

## Background Check Set-Up Information

**Phone 604-455-5503 or Toll Free 1-866-455-7293      Fax to 604-323-3097 or Toll Free Fax 1-866-323-3097**

### 1. Client Company Contact Information:

Corporate Name: <b>British Columbia Conference of Mennonite Brethren Churches</b>		Date:
DBA(s): <b>BC Conference of MB Churches</b> <small>Doing Business As</small>		
Lead Contact:	Account Executive: <b>Brian Ward-Hall</b>	
Physical Address:		
<small>Unit#</small>	<small>Street</small>	<small>City</small>
<small>Province</small>	<small>Postal Code</small>	
Phone:	Company Website	
Industry:	Estimated Number of Employees:	
Estimated Yearly Hiring Range:	Number of locations:	
Preferred Language <input type="checkbox"/> English <input type="checkbox"/> French		

### 2. Prime Contact – for distribution of BackCheck Results

BackCheck will contact the designated primary contact to discuss online results access. Usernames and passwords are provided via telephone to the designated recipient(s). If additional users are required, please attach additional sheets.

Primary Human Resources or Security Contact Name:		
Phone:	Fax:	Email:
Whom shall BackCheck contact first regarding implementation? <input type="checkbox"/> Prime Contact or:		

### 3. Secondary Contacts – Attach additional pages if required

Include additional contacts within the organization that will have access to ordering jobs and/or viewing results using the online system.

Contact Name:	Location:	Bill Separately? <input type="checkbox"/> Yes <input type="checkbox"/> No
Phone:	Fax:	Email:
Can the above Secondary Contact receive negative police clearance details? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Contact Name:	Location:	Bill Separately? <input type="checkbox"/> Yes <input type="checkbox"/> No
Phone:	Fax:	Email:
Can the above Secondary Contact receive negative police clearance details? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Contact Name:	Location:	Bill Separately? <input type="checkbox"/> Yes <input type="checkbox"/> No
Phone:	Fax:	Email:
Can the above Secondary Contact receive negative police clearance details? <input type="checkbox"/> Yes <input type="checkbox"/> No		

A BackCheck representative will contact you with confirmation of account set-up and your account number.

## BackCheck Privacy and Terms of Service Agreement

### BackCheck's Commitment

BackCheck will provide one or more of the following services to End-User for employment related purposes:

**Criminal Record Checks, Credit Reports, Education Verification, Employment Verification, Employment Reference Checks, Drivers' Records**

BackCheck certifies and agrees to provide the above services to End-User in a manner that is legal and compliant with all applicable laws. BackCheck will provide services according to pricing and turnaround guidelines established in BackCheck's "Pre-Employment Background Checks proposal for BC Conference of MB Churches," dated December 15, 2006.

BackCheck will keep on file either in electronic or printed format copies of all release forms, consent forms, and written reports. All such information is kept in a secure location only accessible to authorized BackCheck personnel. BackCheck will keep all information about applicants on file either electronically or in printed format for seven years.

BackCheck certifies that all BackCheck employees have been appropriately screened prior to employment. All information gathered by BackCheck employees is kept strictly confidential according to PIPEDA or equivalent provincial privacy laws.

### Privacy and Terms of Use Agreement Between BackCheck and Client Company

In connection with requests for BackCheck services, the undersigned, who is a duly authorized representative of Client Company, agrees to the following terms of service and privacy of information requirements:

1. Client Company agrees only to request information regarding legitimate applicants with duly signed consent forms as provided by BackCheck.
2. Client Company agrees and certifies that background inquiries are being ordered for employment purposes only and will be used for employment related purposes that are compliant with federal and provincial human rights, labour, and privacy laws. Client Company agrees that it will not use any information regarding BackCheck and its business to compete in any way with BackCheck.
3. Client Company will maintain privacy and confidentiality of personal information regarding applicants for employment, and Client Company further certifies that all protected information requested by BackCheck for identification purposes, such as social insurance number, date of birth, country of origin and gender will not be used to discriminate against applicants. Incidental information obtained when checking and verifying identification during this process will also be kept confidential and used only for the purposes as set out by BackCheck.
4. Client Company agrees to keep original copies of signed BackCheck consent forms on file for a period of one calendar year and will produce such original copies upon request of BackCheck or BackCheck's service providers. Such forms will be kept in a secure location that is non-accessible to unauthorized personnel.
5. Client Company agrees to keep information provided by BackCheck in a secure location that is non-accessible to unauthorized personnel.
6. Client Company agrees to use information provided by BackCheck in a manner that complies with all related federal and provincial legislation.
7. Client Company agrees to comply with BackCheck's Identification requirements for conducting criminal record checks, namely 1 piece of Government issued ID will be verified and certified by Client Company, and photocopied and sent along with consent form(s) to BackCheck, and copies of such to be retained along with original signed consent forms for a minimum period of 1 year.
8. Client Company certifies that any destruction of documents will be done in a manner that renders them completely destroyed and unusable, via cross shredding or a certified document destruction company.
9. Information not searched for includes: convictions not yet entered, outstanding charges, indices checks with the police services in the jurisdiction in which the candidate resides, charges dealt with by way of alternative measures or other non-judicial sanctions, convictions relating to summary conviction offences and offences relating to provincial statutes

### To be Completed by Authorized Representative of Client Company

Agreed to By: \_\_\_\_\_

Company Name: **BC Conference of MB Churches**

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### To be Completed by BackCheck

Agreed to By: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: **BackCheck a Division of Checkwell Decision Corporation**

Address: **Suite 200, 1311 Howe Street, Vancouver, B.C. V6Z 2P3**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return *signed* copy via Fax or E-mail **Fax:** 604-323-3097 or **Toll Free:** 866-323-3097 **E-mail:** Implementation@backcheck.ca  
**Alternately, return via post to Suite 200, 1311 Howe Street, Vancouver, B.C. V6Z 2P3**

## Billing Set-Up Information

**Acct. Phone 604-882-6102 or Toll Free 1-866-882-5063 Fax 604-323-3097 or Toll Free Fax 1-866-323-3097**

**Company Information:**

Corporate Name: <b>BC Conference of MB Churches</b>	Date:
DBA: <small>Doing Business As</small>	Account Executive: <b>Brian Ward-Hall</b>
Accounts Payable Contact:	Accounting Phone #:
Accounting Fax #:	Accounting Email:
Billing Address:	
<small>Unit#</small>	<small>Street</small>
<small>City</small>	<small>Province</small>
<small>Postal Code</small>	

**Billing Options** Please choose either Credit Card or Pay on Account

**Pay by Credit Card** – Invoice will still follow monthly

**Credit Card Payment Information:**

I, \_\_\_\_\_ authorize BackCheck to charge to my credit card and  
Keep it on file indefinitely.

Visa   
  Mastercard   
  American Express   
  Diners Club

Credit Card #:       
 Exp.  /

Signature: \_\_\_\_\_

**Pay on Account** - (OAC) invoiced monthly  
**Payment terms are Net 30 from the date of the invoice**

Clients whose payment is received less than 30 days from invoice date, and whose account is up to date, will be entitled to a **1% discount**. This **1% discount** should be reflected in the cheque that your company sends to BackCheck.  
 Clients whose payment is received later than 60 days from invoice date will be **charged 2% interest**, on their account balance, from the date of invoice compounded monthly.

Are purchase orders required?     Yes     No   
 Send invoices by?     Email     Fax     Mail

**Pricing Agreement between BackCheck and BC Conference of MB Churches (Client Company):**

Client Company agrees to the pricing and service arrangements listed in: "Pre-Employment Background Checks proposal for BC Conference of MB Churches," dated December 15, 2006.

Print Name of Authorized Representative of BC Conference of MB Churches	Title
Signature of Authorized Representative of BC Conference of MB Churches	Date

Return *signed* copy via Fax or E-mail **Fax:** 604-323-3097 or **Toll Free:** 866-323-3097 **E-mail:** Implementation@backcheck.ca  
 Alternately, return via post to **Suite 200, 1311 Howe Street, Vancouver, B.C. V6Z 2P3**