Candidate Reference Guide - Background Screening Application

Congratulations on your recent job offer at Wayne State University. As previously mentioned, this offer is contingent upon the completion of a satisfactory background check that is required by University policy for this position, including, but not limited to, a criminal background check. If the University determines that your background check results are unsatisfactory, this offer shall be revoked. As part of this process, you will receive an e-mail invitation with instructions from A-Check America to complete the background screening application.

IMPORTANT NOTE: You have been given **72 hours** to complete the background screening application. Failure to complete this application may result in revocation of your job offer.

Please find below a helpful guide to assist you in completing the background screening application. Once the background process has been completed, you will be contacted by the Hiring Manager or Human Resources (for Non-Academic positions only).

STEP 1: E-MAIL INVITATION FROM A-CHECK

1. You will receive an e-mail invitation from with the Subject **"A-CHECK AMERICA – BACKGROUND SCREENING INVITATION"**

2. The e-mail will contain a system generated **Login** information. You will need this information to access the website.

3. Select **Accept Invitation** to begin the background screening application.
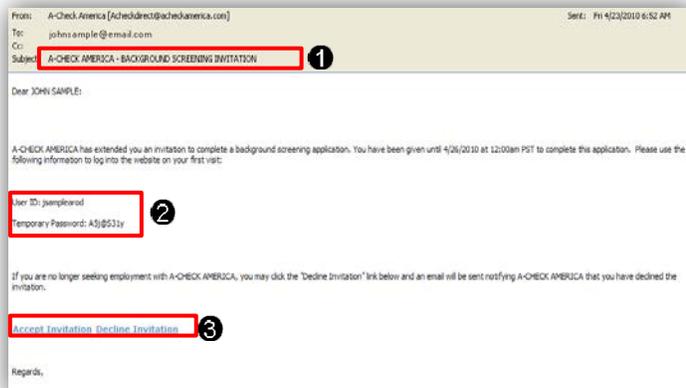
   Note: Your job offer is contingent upon successful completion of a background check. By selecting "Decline Invitation" you are disqualifying yourself from consideration.

For assistance in completing your background application please contact:
A-Check America
Toll free: 877-345-2021
**Direct: 951-750-1501**

STEP 2: LOGIN

1. Once you select the **Accept Invitation** link, you will be directed to the Applicant Portal at A-Check America.

2. **Enter** your **username** and **password** from the e-mail invitation you received.

3. Click the **Login** button.
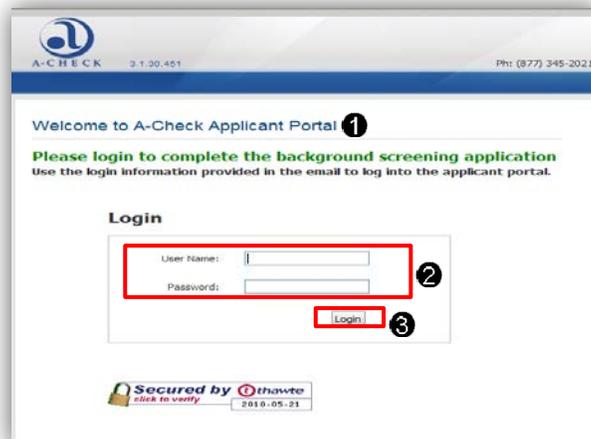
STEP 3: COMPLETING THE BACKGROUND SCREENING APPLICATION

1. After reading the welcome message, click **Start Application.**

2. At this point, you will be taken to the application wizard to complete the following sections:

- [ ] **Personal Information:** Be sure to enter your full legal name as it appears on your Government documents.

- [ ] **Driver's Record:** Make sure you have a valid Driver's license number ready.

- [ ] **Education:** You will be asked to provide the highest level of education completed.

- [ ] **Employment History:** You will be asked to provide all employment history within the past 7 years

- [ ] **Disclosed Offenses:** You will be given an opportunity to disclose any criminal records. Please provide as much accurate information as you have available to you.
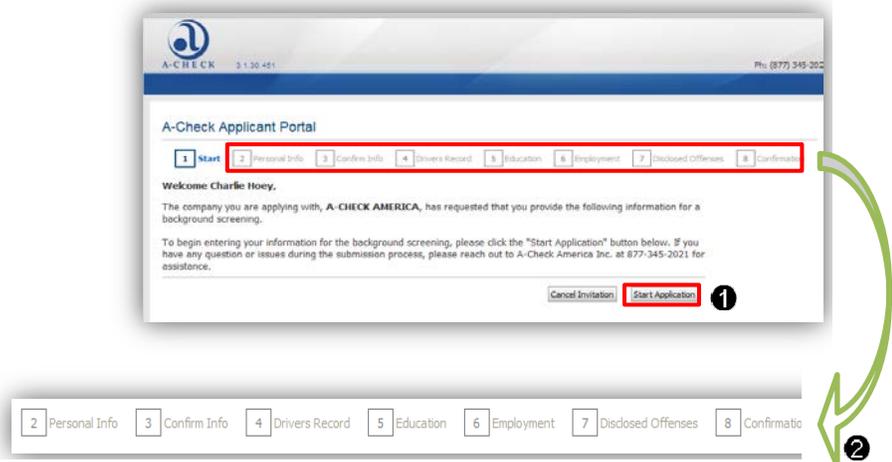
STEP 4: COMPLETING THE BACKGROUND SCREENING APPLICATION – FINAL STEPS

1. Once you have completed all sections, click **Complete Application.**

   IMPORTANT: You MUST click the Complete Application button in order for A-Check to begin the screening process

2. You will receive a confirmation message and file number. For your record, you should retain the file number or print a copy by clicking the **Print Confirmation** button.