

## PRE-EMPLOYMENT SCREENING ELECTRONIC CRIMINAL RECORDS CHECK PROCESS

In order to ensure the safety and security of the Health Centre's employees, patients, physicians, volunteers, students, researchers, and the general public, the Health Centre requires a Criminal Records Check to be conducted and successfully completed as a condition of employment. Information obtained through this check is used solely to assist the Health Centre in determining the suitability of final candidates for employment. Please complete the below process immediately upon receipt of the email invitation and prior to submitting your documentation in to HR (which is done no later than three (3) business days prior to your start date). **Refusal to undertake the Criminal Records Check automatically disqualifies a candidate from being employed by the Health Centre.**

### PROCEDURE A:

#### Step 1.

After receiving your offer letter through email, you will receive an email with the subject line: "Garda Background Check Invitation/Invitation à une vérification d'antécédents Garda".

Click on the link to access Garda's online platform.

#### Step 2.

- a. On the welcome page you will be asked where you are currently residing. Select your answer from the drop down menu and click accept.
- b. You will arrive at the Terms of Use screen. At the bottom will be the prompt: "I have read and agreed to the following terms and conditions". If you agree, click accept.
- c. Enter the personal information required to complete a National Criminal Records Check – name, date of birth, gender, place of birth, address, phone number and email address. Click next.
- d. Answer the following questions: 1-Have you ever been convicted of a crime for which a pardon has not been granted? 2-Have you ever been convicted of a crime outside Canada? If you select "yes" to either question you will be taken to additional screens that will prompt for more information. If you select "no" you will move to the next stage.
- e. The next screen summarizes the information you have entered. Review and if correct, click next.
- f. The next screen explains the electronic ID (eID) process. Click the "x" in the bottom right hand side of the screen.

#### Step 3.

- a. You will be asked personal security questions based on your credit history (note: this will not affect your credit history). If the answers are correct, you will be taken to an authorization screen. If the answers are incorrect, you will be asked to download a consent form with further instructions. **NOTE: If you are asked to download a consent form, please skip to Procedure B below.**

b. Click on the box to authorize Garda to run a National Criminal Records Check. Scroll to the bottom and sign your name using your mouse. On the upload files page, scroll to the bottom, **select “I don't have any files to upload”** and then click submit.

You're done! The screen will say you've successfully completed eVite!

### **PROCEDURE B:**

1. If Garda is unable to verify your identity through your credit history or you have answered the questions incorrectly, you will be brought to the below screen:

**GARDA** WELCOME DEAN HULL English Log out

**Steps**

- Subject
- Criminal
- EID Verification
- Signature
- Download
- Upload Files
- Finish

### Download & Sign Consent

Based on the information you have provided and the type of request we are to process, written authorization and identification are required. In order to proceed, please click on the link below to **download** the appropriate authorization forms, print and sign them before submitting to Garda.

[Download Consent Form](#)

Clicking on the above link will open an Adobe (PDF) document which you need to print. The document will be pre-populated with the information you have provided thus far.

Please **review** the forms for completeness. If you wish to add to the forms, you may do so neatly in pen. Once you are satisfied with the forms, please **sign where indicated** and have them witnessed. (It is mandatory that forms be witnessed for National Criminal checks).

You should send your signed and witnessed (if applicable) documentation by either:

- The Upload feature: scan and upload the files using the Upload feature in the following section of our platform or;
- Email: [evite@gardape.com](mailto:evite@gardape.com) or;
- Fax (514) 493-2835 / toll free: 1-866-390-4935

Note: You may exit this browser session at any time and the information you have entered thus far will be saved until you click on the submit button or until the invitation expires / is cancelled.

For additional information, Please call us at 1.877.359.8130 ext 3000 Monday to Friday from 08:00 - 08:00 EST.

Back Next Save and Close

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2. Follow the on screen instructions in order to upload and scan your consent form and requested pieces of ID **OR** if you prefer you may print the consent form and bring it to the Human Resources office along with two pieces of ID and we will process the application for you. Click Save and Close. Please note that the list of required identification is on the second page of the consent form. **This must be done at minimum 3 business days prior to your start date or you may not be cleared in time to start.**

Results of the Criminal Records Check will be returned to Human Resources within 24 to 48 hours. Human Resources will then make a decision on the suitability of the candidate for employment based on the results. If you would like more information please contact Human Resources and ask for a copy of our Criminal Records Check Policy.

**Human Resources Department**

**Room 1S126, Sunnyside Building**

**Monday – Friday 8:00a.m. – 3:30p.m. - (416) 530-6460 x3803**