

T1 PVEC Reference Check & Employment Confirmation Form

As a condition of employment, it is the policy of **eTeam Inc.** to conduct employment confirmations on all candidates who have reached the final stages of the recruitment process.

| SECTION A: Personal Information | |
|---|-------------------|
| First Name | Last Name |
| Previous Name or "Nickname" (if applicable) | Email Address |
| Home Phone Number | Cell Phone Number |
| Address | |

| SECTION B: References | |
|--|--|
| <p>****READ FIRST****</p> <ol style="list-style-type: none"> 1) You MUST provide THREE (3) References. 2) At least two references MUST BE direct reports. Example: Supervisor, Team Leader, Manager etc. 3) Fill in ALL FIELDS on each Reference contact. 4) ALL references must be notified that we will be contacting them to conduct a phone interview. 5) References must have worked with you in the past 7 years. 6) This form MUST BE SIGNED by yourself and dated. | |
| Reference #1: <i>First (most recent) direct report that you have consent to contact.</i> | |
| Contact Name (First and Last) | Reference's Position |
| Email (<i>WORK email address only</i>) | Working Relationship (<i>Ex. Manager, Colleague, Client, etc.</i>) |
| Company Name | |
| Province/Country where worked together & Time Zone | Province/Country where Reference works & Time Zone |
| Business Phone Number | Cell/Home Phone Number |
| Date Started working together (MM/DD/YYYY) | Date Ended Working together (MM/DD/YYYY) |

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Reference #2: *Second (immediately prior) direct report that you have consent to contact.*

| | |
|---|--|
| Contact Name (First and Last) | Reference's Position |
| Email (<i>WORK email address only</i>) | Working Relationship (<i>Ex. Manager, Colleague, Client, etc.</i>) |
| Company Name | |
| Province/Country where worked together & Time Zone | Province/Country where Reference works & Time Zone |
| Business Phone Number | Cell/Home Phone Number |
| Date Started working together (MM/DD/YYYY) | Date Ended Working together (MM/DD/YYYY) |

Reference #3: *Previous Direct Report, Colleague or Client that you have consent to contact.*

| | |
|---|--|
| Contact Name (First and Last) | Reference's Position |
| Email (<i>WORK email address only</i>) | Working Relationship (<i>Ex. Manager, Colleague, Client, etc.</i>) |
| Company Name | |
| Province/Country where worked together & Time Zone | Province/Country where Reference works & Time Zone |
| Business Phone Number | Cell/Home Phone Number |
| Date Started working together (MM/DD/YYYY) | Date Ended Working together (MM/DD/YYYY) |

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SECTION C: Employment Confirmation Information (as per resume)

******READ FIRST******

- 1) Provide name, phone, and business email address of persons with current access to your payment/compensation history, who either employed or contracted you.
- 2) Indicate all companies where you have worked within **the last 7 years** and forward the following link to the corporate confirming party: www.just-checking.com/employment-confirmation/.
- 3) If you have either an authorized Letter of Employment History, ROE or Relieving Letter, which indicates period of employment, attach and indicate below. Contracts, offer letters or Purchase Orders are not acceptable.
- 4) If you were paid by an agency, as a contractor, please indicate the agency name, NOT the company where you were working on site.
- 5) If you have worked for more than 3 companies in the last 7 years, please complete the employment confirmation supplement sent with this package.

Employer #1: Last company who paid you or placed you on the job.

| | |
|--------------------------------|---|
| Contact Name (First and Last) | Reference's Position -Or- Department (ie. HR/Payroll/Owner, etc.) |
| Business Phone Number | Business Email Address |
| Employer Company Name | Company Name Listed on Resume |
| First Day of Work (MM/DD/YYYY) | Last Day of Work (MM/DD/YYYY) |
| Position Held | Reason for Leaving |

Employer #2: Second last company who paid you or placed you on the job.

| | |
|--------------------------------|---|
| Contact Name (First and Last) | Reference's Position -Or- Department (ie. HR/Payroll/Owner, etc.) |
| Business Phone Number | Business Email Address |
| Employer Company Name | Company Name Listed on Resume |
| First Day of Work (MM/DD/YYYY) | Last Day of Work (MM/DD/YYYY) |
| Position Held | Reason for Leaving |

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Employer #3: *Third last company who paid you or placed you on the job.*

| | |
|--------------------------------|---|
| Contact Name (First and Last) | Reference's Position -Or- Department (ie. HR/Payroll/Owner, etc.) |
| Business Phone Number | Business Email Address |
| Employer Company Name | Company Name Listed on Resume |
| First Day of Work (MM/DD/YYYY) | Last Day of Work (MM/DD/YYYY) |
| Position Held | Reason for Leaving |

If there are further employers within the last 7 years, please fill out **T1 PVEC Supplement** form that came along with this package.

SECTION D: Declaration and Consent

The collection, use and disclosure of personal information is governed by the Personal Information Protection and Electronics Act (PIPEDA) and provincial Privacy legislation. The information pertaining to your employment history requested on the attached forms is collected for the purposes of administering the application process. This process will include investigation of previous employment and demonstrated performance results.

I, the undersigned, hereby authorize my previous employers and any person or company which I mentioned in this form as well as my employment application to provide **eTeam Inc.** directly or through **JUST Checking Resources Inc.**, with personal information, confirmation of employment, my performance, behaviour, character, and reputation at work, in order to evaluate my job application.

I acknowledge that I have read and understand the scope of this authorization, certify that the information above and on my resume is true and complete to the best of my knowledge.

| | |
|-----------|------|
| Name | Date |
| Signature | |