small>City Province/State Country</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Degree <input type="checkbox"/> Certificate	Program: ▼	
<input type="checkbox"/> Diploma <input type="checkbox"/> High School		
Start Date: (yyyy/mm) ▼	End Date: (yyyy/mm) ▼	Telephone Number: ▼
		Student Number: ▼

I hereby authorize the above listed educational institutions and licensing organizations and any educational institutions or licensing organizations listed on my résumé to release personal information regarding my diplomas, degrees and educational history to BackCheck in connection with my application for employment with **Department of National Defence**. I authorize BackCheck to release all information obtained during the education verification process to **Department of National Defence** and in no way hold BackCheck liable upon the release of this information or its findings to **Department of National Defence**.

Please print your full name: ▼	Maiden name, aliases and nicknames: ▼	Date of Birth: (yyyy/mm/dd) ▼
		1 9
Applicant Signature: <i>Authorizing 5-year Employment Verification & Education Verification</i> X		Date: (yyyy/mm/dd) ▼
		2 0

Employment and Personal References - Consent for Disclosure of Personal Information

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 **Department of National Defence**, I understand that reference checks and requests for work history verifications may be made regarding my current or past employment. These reports will include some or all of the following components relating to my employment experience: job description, dates of employment, position(s) held, rate of pay, subjective or objective opinions of my job performance, reputation and character, reasons for departure of past employment and/or eligibility for rehire.

If you have listed a reference from your current employer below, may BackCheck contact that reference for a reference interview? Yes No

Please provide five (5) employment, personal and/or educational references that BackCheck may contact in the space below.

The following references must have known you for at least the previous five (5) continuous years.

BackCheck WILL contact all past or present employers listed below.

1	Reference Type: ▼ <input type="checkbox"/> Employment <input type="checkbox"/> Personal <input type="checkbox"/> Educational	Reference's Name: ▼	Reference Position: ▼	Relationship: ▼
	How long have you known this reference? ▼ Years: Months:	Company/School Name: ▼		Location: (City, Region and/or Store #) ▼
	Day Time Phone: ▼	Evening Phone: ▼	Reference's Email Address: ▼	Preferred Language: ▼ <input type="checkbox"/> English <input type="checkbox"/> French

2	Reference Type: ▼ <input type="checkbox"/> Employment <input type="checkbox"/> Personal <input type="checkbox"/> Educational	Reference's Name: ▼	Reference Position: ▼	Relationship: ▼
	How long have you known this reference? ▼ Years: Months:	Company/School Name: ▼		Location: (City, Region and/or Store #) ▼
	Day Time Phone: ▼	Evening Phone: ▼	Reference's Email Address: ▼	Preferred Language: ▼ <input type="checkbox"/> English <input type="checkbox"/> French

3	Reference Type: ▼ <input type="checkbox"/> Employment <input type="checkbox"/> Personal <input type="checkbox"/> Educational	Reference's Name: ▼	Reference Position: ▼	Relationship: ▼
	How long have you known this reference? ▼ Years: Months:	Company/School Name: ▼		Location: (City, Region and/or Store #) ▼
	Day Time Phone: ▼	Evening Phone: ▼	Reference's Email Address: ▼	Preferred Language: ▼ <input type="checkbox"/> English <input type="checkbox"/> French

4	Reference Type: ▼ <input type="checkbox"/> Employment <input type="checkbox"/> Personal <input type="checkbox"/> Educational	Reference's Name: ▼	Reference Position: ▼	Relationship: ▼
	How long have you known this reference? ▼ Years: Months:	Company/School Name: ▼		Location: (City, Region and/or Store #) ▼
	Day Time Phone: ▼	Evening Phone: ▼	Reference's Email Address: ▼	Preferred Language: ▼ <input type="checkbox"/> English <input type="checkbox"/> French

5	Reference Type: ▼ <input type="checkbox"/> Employment <input type="checkbox"/> Personal <input type="checkbox"/> Educational	Reference's Name: ▼	Reference Position: ▼	Relationship: ▼
	How long have you known this reference? ▼ Years: Months:	Company/School Name: ▼		Location: (City, Region and/or Store #) ▼
	Day Time Phone: ▼	Evening Phone: ▼	Reference's Email Address: ▼	Preferred Language: ▼ <input type="checkbox"/> English <input type="checkbox"/> French

I hereby authorize any of the above-listed employers, those employers listed on my résumé or those employers uncovered during the course of my background check to release to BackCheck on behalf of **Department of National Defence** the above-mentioned information regarding my current or past employment.

I hereby authorize BackCheck to release all information obtained under this consent only to **Department of National Defence**, and in no way hold BackCheck liable upon the release of this information or its findings to **Department of National Defence**. I also authorize BackCheck to send a facsimile or electronic copy of this signed consent form to any references listed above or any employers listed on my résumé.

Please PRINT your full name: ▼

~ To expedite your application please contact your references and inform them that BackCheck will be contacting them ~

Applicant Signature: X	Date: (yyyy/mm/dd) ▼ 2 0
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Personal Data Verification - Consent for Disclosure of Personal Information

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 **Department of National Defence** has engaged BackCheck to conduct background inquiries in connection with my application or candidacy for employment with **Department of National Defence**.

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 **Department of National Defence**. 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.

Given Name(s): ▼	Middle Name(s): ▼	Surname: ▼
Maiden Name & either past or present Aliases: ▼	Marital Status: ▼ <input type="checkbox"/> Single <input type="checkbox"/> Common Law <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed	Gender: ▼ <input type="checkbox"/> Male <input type="checkbox"/> Female

Have you resided in Canada continuously during the past 10 years? ▶	<input type="checkbox"/> Yes <input type="checkbox"/> No	1	If No, please provide place of residence and when? ▼				
			City	Province/State	country	From (y/m/d)	To (y/m/d)
2	Second address if required: ▼						
			City	Province/State	country	From (y/m/d)	To (y/m/d)

In the past 10 years have you been outside of Canada: ▶	<input type="checkbox"/> Yes <input type="checkbox"/> No	1	If Yes, please provide place location and duration? ▼				For what reason? ▼
			City	Province/State	country	From (y/m/d)	To (y/m/d)
2	Second, location and duration: ▼						For what reason? ▼
			City	Province/State	country	From (y/m/d)	To (y/m/d)
3	Third, location and duration: ▼						For what reason? ▼
			City	Province/State	country	From (y/m/d)	To (y/m/d)

Do you have any close relatives living outside of Canada? ▶	<input type="checkbox"/> Yes <input type="checkbox"/> No	1	If yes, <u>who</u> are they, <u>where</u> do they live and how <u>frequent</u> do you contact them? ▼				
			Who	Where	Frequency		
A	Relatives Current Address: ▼						
			City	Province/State	country	From (y/m/d)	To (y/m/d)
B	Relatives Previous Address – if less than 5 years ago: ▼						
			City	Province/State	country	From (y/m/d)	To (y/m/d)

If yes, <u>who</u> are they, <u>where</u> do they live and how <u>frequent</u> do you contact them? ▼							
			Who	Where	Frequency		
A	Relatives Current Address: ▼						
			City	Province/State	country	From (y/m/d)	To (y/m/d)
B	Relatives Previous Address – if less than 5 years ago: ▼						
			City	Province/State	country	From (y/m/d)	To (y/m/d)

If yes, <u>who</u> are they, <u>where</u> do they live and how <u>frequent</u> do you contact them? ▼							
			Who	Where	Frequency		
A	Relatives Current Address: ▼						
			City	Province/State	country	From (y/m/d)	To (y/m/d)
B	Relatives Previous Address – if less than 5 years ago: ▼						
			City	Province/State	country	From (y/m/d)	To (y/m/d)

~ If more space is required, please attach additional pages as required. ~

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