

OHANA JAMAICA LIMITED

operating as

EduJA**Reference & Background Check Consent Form**

As part of our hiring process, EduJA (operating name of Ohana Jamaica Limited, “the Company”) verifies information provided by candidates before finalizing an offer of employment or engagement. This form authorizes the Company to contact the individuals and organizations you have identified, and to conduct the checks indicated below. Please complete, sign, and return this form together with your application. Information collected is handled in accordance with our Data Privacy & Protection Policy (Staff Handbook §6).

1. Applicant Details

Full Legal Name	
Position Applied For	
Phone	
Email	

2. References Authorized for Contact

Reference 1 — Name & Company	
Reference 1 — Phone / Email	
Reference 2 — Name & Company	
Reference 2 — Phone / Email	

I authorize the individuals listed above, and any previous employers, supervisors, or educational institutions I have listed in my application, to provide the Company with information regarding my employment history, performance, qualifications, and conduct.

3. Background Checks Authorized

Please note this section is completed by the Company based on the requirements of the role; it is shown here for your awareness of what may be checked.

- ☐ Employment History Verification ☐ Education / Qualification Verification
- ☐ Professional License / Certification Verification
- ☐ Police Record / Certificate of Character
- ☐ Credit or Financial Reference Check (finance-related roles only)

I understand that certain checks — such as a Police Record / Certificate of Character — are obtained directly from the relevant Jamaican authority (e.g., the Jamaica Constabulary Force) and may require my separate application and cooperation.

Acknowledgment

I confirm that the information I have provided in my application is true and accurate to the best of my knowledge.

I understand that false or misleading information, or the withholding of relevant information, may result in the withdrawal of an offer, or termination of engagement if discovered after my start date.

I understand this authorization remains valid for the duration of the hiring process and, if engaged, may be relied upon for role-appropriate re-verification thereafter, consistent with the Staff Handbook's Data Privacy & Protection Policy (§6.2, §6.4).

Applicant / Candidate

Signature

Printed Name

Date