



**DISCLOSURE AND RELEASE OF INFORMATION AUTHORIZATION - CANADA
(PLEASE READ CAREFULLY BEFORE SIGNING)**

To the employment applicant:

We appreciate your interest in employment with Norstan Canada Ltd. As a part of our normal procedure for processing applications, a routine inquiry into your background may be made. This inquiry typically concerns information on an applicant's character and general reputation. The objectives of the investigation are to verify information provided on the employment application, your resume or via the interview process and to help solidify a good job match. Further information on the nature and scope of such an inquiry, if one is made, is available to you upon written request.

Please read the following statement and indicate your agreement by signing below.

To Whom It May Concern

I hereby authorize any authorized representative of the Company and/or their agents bearing this release, or a copy thereof, to obtain any information in your files pertaining to my employment, military, credit, law enforcement or educational records including, but not limited to, academic achievement, attendance, personal history and disciplinary records. This release is executed with the full knowledge and understanding that the information will be used in connection with the consideration of my employment by Norstan Canada Ltd.

I hereby release you, as the custodian of such records, and any school, college, university, or other educational institution, credit bureau, law enforcement agency, lending institution, consumer reporting agency, or retail business establishment including its officers, employees, or related personnel, both individual and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. Should there be any questions as to the validity of this release, you may contact me as indicated below:

Name _____ Date _____
(Signature)

Name _____
(Print)

Address _____

Home Phone No. _____

Social Insurance No. _____

Date of Birth _____

INSTRUCTIONS: All candidates that are interviewed should complete an Authority to Obtain Background Information. The completed form should be sent to the HR Business Partner/Recruiter. **Human Resources or their authorized representative is responsible for requesting the investigation, if requested, and managing the information received.**