



Request for Background Check

INSTRUCTIONS FOR HIRING MANAGER:

Once candidate has accepted the contingent offer, please complete the request below and submit to your assigned HR Client Services team for processing.

NOTE: If candidate completed the paper *Authorization for Background Check* form, you will need to scan it and send it to HR along with the information requested below.

Final Candidate Name (First, M.I, Last):	
Valid E-mail address:	
Employee Class (E-Class):	
Position Title:	
Proposed Start Date:	
S/C/D:	
Supervisor:	
Posting Number (If Applicable)	