

Employment Background Check Form Package

Welcome, from JUST Checking Resources Inc., www.just-checking.com, a Canadian Background Checking company. We will be working with you to process your Employment Background Check (BGC) portion of the **Maarut Inc.'s** recruitment process. We utilize a secure online file-sharing portal called hr-Verify/TitanFile. We ensure that your personal information is highly private and secure.

Please read below the instructions and checklists for each of the forms within this package that you will be required to complete. **Please fill out all forms online, OR in black ink, if printed off.**

T1 PVEC Employment Confirmation Form

- ☐ For the sake of expediency, please contact all your employment contacts to advise them that we will be contacting them for an employment confirmation.
- ☐ Once you have contacted the right administrators in HR, Payroll, or Accounting, **YOU MUST** forward the following link to this corporate individual confirmation your employment: <http://www.just-checking.com/employment-confirmation/> and cc us (itservice@just-checking.com). If there is no HR department, then please provide us with your direct supervisor's contact information.
- ☐ You must provide us with all information required on the form. Email addresses **MUST** be professional email addresses (work email addresses only, no Hotmail or Gmail etc.)
- ☐ You must provide employment contact info for your **employer**, that is the company who paid you. Not the company in which you worked on site at. This is not an employment reference, but an employment confirmation.
- ☐ You may provide an employment letter in addition to the contact information above, as an attachment.

EDV1 Education Confirmation Form (Canada and International Education)

- ☐ Please provide all information required on this form, if you have **completed a post-secondary** education either in Canada or internationally.
- ☐ If you have an **International Education** please provide your degree copy and marksheet as an attachment.

T2 Consent to Disclose and Release Personal Information (Credit and World Check Form)

The purpose of this form is to consent to: a credit check, global terrorist database check (world check), SIN validation, criminal record check (outside of Canada), and an identity check (soft credit check).

- ☐ Provide all personal information, fill out this form in it's entirety.
- ☐ Indicate the hiring company name. You may also leave this address field blank.
- ☐ Check off "Credit Bureau Report", "Global Terrorist Search" and "SIN Validation."
- ☐ Provide a scanned copy of your **SIN card or paper**, as an attachment to your forms package.
- ☐ Please remember to **sign this document** (digital signatures are not required.)

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RCMP Consent to Disclosure of Personal Information (Criminal Check Form)

- ☐ Provide all required personal information.
- ☐ Check box "employment." You do not need to fill out the position.
- ☐ **Sign and Date** this form in the box half way down the form on the right hand side (**digital signatures not accepted**).
- ☐ Indicate hiring company name.
- ☐ Have a **witness print their name and sign** at the bottom left hand corner of this page. PLEASE NOTE: A witness can be anyone who knows you that is NOT a family member and does NOT have the same last name.
- ☐ Enter two types of photo ID provided in form 1 and 2. ID must be government issued, and it can be either Canadian, or international.

REQUIRED ATTACHMENTS

The following are a required attachment checklist, please upload all the necessary attachments when you submit your completed form package:

- ☒ Primary Photo ID
- ☒ Secondary Photo ID
- ☒ SIN Card or Paper copy
- ☒ Degree Copy (INTERNATIONAL EDUCATION CHECK ONLY)
- ☒ Marksheet or Transcript Copy (INTERNATIONAL EDUCATION CHECK ONLY)
- ☒ Employment Letters (IF AVAILABLE)

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

SECTION A: Personal Information	
First Name Durgesh	Last Name Gidwani
Previous Name or "Nickname" (if applicable)	Email Address djgidwani@gmail.com
Home Phone Number	Cell Phone Number 6477417619
Address 23 Woodhaven Drive	

SECTION B: Employment Confirmation Information (as per employment listed on resume or CV)	
<p>****READ FIRST****</p> <ol style="list-style-type: none"> 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 least the two most recent companies where you have worked within the last 7 years. 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. 	
Employment Confirmation #1	
Contact Name (First and Last) Sanjivani Shindikar	Contact's Position (or department); Senior HR Business Partner
Company Name TIBCO Software India	Contact's Business Email Address sshindik@tibco.com
Dates of Employment: (dd/mm/yyyy) – (dd/mm/yyyy) (27/Mar/2017)-(28/Feb/2018)	Position Held Member Technical Staff,QA
Home Phone Number	Cell Phone Number +91-7387086871
Reason for Leaving I was moving to Canada.	

Employment Confirmation #2	
Contact Name (First and Last) Priyanka Mendhe	Contact's Position (or department) Human Resource
Company Name GIF TECHNOLOGIES PVT LTD	Contact's Business Email Address careers@giftechnologies.com
Dates of Employment: (dd/mm/yyyy) – (dd/mm/yyyy) (25/Apr/2016)-(25/Mar/2017)	Position Held Test Engineer
Home Phone Number	Cell Phone Number +91-8600032725
Reason for Leaving To Join Tibco.	

Employment Confirmation #3	
Contact Name (First and Last) Lincy George	Contact's Position (or department) Human Resource
Company Name Nvidia	Contact's Business Email Address lgeorge@nvidia.com
Dates of Employment: (dd/mm/yyyy) – (dd/mm/yyyy) (02/Jul/2012)-(25/Sep/2015)	Position Held Software Quality Assurance Engineer
Home Phone Number	Cell Phone Number +91-9881499470
Reason for Leaving: Had to move back to Nagpur(hometown) for family reasons.	

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 Aanyas 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.</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 Durgesh Gidwani	Date 14/May/2018
Signature	

Please fill out all fields on this form if you have **completed** a post-secondary education either within Canada or internationally. If you have an international education, you will also need to submit a copy of your degree/diploma/certificate and your marksheet/transcript when submitting your form package, as an attachment.

SECTION A: Personal Information

First Name
Durgesh

Last Name
Gidwani

Any other names you used while you were enrolled:

SECTION B: Education

Please provide us with your **HIGHEST** post-secondary education.

Institution Name, Campus:

Ramdeobaba College of Engineering

Institution Address:

Ramdeo Tekdi, Gittikhadan, Katol Road

City:
Brampton, ON.

Country:
India

Phone:
+91 7122580011

Degree Obtained:
Bachelor of Engineering

Date Started:
July 2008

How many years attended:
4

Date Graduated
May 2012

Student Number
RTMNU/A9/45971

Convocation Date
June 2012

Date of Birth (MM/DD/YYYY):
06/05/1991

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 education history above is collected for the purposes of administering the application process.

I, the undersigned, hereby authorize any public or private educational institution to provide, through JUST Checking Resources Inc, personal information in regards to my education, diplomas or degrees.

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.

Signature:

Date

14/May/2018

Company Name

Company Address

APPLICANT INFORMATION SECTION

****It is very important that you indicate any name changes, either through marriage, divorce or other legal changes****

Applicant:

LAST/SURNAME FIRST MIDDLE MAIDEN/FORMER SURNAMES OR NAME CHANGES

Address:

STREET / PO BOX / RR # CITY / PROVINCE / STATE POSTAL CODE / ZIP CODE

Telephone #: ☐ Male ☐ Female Driver's Lic #

Date of Birth: Place of Birth : SIN/SSN

YEAR MONTH DAY CITY//PROVINCE/COUNTRY

JUST Checking Resources Inc. <background screening company> will process my documentation for placement at the hiring company, Maarut Inc. <name of the hiring company> for the position of: Automation Consultant.

I acknowledge that it is reasonable and necessary for JUST Checking Resources Inc. to request information concerning my world check, credit check and SIN validation in order to assess my suitability for employment. I understand that JUST Checking Resources Inc. and/or its authorized agent, CSI Inc. will obtain reports from all applicable government agencies, credit bureaus or private businesses.

In compliance with all human rights, consumer reporting and privacy legislation, I hereby authorize and direct you to release to the hiring company, JUST Checking Resources Inc. and/or CSI Inc., information that you have access to concerning my credit history, and SIN number and/or any other information contained in your files relevant to the hiring company.

I understand that JUST Checking Resources Inc. collects and uses the information it receives solely for the purpose of transmitting it to the hiring company pursuant to this consent and that information is received and transmitted as required by law and authorize the hiring company, JUST Checking Resources Inc. and/or its authorized agent, CSI Inc to obtain information regarding:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Credit Bureau Report | <input checked="" type="checkbox"/> Global Terrorist Search | <input checked="" type="checkbox"/> SIN Validation/Verification |
| <input checked="" type="checkbox"/> Criminal Record Check - Outside Canada | <input checked="" type="checkbox"/> Education Verification - Outside Canada | <input checked="" type="checkbox"/> Permanent Resident Check |
| <input checked="" type="checkbox"/> Passport Validation | <input checked="" type="checkbox"/> Sanctions Check | <input checked="" type="checkbox"/> Identity Check |

Applicant Signature Section

By signing this waiver, I acknowledge full understanding of it's content and meaning and hereby give my informed consent.

Applicant's Signature

Date: 14/May/2018

CONSENT TO DISCLOSURE OF PERSONAL INFORMATION

(Please Print) (To be completed by applicant)

Surname (Last Name) (Provide previous name(s) prior to application if applicable) Gidwani	First Name Durgesh	Middle Name Jaishiv
Maiden Name or Other Surnames Used (if applicable):	Place of Birth (Province and Country) Nagpur, India.	
Date of Birth (YEAR-MONTH-DAY) 1991-June-05	Sex Male	Phone # +91 7122580011

Current Address

Number	Street	Apt/Unit	City/Province/Country	Postal Code
23	Woodhaven Drive,	Brampton,	ON. L7A1Y7	

Provide previous addresses, if any, within the last five (5) years

Number	Street	Apt/Unit	City/Province/Country	Postal Code
Tower 20,	Flat 603,	Amanora Park Town,	Hadapsar, Pune, India.	411028
Number	Street	Apt/Unit	City/Province/Country	Postal Code
Plot No. 857/A/47-B,	Kawara Peth,	Karuna Nagar,	Nagpur, India.	440002

Reason for the Consent

Employment ☒ Other ☐ Volunteer ☐ (If volunteer provide description of position) _____


HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE IN CANADA?


YES ☐

NO ☒

IF YOU ANSWERED YES TO THE ABOVE STATEMENT, YOU MUST COMPLETE THE DECLARATION OF CRIMINAL RECORD FORM AND ATTACH.

Note: Information related to this criminal record is collected, retained, and disclosed in accordance with applicable federal, provincial and municipal privacy legislation

SEARCH AUTHORIZATION: CPIC: <input type="checkbox"/> Enhanced Criminal Check: <input type="checkbox"/> I HEREBY CONSENT TO THE SEARCH OF THE RCMP NATIONAL REPOSITORY OF CRIMINAL RECORDS BASED ON THE NAME(S), DATE OF BIRTH AND DECLARED CRIMINAL RECORD PROVIDED. I UNDERSTAND THAT THE RESULTS MAY BE TRANSMITTED OUTSIDE CANADA TO (insert country) _____ IF REQUIRED A. Criminal Record (Adult) RELEASE AUTHORIZATION AND WAIVER Authorization to Release Clearance Report. I certify that the information set out by me in this application is true and correct to the best of my ability. I consent to the release of a Criminal Record to CSI Inc. and its partners. I hereby release and forever discharge all members and employees of the processing Police Service from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the disclosure of information by the processing Police Service to CSI Inc. and its partners.	<p>A CPIC Name Check is a query of the Identification Data Bank by a police agency using a person's name and date of birth to identify the possibility of criminal convictions. This type of check, however, omits checks of other data banks that could provide valuable screening information. Our Enhanced Criminal Name Check provides a thorough review of other data banks including those which identify the following:</p> <p>Outstanding entries, such as charges and warrants, judicial orders, peace bonds, probation and prohibition. Absolute and Conditional discharges. Criminal Charges resulting in dispositions including but not limited to cases where charges have been Withdrawn or Dismissed also, Negative police contacts including, but not limited to: theft, weapons, sex offences or violent, harmful and threatening behavior.</p> <p></p> <p>Signed this <u>14</u> day of <u>May</u>, 20 <u>18</u></p> <p>_____ (Signature of Applicant)</p>
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COMPANY OR ORGANIZATION REQUESTING SEARCH Maarut Inc.  _____ Signature of Individual Witnessing Applicant's ID Rohit Khaire _____ Printed Name of Individual Witnessing Applicant's ID	1. Driving Licence _____ 2. Passport _____ Type of Photo ID Viewed (Government Issued) and Secondary ID Viewed Note: The presence of information does not necessarily mean the applicant will be disqualified from the position by the organization.
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CONSENT TO DISCLOSURE OF PERSONAL INFORMATION

DECLARATION OF CRIMINAL RECORD INFORMATION

APPLICANT MUST DECLARE ALL CONVICTIONS FOR OFFENCES UNDER FEDERAL LAW

Printed Name of Applicant

Signature of Applicant



Date Signed – Year/Month/Day

CONVICTION DATE

OFFENCE

LOCATION OF OFFENCE

	(and POLICE SERVICE if known)	

DO NOT LIST ANY OF THE FOLLOWING OFFENCES ON THIS FORM:

A conviction for which the Applicant has received a Pardon in accordance with the Criminal Records Act

A conviction where the applicant was a “young person” under the Youth Criminal Justice Act

An Absolute Discharge or Conditional Discharge pursuant to section 730 of the Criminal Code

An offence for which the applicant was not convicted

Any provincial or municipal offence

Any charges dealt with outside of Canada

Declaration of Criminal Record does not constitute a Certified Criminal Record by the RCMP

Declaration of Criminal Record may not contain all criminal record convictions

A Certified Criminal Record can only be issued by CCRTIS based on the submission of fingerprints to the RCMP National Repository of Criminal Record.



PLEASE READ PRIOR TO COMPLETING CONSENTS

Instructions for completion of Consent to Disclosure of Personal Information form and Declaration of Criminal Record Information

These forms are the only forms that the RCMP and CPIC will allow to be used for conducting name based criminal record checks. Further they will not allow any changes to additions to these forms.

1. Identification of Applicant – The top section of this form is for the personal details of the applicant, including surname, first and middle names, maiden or other surnames used, place and date of birth, sex and telephone number.
2. Current and previous addresses – This section is again for the applicants to complete their current and previous addresses for the last 5 years.
3. Reason for consent - This section is for the applicant to indicate if this criminal check is for employment or a volunteer service. The description of position is only for applicants who indicate volunteer on the consent.
4. Search Authorization – In this section the applicant must read and understand the consent they are giving and they must date and sign the block to the right of the consent. If the criminal record check is for employment outside Canada, the applicant must indicate the country of employment in the space provided in the first paragraph.
5. Witness Section – This final section is for the witness signature. The first line, which can be completed by the applicant, is for the name of the company requiring the search (The employer). The second line is for the signature of the witness who verified the identity of the applicant, by reviewing the two pieces of identification and comparing to the applicant. The witness will then print their name below their signature.

6. Identification used – In this section the witness must indicate which two pieces of identification they reviewed. Below we have identified the only acceptable pieces of photo identification permitted.
7. The Applicant's identity must be verified by client or other person, **who is neither a family member nor someone with the same last name as the applicant.** They will compare the 2 pieces of ID, one of which MUST be an accepted government issued photo ID of applicant and scanned legible copies of both pieces of ID MUST accompany this form. If the copies are not legible, they cannot be processed and they will be returned.
8. Please make sure your ID's are scanned or captured by camera on your cell phone. Remember to disable your flash on your camera.
9. Accepted photo ID - Canadian Driver's License; Canadian Citizenship Card; Firearms Acquisition Certificate; Foreign Driver's License; Permanent Resident (PR) Card; Federal, Provincial or Municipal ID Card; Canadian Passport; Certificate of Indian Status; Military Family ID Card; Foreign Passport; Student Identity Card; Foreign Institute; CNIB ID Card

Declaration of Criminal Record

If you have been convicted of a criminal offence in Canada, then this form must be completed and submitted with your consent. The applicant's printed name and signature are required at the top, along with the date of signature. Please indicate as close as possible the date of the conviction, the police service who laid the charge and the offence. The location of the offence is also required. Please read the exemptions at the bottom of the form.