

# SERVICE ORDER AND IDENTITY VERIFICATION FORM

ENHANCED POLICE INFORMATION CHECK

For Archdiocese of Toronto Use Only

Submit front and  
back of this form only

**Sterling**  
Talent Solutions

**Instructions to Screening Representative:** In consideration of the applicant's privacy, **Photocopies of ID** are **NO LONGER** required.

Going forward, please **DO NOT** include any copies of ID in any submissions. Do not type, edit or post form.

**Option 1:** Submit **consent form only (front and back)** via fax toll free to: 1-866-323-3097; or 1-866-786-5616.

**Option 2:** Submit **consent form only (front and back)** via email to: [OrdersCanada@sterlingts.com](mailto:OrdersCanada@sterlingts.com);

You may delete from the email sent folder history to ensure the applicant's privacy.


If submitting via e-mail, please note that the file limit per email attachment is 5MB. Any files exceeding this limit will not be received.

**Submit only (PDF files).** Files submitted in either of the following format cannot be received and will not be processed (jpg, word docs, gif.)




To confirm if your request has been received, you may contact the Sterling Order Entry Department at 1-866-455-5681, or the Volunteer Screening Department at 416-934-3400 ext. 517. You may shred the consent form once you receive the completed check confirmation email from the Volunteer Screening Department. An in-person interview is required prior to submission.

## Company Contact Information.

**Company Representative: Please print clearly in capital letters.**

|   |                        |   |
|---|------------------------|---|
| Client<br><b>Archdiocese of Toronto</b> | Parish/Mission Phone # | Current Date consent form faxed or emailed to Sterling:  |
| Parish/Mission Name, City               | Pastor                 | Email Results to<br>HR, Volunteer Screening   |

## Identity Verification and Witness

|   |  |           |
|---|--|-----------|
| Applicant Full Name (as it appears on the ID) ▼            |  |           |
| First Name  | Middle Name  | Last Name |
| Alternate Applicant Full Name (as it appears on the ID) ▼  |  |           |
| First Name  | Middle Name  | Last Name |
| Applicant Date of Birth (yyyy/mm/dd) ▼  | Position Applied For ▼  |           |
| Email Address (optional) ▼  |  |           |

By signing below, I certify that the applicant's identity has been verified through physical inspection of two forms of ID, one of which is government-issued photo ID, and I am satisfied that the applicant's full name and date of birth on this form match the information on the ID. Furthermore, I certify that the consent form was signed by the applicant. The ID verification portion below is required by the Archdiocese of Toronto as proof of viewing ID in person. Pastors/Hiring Manager will receive an email confirmation notice from the Volunteer Screening Department at the Archdiocese of Toronto within 24-48 hours from the date the request has been processed by Sterling Talent Solutions. If the report requires follow-up, the applicant and the Pastor/Hiring Manager will be notified directly by the Archdiocese of Toronto. Should you have additional questions, contact 416-934-3400 ext. 517.

### LIST 1: Check 1 form of PRIMARY

Govt. Issued PHOTO ID

Any 2 IDs from this list are acceptable.

- ☐ Driver's Licence (Canadian or International)
- ☐ Passport (Canadian or International)
- ☐ Canadian Citizenship Card (**version with photo**)
- ☐ Provincial ID Photo Card
- ☐ Permanent Resident Card
- ☐ Government Employment Card
- ☐ Military Employment Card
- ☐ Indian Status Card
- ☐ Nexus Card
- ☐ Age of Majority Card
- ☐ CNIB Card (Canadian National Institute for the Blind)
- ☐ Firearms Licence

**Note: Identification must be witnessed in person** at the parish office by a parish office representative. This form should not be sent to the applicant via email or regular mail requesting photocopies of ID. This form must be submitted by the parish office representative via fax or e-mail (see fax/email above). IDs should not be photocopied or attached for the privacy of the applicant. **Do not type, edit or post this form to any website.**

### List 2: Secondary ID Check besides 1 of the Non-Photo ID

(only 1 form of ID may be selected from this list.)

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li><input type="checkbox"/> Birth Certificate</li><li><input type="checkbox"/> Bank Cards<br/>(Debit/credit with the name punched in)</li><li><input type="checkbox"/> Baptismal Certificate</li><li><input type="checkbox"/> BC Security Licence</li><li><input type="checkbox"/> <b>Canadian Citizenship Card (certificates; do not have photo)</b></li><li><input type="checkbox"/> Canadian Work Permit/Visa</li><li><input type="checkbox"/> Certificate of Canadian Citizenship</li><li><input type="checkbox"/> Change of Name Certificate</li><li><input type="checkbox"/> Citizenship/Immigration Status Document</li><li><input type="checkbox"/> Conditional Release Cards/Corrections Documents</li><li><input type="checkbox"/> Confirmation of Permanent Address</li><li><input type="checkbox"/> Immigration Papers</li><li><input type="checkbox"/> Hospital Card</li><li><input type="checkbox"/> Student or School ID Card</li><li><input type="checkbox"/> SIN Confirmation</li><li><input type="checkbox"/> Ontario Health Card Extension</li><li><input type="checkbox"/> Transaction Record</li><li><input type="checkbox"/> Canadian Blood Donor Card</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Firearms Acquisition Certification</li><li><input type="checkbox"/> Outdoor Card</li><li><input type="checkbox"/> Hunting Licence</li><li><input type="checkbox"/> Fishing Licence</li><li><input type="checkbox"/> Interim Driver's Licence</li><li><input type="checkbox"/> Marriage Certificate/Licence</li><li><input type="checkbox"/> Membership Card</li><li><input type="checkbox"/> Notarized Affidavit of Identity (oath-administered)</li><li><input type="checkbox"/> Ontario Liquor Licence (BYID)</li><li><input type="checkbox"/> Professional Licences/Trade Certificates (e.g., registered nurse document, certificate of qualification/trade certificate, journeyman certificate, etc.)</li></ul> |
|---|--|

**Note:** Certificates of completion are NOT acceptable

- ☐ Security Screening Certificate
- ☐ Record of Landing
- ☐ RCMP Card
- ☐ Temporary Identification Card

Company Representative Signature

Print Company Representative Name

Company Representative Title

# PRIVACY NOTICE, DATA COLLECTION & CONSENT FORM

ENHANCED POLICE INFORMATION CHECK

For Archdiocese of Toronto Use Only



| Privacy Notice   |   | Applicant: Please read before providing your personal information. |  |
|--|---|--|--|
| <p>To evaluate your suitability for employment or another business relationship, Archdiocese of Toronto ("the Company") will ask SterlingTalent 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. <b>Use:</b> 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. <b>Disclosure:</b> We will disclose your personal information to the Company and the Canadian police service that completes the EPIC. <b>Storage and retention:</b> 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. <b>Your rights:</b> 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. <u>To do any of these things, contact one of our Privacy Analysts at <a href="mailto:privacy@sterlingts.com">privacy@sterlingts.com</a>, 1-866-455-5671 or 200-19433 96 Ave, Surrey BC V4N 4C4.</u> For more information about our privacy and security policies, go to <a href="http://www.sterlingtalentsolutions.com/pven/">www.sterlingtalentsolutions.com/pven/</a>. 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.</p> |   |  |  |
| 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 (city, province, country) ▼   | Sex ▼<br><input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other |  |  |
| Position Applied for with Archdiocese of Toronto ▼   | Date of Birth (yyyy/mm/dd) ▼  |  |  |
| Current Address (unit number, street number, street, city, province/state, country) ▼  | Email Address (optional) ▼  |  |  |
| 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? <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 (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<br>X   |   | Date (yyyy/mm/dd)  |  |