

The below is for Public Fund positions administered by the Regional Civilian Personnel Office in the following locations:
Brunssum, Casteau, Cologne, Naples, Niederheid, Ramstein, Riga, Ruislip, Stavanger

Recruitment Drive Reliability Status Screening Form

A. Personal Information

Last name	
First Name	
All Middle Names	

B. Do you have an active security clearance?

Yes	No
<input type="radio"/>	<input type="radio"/>

If you answered "Yes"

Please elaborate in the following fields:

Level of clearance	
Issuing Department	
PRI Number (if known)	
Date issued (DD-MM-YYYY)	

If you answered "No"

Please complete the following sections.

By submitting this form and any additional documents, you certify that all statements are true.

You also confirm that you understand that you may be immediately released from employment for knowingly making a false and/or misleading statement. Lastly, you understand that it is your responsibility to advise the Regional Civilian Personnel Office of any changes to the information on the foregoing application.

PROTECTED B (When completed)

C. Verification of Identity

Your identity will need to be verified with at least two (2) pieces of identification. This includes either two pieces of foundational identification OR one foundational and one supporting identification. One must include your photograph.

For examples of permissible documents, please see the last page of this document titled “**ADDITIONAL INFORMATION**”.

Please include copies of these documents.

Foundational	Supporting
Provincial or Territorial Birth Certificate	Driver’s License
Canadian Citizenship Certificate	Passport
Other:	Other:

Name changes

(Enter all name changes if applicable)

Former Last Name:	
Former First and/or Middle Names:	

Gender

(As noted on the submitted identification)

D. Address Verification

RESIDENTIAL ADDRESSES FOR PAST 5 YEARS

(Must be completed in full)

Your current and former addresses for the previous five-year period need to be verified. **Our office will expect you to provide documents to prove your residency.** Proof can include a driver’s license, mail addressed to your or your sponsor’s name, copies of bills, or any other document that confirms the address at the time you lived there.

Present Address:

To: (Month and Year)	Present
From: (Month and Year)	
Apt/Suite#, if applicable	
Street Name & House Number	
City	
Province	
Postal Code	
Country	

Address 2:

To: (Month and Year)	
From: (Month and Year)	
Apt/Suite#, if applicable	
Street Name & House Number	
City	
Province	
Postal Code	
Country	

Address 3:

To: (Month and Year)	
From: (Month and Year)	
Apt/Suite#, if applicable	
Street Name & House Number	
City	
Province	
Postal Code	
Country	

Address 4:

To: (Month and Year)	
From: (Month and Year)	
Apt/Suite#, if applicable	
Street Name & House Number	
City	
Province	
Postal Code	
Country	

Additional address information:

E. Employment History and References Verification

Have you been in employment in the past five years?

Yes	No
<input type="radio"/>	<input type="radio"/>

Please list your employers for the last five years. **Our office will ask you to provide documents to prove your employment.** This proof can be any of the following: Letter of reference, pay stub, or record of employment. If you do not have proof of employment, please request confirmations of employment from the appropriate organization.

Name of Employer	Start & end dates of employment

Professional References

Please provide three (3) professional references in the fields below.

Name	Telephone number (including country code)	Email	Their relationship to you, including the company name

Personal References

Please provide three (3) personal references in the fields below.

We can only accept a maximum of one (1) family member in this list.

Name	Telephone number (including country code)	Email	Their relationship to you

F. Criminal Convictions inside and outside of Canada

Have you ever been convicted of a criminal offence for which you've not been granted a pardon?

Yes	No
<input type="radio"/>	<input type="radio"/>

If you answered "Yes"

Please provide the following information:

Charge(s)	
City & Province	
Date of Conviction (DD-MM-YYYY)	
Police Force	

G. Statutory Declaration

Is there any additional information that you want to disclose? For example, indicate in writing if you don't have a second name or if you forget when you had a security clearance etc.



H. Consent and Verification

I, the undersigned, do consent to the use of the proceeding information for the purpose of completing a security screening assessment. I certify that the forgoing statements are true and I understand I may be immediately released from my employment for making false statements or for omitting information requested on this form.

Signature	
Date (DD-MM-YYYY)	

Parental signature is mandatory for applicants under the age of 18.

Parent Signature	
Parent Name	
Date (DD-MM-YYYY)	

-END-

ADDITIONAL INFORMATION

A reliability status appraises an individual's honesty, reliability, and whether they can be trusted to protect the interest of DND and CAF. A reliability status is the minimum level of security screening required to access DND and CAF information, assets and facilities.

C. Verification of identity

Security screening rests on the establishment of identity. In order to conform to policy, the individual must provide a minimum of two instances of evidence of identity, one of which must be foundational.

<u>Evidence of identity</u>		
	Foundational evidence of identity <i>establishes the core identity information of individuals, such as given names, surname, and date of birth, gender and place of birth.</i>	Supporting evidence of identity <i>corroborates the foundational evidence of identity and assists in linking the identity information to an individual. It may also provide additional information such as a photo, signature or address.</i>
Acceptable examples	<ul style="list-style-type: none"> Provincial or Territorial Birth Certificate; Canadian Citizenship Certificate; Canadian Citizenship Card (previously issued); Certificate of Registration of Birth Abroad (previously issued); Record of Landing Document; Permanent Resident Card. 	<ul style="list-style-type: none"> Certificate of Indian Status (issued by INAC); Firearm License (issued by RCMP); Nexus Card (issued by CBSA); Provincial or Territorial Driver's license; Provincial or Territorial Health Card (see Note 1); Provincial or Territorial Identification Card (see Note 2); Provincial or Territorial Record of marriage / divorce; Provincial or Territorial Record of legal name change; Canadian Passport.

Note 1: Provinces and territories don't have a photo on their health card, with the exception of British Columbia (BC), Ontario and Quebec. BC and Quebec allow their health card to be used as an ID card, Ontario doesn't.

Note 2: All provinces and territories, with the exception of Quebec, can issue an ID card to those who don't hold a driver's license. These cards may be requested as supporting evidence of identity.

II. Address verification

Six months or longer, absence from Canada.

Individuals who have lived outside of Canada for longer than six months consecutively, are required to account for their activities during that time, unless the time spent abroad was related to their employment or assignment with a Government of Canada department or agency, or with the Canadian Armed Forces. In this case, please provide the following documents:

- A proof of address; and
- Letter of good conduct from the school or employer abroad;
- A police clearance certificate that provides a summary of an individual's criminal record, or a declaration of the absence of any criminal record. Information on how to obtain a police clearance certificate can be found on the Citizenship and Immigration Canada's web site.