

eVite

Candidate Instructions

Nova Scotia

Regional Centres for Education/
School Board

MINTZ
GLOBAL SCREENING

1.877.359.8130 # 3000 | evite@mintzglobal.com | mintzglobalscreening.com



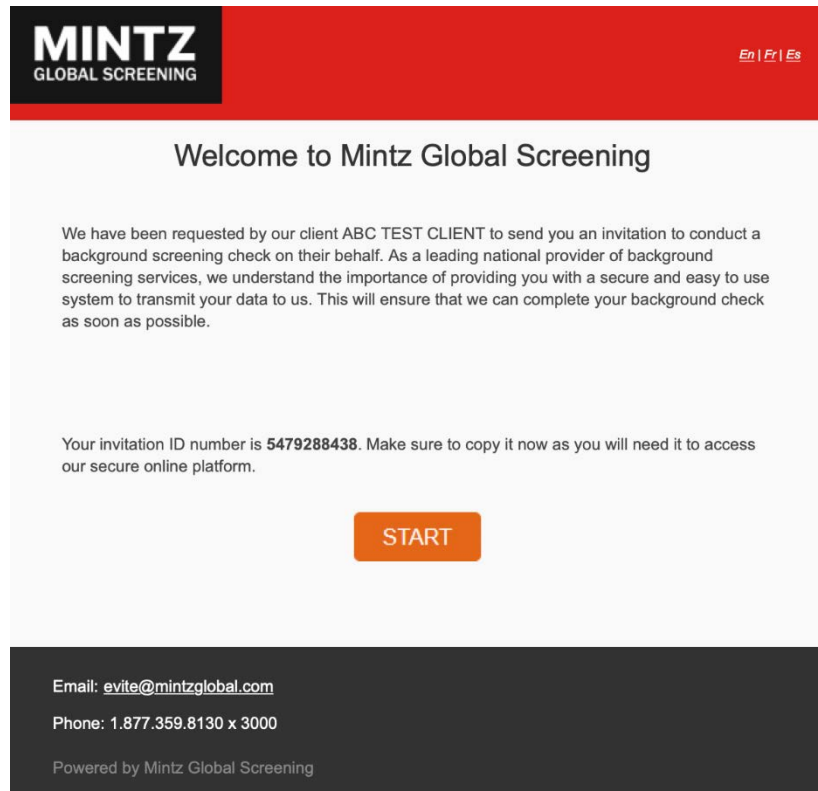
eVite | Candidate Instructions

Welcome to Mintz Global Screening!

As part of your application process, you will be invited to complete a background check using our eVite technology. Before you start:

- Allot approximately 15 minutes to going through the full process
- Make sure you have a scanned copy of your highest diploma saved on your computer
- Please note that it is possible that some of the sections shown below be skipped by the system because they are not required for your background check.

[1] Receiving The Evite Invitation.



The screenshot shows the top of an email invitation. The header is red with the MINTZ GLOBAL SCREENING logo on the left and the text 'En | Fr | Es' on the right. Below the header, the text reads 'Welcome to Mintz Global Screening'. A paragraph explains that the client ABC TEST CLIENT has requested an invitation to conduct a background screening check. It states that as a leading national provider, they understand the importance of providing a secure and easy-to-use system. Below this, it provides the invitation ID number: 5479288438, and instructs the user to copy it now. At the bottom of the main content area, there is an orange button labeled 'START'. The footer of the email contains contact information: Email: evite@mintzglobal.com, Phone: 1.877.359.8130 x 3000, and Powered by Mintz Global Screening.

You will receive an invitation email from Mintz Global Screening (evite@mintzglobal.com). The subject line will read "Mintz Background Check Invitation/Invitation à une vérification d'antécédents Mintz".

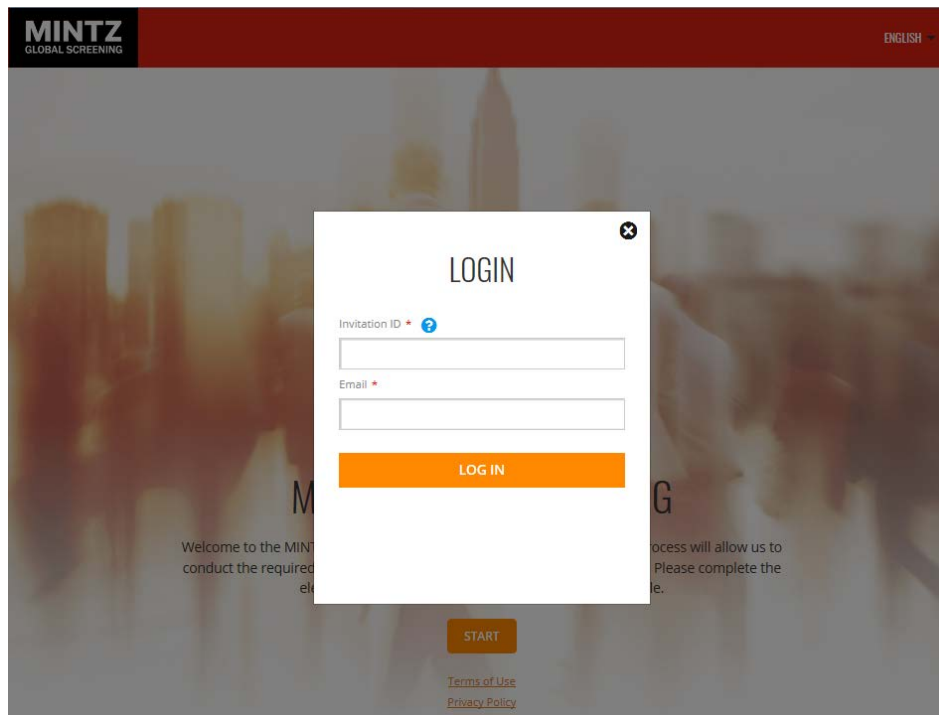
Make sure you copy the Invitation ID Number which appears above the **Start** button before you click on **Start** as you will need this number to access your electronic consent form.

You can click on "**Start**" to access the form or go to www.mintzscreeningservices.com/evite.



eVite | Candidate Instructions

[2] Accessing The Consent Form.

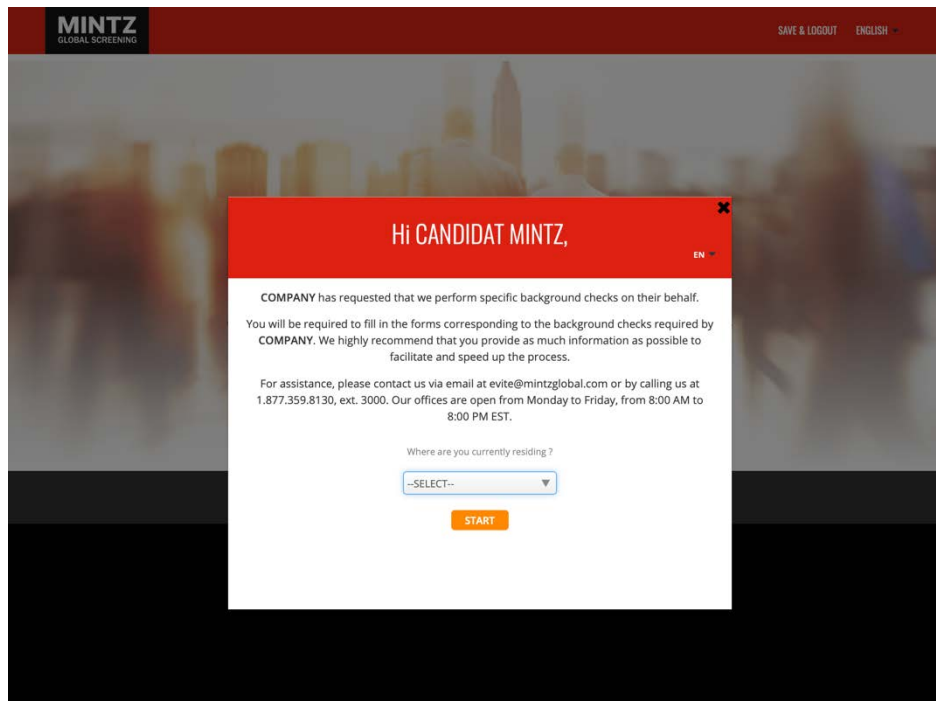


When you access the website, click on **Start** to open the login screen.

In the field "Invitation ID", paste the Invitation Number you copied in your invitation email.

In the "Email" field, write the email address at which you received the invitation.

[3] Select Your Country Of Residence.



Once you have entered your Invitation ID number and email address, the website will prompt you to select in which country you are currently residing.

Use the dropdown menu to select "Canada", "US", or "International". Choose "International" if you live in any country other than Canada and the US.

Click on **Accept** to access the form.

eVite | Candidate Instructions

[4] Provide Your ID Information.

MINTZ
GLOBAL SCREENING

SAVE & LOGOUT ENGLISH

1 / 11 Subject 2 / 11 Employment 3 / 11 Reference 4 / 11 Education 5 / 11 Professional/Trade 6 / 11 Criminal 7 / 11 EID Verification 8 / 11 Signature 9 / 11 Download 10 / 11 Upload Files 11 / 11 Finish

Subject

Please complete the following forms. All fields marked with (*) are mandatory, however the more information you provide, the faster Mintz will obtain your results. For any additional questions, please call 1.877.359.8130, extension 3000.

Candidate's Identity

First Name * Middle Name * Last Name *

I don't have middle name *

When conducting background screening, we frequently find that some records are under other names than the applicant's legal name (maiden name, former name, nicknames.)
Do you currently or have you previously gone under another name? *

Yes No

Date of birth * Age *

YYYY-MM-DD

Gender *

Male Female

Birth Place *

City,Country

Current Residential Address

Civic number * Street name * Apartment/suite

City * Postal/ZipCode *

Country * Province/State *

CANADA --SELECT--

Indicate the year and month you began living here? *

Additional Information

What is the position you are applying for?

Phone Type * Phone number *

--SELECT--

Add a phone number

Email *

Are there any comments you would like to add for our screening team?

NEXT

In the **SUBJECT** screen, please provide your ID information and address history. Make sure to include your full legal name as well as any name you have commonly used or are currently using (such as nicknames or former last names).

Any field marked with a red star is mandatory.

NOTE: Please disregard the following question under "Additional Information": What is the position you are applying for?

*This question is a generic element on Mintz's platform that cannot be removed.

Once you have provided your full ID details, click on **Next** at the bottom of the page to continue.

eVite | Candidate Instructions

[5] Self-Declaration: Declare Former Criminal Convictions.

The screenshot shows the 'Criminal' section of the MINTZ Global Screening application. At the top, there is a navigation bar with 'MINTZ GLOBAL SCREENING' on the left and 'SAVE & LOGOUT ENGLISH' on the right. Below this is a progress bar with 11 steps: 1/11 Subject, 2/11 Employment, 3/11 Reference, 4/11 Education, 5/11 Professional/Trade, 6/11 Criminal (highlighted), 7/11 EID Verification, 8/11 Signature, 9/11 Download, 10/11 Upload Files, and 11/11 Finish. The main content area is titled 'Criminal' and contains the following text: 'Please complete the following forms. All fields marked with (*) are mandatory, however the more information you provide, the faster Mintz will obtain your results. For any additional questions, please call 1.877.359.8130, extension 3000.' There are two text input fields with radio button options: 'Have you ever been convicted of a criminal offence for which a Pardon has not been issued in Canada?*' with 'Yes' and 'No' options, and 'Have you ever been convicted of a criminal offence outside of Canada?*' with 'Yes' and 'No' options. At the bottom, there are 'PREVIOUS' and 'NEXT' buttons.

If you were ever found guilty of a criminal infraction in or outside Canada, please make sure to provide as much detail as possible in the **CRIMINAL** screen.

It is important you be as precise and exhaustive as possible in your declaration as it needs to be considered a material representation of your criminal history to be verified by police services.

Make sure to carefully read the instructions to know which information needs to be declared or not.

[6] Consent To eID Verification.

The screenshot shows a consent screen for eID verification. It features a red header with a white warning triangle icon. The main text reads: 'A National Criminal Record search has been requested, and as part of that service an eID verification (electronic identification) powered by Equifax Canada is required. This state of the art, RCMP approved, verification system confirms your identity and will enable the electronic signing of the consent form(s). This is NOT a credit check and no credit information is being provided to either the screening company or to the client who requested the screening. The questions and answers you will see on the following page are strictly confidential; they will not be saved in your record and cannot be accessed by the screening company or the client. They are for eID verification purposes only. You will be presented with a series of questions based on your files with the consumer reporting company. Some questions might refer to accounts/credit information that does not apply to you - in these cases "None of the Above" is an appropriate answer. Again, please note that this is not considered an inquiry on your credit file and does not affect your credit score whatsoever. The system does have a time limit of 30 minutes, after which time the eID verification will automatically fail. Should this happen or should you decline the process, you will be directed to download a manual consent form for completion and uploading (with appropriate ID) in the "File Upload" section of this eVite request. Please be aware that even if the eID verification process is successful, copies of identification may still be requested as part of our quality control programs and/or for auditing purposes.' At the bottom, there are two buttons: 'PROCEED WITH EID VERIFICATION' (orange) and 'DECLINE EID VERIFICATION' (grey).

To allow you to sign your consent form electronically, you will be prompted to undergo an "eID verification".

This process is generated by Equifax, a major credit reporting agency, and will prompt you to answer three personal security questions. Note that neither Mintz Global Screening nor our client can view these questions or your answers – they are entirely confidential. If you successfully answer these questions, you will be able to sign your consent form electronically. If you fail these questions or decline the eID process, you will be required to download and print the consent form.

eVite | Candidate Instructions

[7] Answer eID Questions.

The screenshot shows the 'EID Verification' step of the application process. The top navigation bar includes 'MINTZ GLOBAL SCREENING', 'SAVE & LOGOUT', and 'ENGLISH'. A progress bar at the top indicates the current step is 3/6 (EID Verification), with other steps like 'Subject', 'Criminal', 'Download', 'Upload Files', and 'Finish' also visible. The main content area contains three questions (Q1, Q2, Q3) with radio button options. Q1 asks for the last four digits of the SIN, Q2 asks for the current age, and Q3 asks for the credit provider used in August 2018. A 'NEXT' button is located at the bottom left.

Confirm your identity by answering the three personal questions that appear on the screen. These questions are generated by Equifax, a major credit reporting agency, and cannot be viewed by Mintz Global Screening nor our client. Your answer to these questions will **not** be saved in your record.

If any question does not seem to apply to you or none of the answers seem to fit your credit/personal history, choose "None of the above".

[8] Sign Consent Form.

The screenshot shows the 'Signature' step of the application process. The top navigation bar is similar to the previous screen. The progress bar indicates the current step is 8/11 (Signature). The main content area is titled 'Signature' and contains an 'AUTHORIZATION' section with several checkboxes for consent to various background checks and data releases. Below the authorization text is a 'RELEASE AND DISCHARGE' section. At the bottom, there is a signature line with a handwritten signature and a 'NEXT' button.

If you successfully passed the eID verification, you will be able to sign your consent form electronically.

Confirm that you consent to all requested background verifications by checking each checkbox and then use your computer mouse/finger to sign the consent form.

eVite | Candidate Instructions

[9] DocuSign

Please Review & Act on These Documents



Powered by DocuSign

Please read the [Electronic Record and Signature Disclosure](#).
 I agree to use electronic records and signatures. CONTINUE OTHER ACTIONS

| | | | | |
|--|--------|-----------|--------|--------------------------|
| 123 | TEST | TEST | QUEBEC | H3S2L5 |
| Number | Street | Apartment | City | Province/Territory/State |
| Previous Address(es) Within the Last 5 Years (attach additional page if necessary) | | | | |

B. Reason for the Criminal Record Verification
Reason for Request (example: Employment – Employer – Job Title): Employment
Organization Requesting Search: ABC TEST CLIENT
Contact Name: CLEMENTINE TURQUOIS | Contact Phone Number: 4444444444

C. Informed Consent
SEARCH AUTHORIZATION – I HEREBY CONSENT TO THE SEARCH OF the RCMP National Repository of Criminal Records based on the name(s), date of birth and where used, the declared criminal record history provided by myself. I understand that this verification of the National Repository of Criminal Records is not being confirmed by fingerprint comparison which is the only true means by which to confirm if a criminal record exists in the National Repository of Criminal Records.
POLICE INFORMATION SYSTEM(S) – I HEREBY CONSENT TO THE SEARCH OF police information systems, as part of a Police Information Check, which will consist of a search of the following systems (check applicable):
 CPIC Investigative Data Bank Police Information Portal (PIP)
 OTHER

AUTHORIZATION AND WAIVER to provide a confirmation of criminal record or any police information.
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 the results of the criminal record checks to Mintz Global Screening Inc. in Toronto, CA, and ABC TEST CLIENT in ON, CA.
I hereby release and forever discharge all members and employees of the processing, Police Service and the Royal Canadian Mounted Police 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 Cobourg Police Service to Mintz Global Screening Inc. Toronto, CA, and ABC TEST CLIENT, ON, CA.

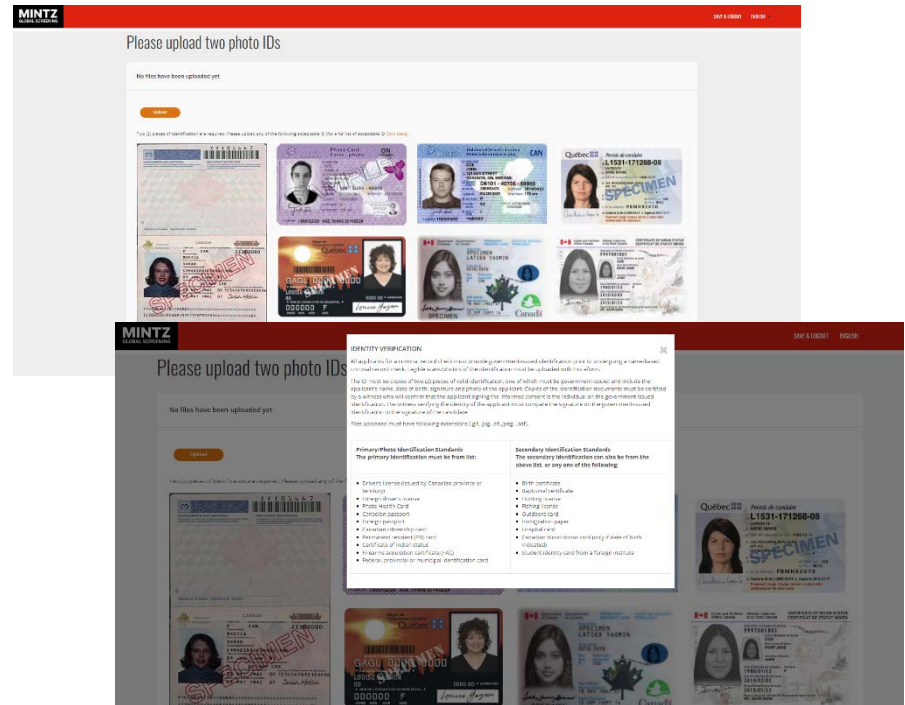
| | | |
|-----------|--------------------------|-------------|
| Applicant | DATE | Signed at |
| | YYYY-MM-DD 2021-03-02 | TEST QUEBEC |

D. Identification Verification
 Physical Identity Verification Electronic Identity Verification
Witnessing Agent's Name: Donato Ricci | Identification Verified:

If a criminal record verification is required for your background screening with our client and you could not successfully undergo the eID verification, you will be directed to **DOCUSIGN** to sign your consent form. After signing the form, you will be asked to upload two photo IDs on Mintz platform.

[10] Upload Documentation.

From this point you will be directed to the **Photo ID Upload Screen**, below.



In the **Photo ID Upload Screen**, you can securely attach photo ID's to your record. If you are unsure about what ID is acceptable you can select the **Click Here** link for a list of acceptable ID Standards. When you are done uploading all required documents, click **Submit** to send your consent form to Mintz Global Screening for processing.



[11] FINISH.

MINTZ
GLOBAL SCREENING

ENGLISH ▾

| | | | | | | | | | | |
|-------------------|----------------------|---------------------|---------------------|------------------------------|--------------------|----------------------------|---------------------|--------------------|-------------------------|-------------------|
| 1 / 11 Subject | 2 / 11 Employment | 3 / 11 Reference | 4 / 11 Education | 5 / 11 Professional/Trade | 6 / 11 Criminal | 7 / 11 EID Verification | 8 / 11 Signature | 9 / 11 Download | 10 / 11 Upload Files | 11 / 11 Finish |
|-------------------|----------------------|---------------------|---------------------|------------------------------|--------------------|----------------------------|---------------------|--------------------|-------------------------|-------------------|

Finish

Thank you for sending your eVite consent form to Mintz Global Screening!

You have successfully submitted your eVite form to Mintz Global Screening. Our team is reviewing the information and documents you provided and they will make sure to contact you if we need anything else to process your background screening for ABC TEST CLIENT.

Please retain your reference number **EM20200710618** for future use

Forgot anything?

Please note that you can no longer access the link provided in the first email sent to you because your form has been submitted. However, if you wish to add any documents to your file, you may do so by accessing the secure portal below.

[CLICK HERE TO ADD DOCUMENTS](#)

Invitation ID: 5479288438

EMAIL ME THIS CONFIRMATION

FINISH

Congratulations! You're done.

Please note of the confirmation number starting by **EM** in case you need to contact Mintz for any precisions or wish to upload additional documents to your record.

To get a status update on your work application, please reach out to your hiring manager.