

**Processing Instructions:**

1. This is an electronic form. Handwritten submissions will not be accepted.
2. Manitoba Hydro Representative to complete Section 1, see below:

Section 1: Manitoba Hydro Contact Information – to be completed by Manitoba Hydro Representative		
Manitoba Hydro Contact Person	Contact Number	Email
PRA being completed for (select one) <input type="checkbox"/> Contractor <input type="checkbox"/> MHI <input type="checkbox"/> Work Exposure <input type="checkbox"/> New Hire <input type="checkbox"/> Visitor  Note: <b>**Account Allocation required if PRA is being completed for Capital Project, MHI or Visitor **</b>  <input type="checkbox"/> Capital Project (network/activity, order, cost centre) <input type="checkbox"/> Service Contract Account Allocation _____    Purchase Order Number _____		

3. Manitoba Hydro Representative to save the newly created .pdf file with the candidate’s LAST NAME, First Name (i.e. SMITH, John) as the file name.
4. Manitoba Hydro Representative to email the newly saved fillable “.pdf” PRA Form to the candidate advising them to completed Section 2, see below.

The email to the Candidate should include instructions advising:

- a) Please complete steps 5 to 7 on the attached form.
- b) This is an electronic form. All information must be typed. Handwritten submission will not be accepted.
- c) The PRA is being initiated by Manitoba Hydro and completed as an online process with Sterling Talent Solutions.
- d) That they will be receiving an email from Sterling Talent Solutions who will be requesting them to complete the online eConsent process.
- e) It is recommended that they action this email within 24 hours upon receipt.

It is the responsibility of the Manitoba Hydro Representative to follow up with the candidate to ensure they have completed the process.

5. Candidate to complete Section 2, see below:

Section 2: Candidate Information – to be completed by Candidate		
First name	Last name	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (yyyy/mm/dd)	Email address receiving eConsent Invitation from Sterling Talent Solutions	Contracting company name
Country of residency (current)		Duration (years)
Country of residency (previous if current is less than 5 years)		Duration (years)

6. Client to attach a .pdf copy of their passport as noted in Section 3 to returning email, see below:

Section 3: Copy of Passport (.pdf) – to be completed by Candidate
<input type="checkbox"/> .pdf copy of passport attached.  Only .pdf formatted copies of the passport with the file name saved as candidate’s LAST NAME, First Name (i.e. SMITH, John) will be accepted. Incomplete submission will be returned to the Manitoba Hydro Representative and the file closed our end.

7. Candidate to email completed PRA form and .pdf copy of their passport to the Manitoba Hydro Representative.

Section 4: Final Check - to be completed by Manitoba Hydro Representative
<input type="checkbox"/> Manitoba Hydro Representative to review submission to ensure it is complete and email .pdf documents to the <a href="#">Corporate Security – PRA</a> mail box for processing.