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## Documents and Information Required During the Hiring Process

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When you are selected as the top candidate for the job, you will be required to provide FNBC with the following documentation and information as a condition of our offer to you:

- Three references from your most recent places of employment, references names provided must your past or current Manager or Supervisor.
- Verification of any post- secondary education, such as your transcript, that was disclosed to us during your interview or that may be requirement for the position you are being hired for.
- Declaration and Consent for FNBC to obtain a criminal and credit check. This form will be provided to you by FNBC.
- **Two** pieces of I.D. that meet our acceptable forms of I.D. requirement. A list of acceptable forms will be provided to you during the hiring process. Some examples of the more common forms are Driver's License, Canadian Passport, Certificate of Indian Status, Birth Certificate, Provincial Health Card. The I.D. you provide must be valid and not expired.

Once FNBC receives all the required documentation and information from you we will proceed with conducting the necessary background checks. As a condition of our offer we will require all background checks to meet our satisfaction inclusive of a clear criminal and credit record.