

**SERVICE ORDER, DATA COLLECTION & CONSENT FORM**  
**ENHANCED POLICE INFORMATION CHECK**



**Email:** [OrdersCanada@sterlingts.com](mailto:OrdersCanada@sterlingts.com) **Toll-free fax:** 1-866-323-3097 **Fax:** 604-323-3097

<b>Company Contact Information.</b>		<b>Company Representative: Please print clearly in capital letters.</b>	
Organization <b>Plan to Protect Clients</b>	Name of Plan to Protect Client <b>Hawkwood Baptist Church</b>	Order Date	
Hiring Manager	Phone	Email Results to	

By signing below, I certify that the applicant's identity has been verified through physical inspection of two forms of ID, at least one of which is government-issued photo ID. Furthermore, I certify that the consent portion of this form was signed by the applicant. **Note: you must send copies of the IDs with this form.**

Company Representative Signature <b>X</b>	Print Company Representative Name
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**Privacy Notice** **Applicant: Please read before providing your personal information.**

To evaluate your suitability for employment or another business relationship, Hawkwood Baptist Church ("the Company") will ask Sterling Talent Solutions Canada Corp. and its parent, affiliates and subsidiaries ("Sterling", "we" or "us") to complete an Enhanced Police Information Check (EPIC). This is two-part search, conducted by a Canadian police service on our behalf. The first part is a search of the Royal Canadian Mounted Police (RCMP) National Repository of Criminal Records. The second part is a search of local police information across Canada. The searches are conducted using the Identification, Investigative and Intelligence Data Banks of the Canadian Police Information Centre (CPIC), the Police Information Portal (PIP) and other local and provincial police databases using your name(s), date of birth and declared criminal record. The result will indicate three things: first, whether a criminal record exists that may match your personal information; second, whether your declared criminal record is a complete and accurate match to the record on file; and third, whether information exists in local police databases that may match your personal information. In some cases, the search may be inconclusive. We will not receive details of your criminal record or local police information 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 criminal record results. Only a Police Information Check (or similar) through the local police where you live can result in the release of local police information. **Use:** Our data entry, order fulfillment, quality assurance, client service, finance and compliance teams may use your personal information to complete the EPIC and communicate with you or the Company. These teams include our employees in Canada, the Philippines and India. 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 and the Canadian police service that completes the EPIC. **Storage and retention:** We will store your personal information on servers located in Calgary, Alberta, 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 [privacy@sterlingts.com](mailto:privacy@sterlingts.com), 1-866-455-5671 or 200-19433 96 Ave, Surrey BC V4N 4C4. For more information about our privacy and security policies, go to [www.sterlingts.com/privacy](http://www.sterlingts.com/privacy). To understand why the EPIC is 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.

**Applicant Personal Information** **Applicant: Please print clearly in capital letters.**

First Name ▼	Middle Name ▼	Last Name ▼
Other First Name(s) Used (nickname, former name, etc.) ▼	Other Middle Name(s) Used ▼	Other Last Name(s) Used (maiden name, former name, etc.) ▼
Place of Birth (province, country) ▼	Sex ▼ <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other	
Position Applied for with Hawkwood Baptist Church ▼	Date of Birth (y yy/mm/dd) ▼	
Current Address (unit number, street number, street, city, province/state, country) ▼	Email Address ▼	
Previous address(es) in the last five years (Use an additional page if necessary) ▼	Telephone Number ▼	

**Have you been convicted of a criminal offence for which a pardon or record suspension has not been granted?**  Yes  No

**What should you disclose?** All criminal offences (offences under the *Criminal Code of Canada*, the *Controlled Drugs and Substances Act* 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. **What should you NOT disclose?** 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 *Youth Criminal Justice Act* 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 (All offences must be disclosed. Use an additional page if necessary)	Date of Conviction (yyyy/mm)

**Consent for Collection, Use and Disclosure of Personal Information** **Applicant: Please read and sign.**

By signing, I acknowledge that I have read the privacy notice 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 <b>X</b>	Date (y yy/mm/dd)
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