



## CANDIDATE APPLICATION

Last Name		First		M.I.	Date
Street Address				City	
Prov./Postal Code		Home Phone		Cell Phone:	
Email:		Minimum Hourly Pay \$		Minimum Base Salary \$	
Are you willing to relocate? YES <input type="checkbox"/> NO <input type="checkbox"/>		If you are willing to relocate, desired locations:			
Are you interested in: Temporary/Consulting <input type="checkbox"/> Full-Time Placement <input type="checkbox"/> Both <input type="checkbox"/>					
Are you authorized to work in Canada? YES <input type="checkbox"/> NO <input type="checkbox"/>		Have you ever been convicted of a crime where a pardon has not been granted? YES <input type="checkbox"/> NO <input type="checkbox"/>		If yes, please explain	
<b>REFERENCES</b> <i>Please list two professional references.</i>					
Full Name/Title			Relationship		
Company		Phone		Email	
Full Name/Title			Relationship		
Company		Phone		Email	

### Consent Statement

#### Consent to Collect, Use, and Disclose Personal Information

By providing my personal information, I authorize Summit Ridge Recruiting (SRR) to collect, use, and disclose my data for recruitment and selection purposes. I understand that SRR will manage my information in accordance with this consent form or as permitted by law. I agree that SRR may use my personal information to assist in securing employment opportunities with its clients.

For this purpose, I consent to SRR performing the following actions, including but not limited to collecting and updating my résumé and references; conducting interviews; creating and storing a video recording of me; contacting and speaking with my references; verifying the accuracy of the information I provide; conducting background checks and other evaluations either directly or through third-party agencies; assessing my suitability for potential positions; and sharing my information, as provided by me or others (e.g., references), with current or prospective clients of SRR, solely at SRR's discretion and based on my qualifications, preferences, and other relevant factors.

I acknowledge that SRR will not share my information with a client without first informing me and obtaining my verbal consent.

#### Collection and Use of Personal Information

I consent to the collection and retention of the following personal details to aid SRR in finding the most suitable employment opportunities for me: my contact information (full name, aliases, addresses, phone numbers, email addresses, etc.); my résumé and any updates; video recordings of me (including updates); reference contact details, for which I confirm I have obtained the permission of those references; and a description of the types of roles that interest me.

Additionally, I understand that SRR may request further details, including but not limited to educational records, reference letters, and results of professional or specialized testing. I also understand that interview notes taken by SRR representatives will be stored as part of my profile.

#### Information Verification and Disclosure

I acknowledge that SRR, either directly or via third-party providers, may collect, use, and disclose the following information from external sources: verification of education and professional credentials; employment history; criminal and credit checks (if required by the position); and information obtained through reference and background checks. I understand that SRR will collect and disclose such information only if deemed reasonable and necessary and will notify me when this process occurs.

#### Communication and Retention

I authorize Summit Ridge Recruiting (SRR) to send me updates and information about their services through email or other media. I understand that my personal data will be securely stored either in physical form at SRR's office or electronically on secure servers. This information will be retained as long as necessary to comply with legal obligations or fulfill recruitment purposes, after which it will be securely destroyed.

If I prefer not to receive email updates, I can opt out at any time by notifying SRR or selecting the opt-out option provided in the communications.

If I choose not to provide consent for the collection, use, or disclosure of my personal information, I understand that SRR's ability to assist me may be limited.

#### Access and Withdrawal of Consent

I understand I may withdraw my consent at any time by providing written notice to SRR. I also have the right to access and request corrections to my personal information, though this right is subject to legal limitations. I acknowledge that I cannot access confidential opinions supplied by third parties.

#### Temporary/Contract Assignments

For temporary or contract assignments, I agree to the following terms: When offered an assignment, I will be informed of the agency's name and contact information, the client's name and contact information, wage details, benefits (if applicable), hours of work, pay periods, estimated assignment term (if applicable), and a general description of the work. This information will be provided verbally at first and in writing as soon as practical. If I do not receive this information in a reasonable time, I will contact SRR for a copy.

I understand that by completing a candidate form, I have not yet begun employment with SRR. My employment with SRR begins only when I am assigned to work for an SRR client.

I acknowledge that if I decline three consecutive assignments or six assignments within a three-month period, I may be deemed to have abandoned my employment with SRR. In such cases, my employment may be terminated without notice, pay in lieu of notice, or severance pay, as permitted by applicable laws.

I understand my employment can be terminated at any time without cause, in which case SRR is only obligated to provide minimum notice or pay in lieu of notice, as required by law.

If I remain unassigned for more than one week, I must contact SRR weekly to confirm my availability. If I fail to do so, SRR will consider me unavailable for work under applicable labor laws.

By signing below, I confirm my understanding and acceptance of these terms and conditions.

#### DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date

Opt Out of Email Updates

Yes ☐ No ☐