

## Personal Verification Form

Surname	Service number
Email address	

The **Department of National Defence** or its agents will conduct background inquiries in connection with your application for employment with the **Canadian Armed Forces**. When completing this form make sure to include all the necessary information. The information obtained from your employers, references and educational institutions is an important part of the process to obtain a Reliability Status. For your employment history, all your previous employer(s) will be contacted; you can advise us not to conduct a check of your employment background only if it pertains to your current employer(s).

### Selecting and preparing your references

A valid reference is defined as an adult (*18 years of age or older*) that knows you well enough to provide a worthwhile, fair and adequate assessment about your personal character. Members of your family or relatives, family friends, friends, neighbours, co-workers or peers are **not** considered valid references. Your references, either individually or in combination, must have known you for at least the last five (5) continuous years (*or to age 16, whichever comes first*). The references can be categorized as follows:

- a. Educational references: these persons are former or current teachers, professors, coaches, instructors, or trainers;
- b. Professional references: these persons are former or current supervisors, managers, foremen, advisors, or employers; or
- c. Personal references: these persons can be a minister, clergyman, mentor, counsellor, or community leader.

Here is a checklist that can help you when you are completing the References section of the Personal Verification Form:

- Contact your references first to ask for permission to use them and make sure they are aware that they may be contacted by either the **Department of National Defence** or their agents.
- Do not list any references you do NOT want to be called.
- Check the phone numbers for your references. Ensure they are valid and that your references can be easily reached. Ensure to request both a daytime and evening phone number, at which they can be contacted. Your references will be contacted shortly after your form is submitted.

### Personal information

The following information will be used for identification (ID) purposes allowing for accurate background and reliability checks. The **Department of National Defence** and their agents will hold all personal identification information confidential and will only release information to third parties as necessary for the completion of background checks and reliability status reports.

Surname	Full given names ( <i>no initials</i> )	Name commonly used
All other names used ( <i>i.e., nicknames</i> )		Family name at birth ( <i>as per your birth certificate</i> )
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth ( <i>yyyy/mm/dd</i> )	Place of birth ( <i>country</i> )
		Place of birth ( <i>city</i> )

### Address history

Provide address history for the past five (5) years, starting with the most current - do NOT leave gaps. (*use additional paper if required*)

1.	Apt no.	Street no.	Street name	Civic no. ( <i>if applicable</i> )	From ( <i>yyyy/mm</i> )	To
		City	Province / State	Postal code	Country	
2.	Apt no.	Street no.	Street name	Civic no. ( <i>if applicable</i> )	From ( <i>yyyy/mm</i> )	To ( <i>yyyy/mm</i> )
		City	Province / State	Postal code	Country	
3.	Apt no.	Street no.	Street name	Civic no. ( <i>if applicable</i> )	From ( <i>yyyy/mm</i> )	To ( <i>yyyy/mm</i> )
		City	Province / State	Postal code	Country	
4.	Apt no.	Street no.	Street name	Civic no. ( <i>if applicable</i> )	From ( <i>yyyy/mm</i> )	To ( <i>yyyy/mm</i> )
		City	Province / State	Postal code	Country	
5.	Apt no.	Street no.	Street name	Civic no. ( <i>if applicable</i> )	From ( <i>yyyy/mm</i> )	To ( <i>yyyy/mm</i> )
		City	Province / State	Postal code	Country	

### Academic history

Verification of your previous and/or current education will be made. List all your academic / educational history, starting with the highest level achieved.

	Diploma / Degree / Certificate	Date of graduation or last attended ( <i>yyyy/mm</i> )	Institution	Province / Country
1.				
2.				
3.				
4.				
5.				

**Employment history**

Provide your employment history for the past five (5) years starting with the most current. Work history verifications will be made regarding your current and/or past employment. These verifications will include some or all of the following components relating to your employment experience: job description, dates of employment, position(s) held, subjective or objective opinions of job performance, reputation and character, reasons for departure for past employment and/or eligibility for rehire. **You can advise us not to conduct a check of your employment background only if it pertains to your current employer(s).** (use additional paper if required)

1.	Name of company		Name of contact		Contact telephone no.
	Contact email address		Position you held		If current employer, may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Start date (yyyy/mm/dd)	End date (yyyy/mm/dd)	Reason for leaving (if applicable)		
2.	Name of company		Name of contact		Contact telephone no.
	Contact email address		Position you held		If current employer, may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Start date (yyyy/mm/dd)	End date (yyyy/mm/dd)	Reason for leaving (if applicable)		
3.	Name of company		Name of contact		Contact telephone no.
	Contact email address		Position you held		If current employer, may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Start date (yyyy/mm/dd)	End date (yyyy/mm/dd)	Reason for leaving (if applicable)		
4.	Name of company		Name of contact		Contact telephone no.
	Contact email address		Position you held		If current employer, may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Start date (yyyy/mm/dd)	End date (yyyy/mm/dd)	Reason for leaving (if applicable)		
5.	Name of company		Name of contact		Contact telephone no.
	Contact email address		Position you held		If current employer, may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Start date (yyyy/mm/dd)	End date (yyyy/mm/dd)	Reason for leaving (if applicable)		

**References**

Provide the following information for three (3) **valid** references whom we can contact. Reference checks will be made and some or all of the following information will be confirmed: your honesty, reliability and trustworthiness; your performance under stress; your ability to get along with supervisors and/or colleagues; your personal strengths and weaknesses. The **Department of National Defence** or its agents will not contact invalid references, and additional references may be required if the **Department of National Defence** or its agents are not able to reach some or all your references in a timely manner. The reference check(s) will be conducted via a telephone interview.

<input type="checkbox"/>	1. Name of reference		Company / Institution		Title / Position		How long known (years)?
	Daytime telephone no.	Evening telephone no.	Relationship to applicant		Reference email address		
<input type="checkbox"/>	2. Name of reference		Company / Institution		Title / Position		How long known (years)?
	Daytime telephone no.	Evening telephone no.	Relationship to applicant		Reference email address		
<input type="checkbox"/>	3. Name of reference		Company / Institution		Title / Position		How long known (years)?
	Daytime telephone no.	Evening telephone no.	Relationship to applicant		Reference email address		
<b>For internal use only</b>							

**Applicant consent**

I, the undersigned, do declare that the information in this application form is true to the best of my knowledge. I consent to the disclosure of the proceeding information for its subsequent verification and/or use in an investigation for the purpose of providing a security screening assessment by the **Department of National Defence** or its agents. My consent will remain valid until I no longer require a reliability status or a security clearance, or until I otherwise revoke my consent, in writing, to the local Recruiting Centre.

I understand that it is the responsibility of the **Department of National Defence** or its agents to screen all potential applicants to determine their reliability. The **Department of National Defence** or their agents may contact the references, schools, and academic institutions that I provide, as well as other individuals / sources that may be suggested to check on my background, personal and professional relationships, as well as my work ethic. The reference checks, conducted through phone calls, are methods of confirming that I can be expected to be reliable and trustworthy in the performance of my duties and in the protection of the assets and interests of the **Department of National Defence** and its personnel.

Work history verifications will be made regarding my current and/or past employment. These verifications will include some or all of the following components relating to my employment experience: job description, dates of employment, position(s) held, subjective or objective opinions of my job performance, reputation and character, reasons for departure of past employment and/or eligibility for rehire.

Reference checks will be made and some or all of the following information will be confirmed: my honesty, reliability and maturity; my performance under stress; my ability to get along with supervisors and/or colleagues; my personal strengths and weaknesses.

Surname	Full given names	Signature	Date (yyyy/mm/dd)
---------	------------------	-----------	-------------------