

REQUEST FOR BACKGROUND CHECK

Date: _____

Name of Hiring Official: _____

Department: _____

Name of Applicant being checked: _____

Applicant Email: _____
(If applicant does not have email, please attach HireRight Consent and Disclosure form)

Applicant Phone Number: _____

Job Title: _____

Job Duties: _____

Does the manager have a confidentiality agreement on file?

- Yes
- No

This form should be attached to the Assistantship form.