

SECTION C Supplement: Employment Confirmation and Career History (employment as per resume)

****READ FIRST****

- 1) You must provide the contact information of persons with direct access to your compensation history with each company who either employed or contracted you. All fields are mandatory.
- 2) Indicated at **ALL companies and any gaps in employment where you have worked within the last 7 years**. If you have run out of space on this form, please refer to the supplement provided.
- 3) You must forward the following link to the corporate individual confirming your employment: <http://www.just-checking.com/employment-confirmation> and CC itservice@just-checking.com on the communication.
- 4) If you have an employment letter, please attach.
- 5) If you were employed by an agency, please put the agency name and information down, NOT the company where you were placed on assignment.
- 6) If you were unemployed, please indicate the reasons for this. Ex: Looking for work, maternity/paternity leave etc.
- 7) Volunteer work or internships must also contact contact information, even if they were unpaid.
- 8) Please list career history in **CHRONOLOGICAL order, that is most recent, to least**.

Career History #5 (5th most recent)

Dates (month/yyyy) – (month/yyyy)	Employed/Contracted/Unemployed/Other (choose one)	
Employer/Client name (if unemployed, N/A)	Reason for Unemployment (if applicable)	
Company Name (as on resume)	Country	
Contact Name / Department Name	Contact's Position / Department	
Business Phone Number	Head Office Phone Number	
Professional Email Address (work email only)	Reason for Leaving	Contact/ DO NOT Contact?

Career History #6 (6th most recent)

Dates (month/yyyy) – (month/yyyy)	Employed/Contracted/Unemployed/Other (choose one)	
Employer/Client name (if unemployed, N/A)	Reason for Unemployment (if applicable)	
Company Name (as on resume)	Country	
Contact Name / Department Name	Contact's Position / Department	
Business Phone Number	Head Office Phone Number	
Professional Email Address (work email only)	Reason for Leaving	Contact/ DO NOT Contact?

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Career History #7 (7 th most recent)		
Dates (month/yyyy) – (month/yyyy)	Employed/Contracted/Unemployed/Other (choose one)	
Employer/Client name (if unemployed, N/A)	Reason for Unemployment (if applicable)	
Company Name (as on resume)	Country	
Contact Name / Department Name	Contact's Position / Department	
Business Phone Number	Head Office Phone Number	
Professional Email Address (work email only)	Reason for Leaving	Contact/ DO NOT Contact?

Career History #8 (8 th most recent)		
Dates (month/yyyy) – (month/yyyy)	Employed/Contracted/Unemployed/Other (choose one)	
Employer/Client name (if unemployed, N/A)	Reason for Unemployment (if applicable)	
Company Name (as on resume)	Country	
Contact Name / Department Name	Contact's Position / Department	
Business Phone Number	Head Office Phone Number	
Professional Email Address (work email only)	Reason for Leaving	Contact/ DO NOT Contact?

SECTION D: Declaration and Consent	
<p>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.</p> <p>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 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.</p> <p>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.</p>	
Name	Date
Signature	