



Personnel Risk Assessment
Manitoba Hydro/Winnipeg Police Service
Application for Criminal Record Search Certificate
New Hire - Current MH Employee - Contractor - Visitor

WPS Use Only Date Received

NOTE: Print and submit single sided copies only.

Section 1 - Identification of the Applicant To be completed by new hire applicant, current employee or contractor employee. NOTE: When completing this section, please write all names in full - NO INITIALS					
Surname (last/family name)		First name		Middle name	
Personal email address		Other names used (maiden, birth, etc.)		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Date of birth (year/month/day)		Birthplace (province or country)			
Current address (unit number, street number, street name)					
City		Province	Postal code	Daytime phone number	
Signed by (Candidate - handwritten signature only)			yyyy mm dd		

Section 2 - ID Verification To be completed by Manitoba Hydro Hiring Manager or Project Manager.				<input type="checkbox"/> Renewal PRA - mark 'X' in this box and proceed to mark an 'X' below to identify if PRA is for Current MH employee or Contractor	
PRA being completed for (check one) <input type="checkbox"/> New hire <input type="checkbox"/> Current MH employee <input type="checkbox"/> Work Exposure <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor					
MH Contact Person		Contact number	MH Human Resource Advisor (only applicable for new hires or current employees)		Contact number
Two (2) pieces of legible valid government identification are required as follows: 1. The first must be government-issued ID which includes the applicant's name, date of birth, signature, photo and an expiry date. Photo Identification must be one of the following: Driver's License, Passport, Permanent Residence Card, Aboriginal Status Card, Identification Card from a Motor Vehicle Registry, FAST CARD from Canada Border Services Agency 2. The second piece of government issued non-photo identification must be one of the following: Birth Certificate, Social Insurance Card, Provincial Health Card, Citizenship Card, Firearms License, Immigration Papers, National Defense Card , Nexus Card					
Candidate name			Position applied for or contracting company name		
ID VERIFICATION ONE (1)	Type	Identification number		Copy attached <input type="checkbox"/> Yes	
ID VERIFICATION TWO (2)	Type	Identification number		Copy attached <input type="checkbox"/> Yes	

I, _____ have examined the identification of
Print name of MH Representative or Project Manager
 _____ and I am satisfied that the candidate and person
Print name of Candidate
 depicted in the photo identification are one and the same.

Signed by (Rep confirming ID check - handwritten signature only)		yyyy mm dd	
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Section 3 - Consent Form
Please complete the following:

Consent Form
Manitoba Hydro Corporate Security Department
AUTHORIZATION - New Hire - Current MH Employee - Contractor Employee

I, _____, hereby authorize any member of a municipal, provincial or federal law enforcement agency, or any court official, to whom a duplicate or photocopy of this document is provided, to furnish any information, opinions, reports, records or copies which may be requested by Manitoba Hydro Corporate Security Department, in connection with my employment or contractor status with Manitoba Hydro and/or in connection with any criminal charges or record I may have.

I fully understand that Manitoba Hydro Corporate Security Department will perform a complete and thorough Background Investigation to ensure that I have the necessary characteristics to perform as an employee or contractor with Manitoba Hydro. I consent to the collection, use, disclosure, transmittal and examination of all information compiled by Manitoba Hydro Corporate Security Department for that particular purpose.

I agree to waive any right of action against any person or any municipal, provincial or federal law enforcement agency or court official providing information or opinions in compliance with this authorization, and agree to waive any right of action against Manitoba Hydro for actions carried out in accordance with this authorization.

I also confirm that I have been provided with ample opportunity to obtain independent legal advice with respect to this authorization and confirm that I have signed it voluntarily and with a full understanding of its meaning and import.

Signature of applicant (handwritten signature only)

Signature of witness (handwritten signature only)

Date

Date

ROUTING INSTRUCTIONS

1. Before forwarding your application and copies of government issued photo identification please:
 - a) Ensure the application, ID verification and consent form have been signed. Ensure all signatures are handwritten. Digital or electronic signatures on .pdf files are NOT acceptable).
 - b) Enclose legible scans of two pieces of government issued identification as noted in Section 2.
2. Scan all documents including copies of the identification into a single .pdf document. The file should be saved using the applicants first and last name (i.e. John_Smith). Please do not send a hard copy of the originals to Corporate Security.
3. Email the .pdf file to the Corporate Security - PRA mail box found in the global address list in Outlook.

Any false or incomplete information may result in rejection of this application. The personal information on this form will be collected and shared for the purposes outline in Section 36-47 of the Freedom of Information and Protection Privacy (FIPP) Act and for other legal requirements, where they are consistent with the FIPP Act.

Personal Information collected on this form is protected by The Freedom of Information and Protection of Privacy Act and will be used only to respond to this request. Inquiries about the use and protection of this personal information should be directed to the Access and Privacy Coordinator.