

**Process of Verification Used in Reliability Checks (Part C, Box 1)****To be verified by the hiring manager or the staffing officer:**

1. **Proof of Identity (Personal Data)**  
Part C, (Physical check of documents, i.e. birth certificate, passport and photograph)  
To prevent impersonation; to ensure that the records checked are those of the individual being checked.
2. **Educational Qualifications**  
Part C, (Physical examination of degrees, certificates and contact with the educational institutions)  
To ensure that the individual is being truthful about background and history. To verify the period of education and the degree attained and that the institution is a bona fide educational institution as opposed to a diploma mail-order business.
3. **Employment History (5 year)**  
Part C, (Telephone calls to previous employers is sufficient)  
To determine reliability in previous employment and to ensure that the person is being truthful about background and history. It is suggested that you cover a five year period. If the individual has had six jobs in the last five years, call all six employers.
4. **References (5 year)**  
Part C, (Completed at the same time as the verification of employment history)  
To determine whether the individual has been honest, trustworthy and reliable. References should be questioned about their knowledge of the individual and about the background and character of the individual.

**To be completed by ISCT**

5. **Criminal Record Check**  
Part C, Box 2  
To determine whether the individual has in the past committed crimes that would indicate unacceptable risk in relation to the duties to be performed. Factors to be considered are whether the individual was a one-time or repeat offender, whether the crimes were committed recently or long ago and how the crime(s) relates to the job requirements.
6. **Credit Check**  
Part C, Box 3  
To determine whether the individual might be subject to financial pressures that could reflect on the degree of trust required in relation to the duties to be performed. This is especially important if the employee is to handle funds, financial databases, or land/property acquisitions and the purchase of supplies.
7. **CSIS Loyalty**  
Part C, Box 4