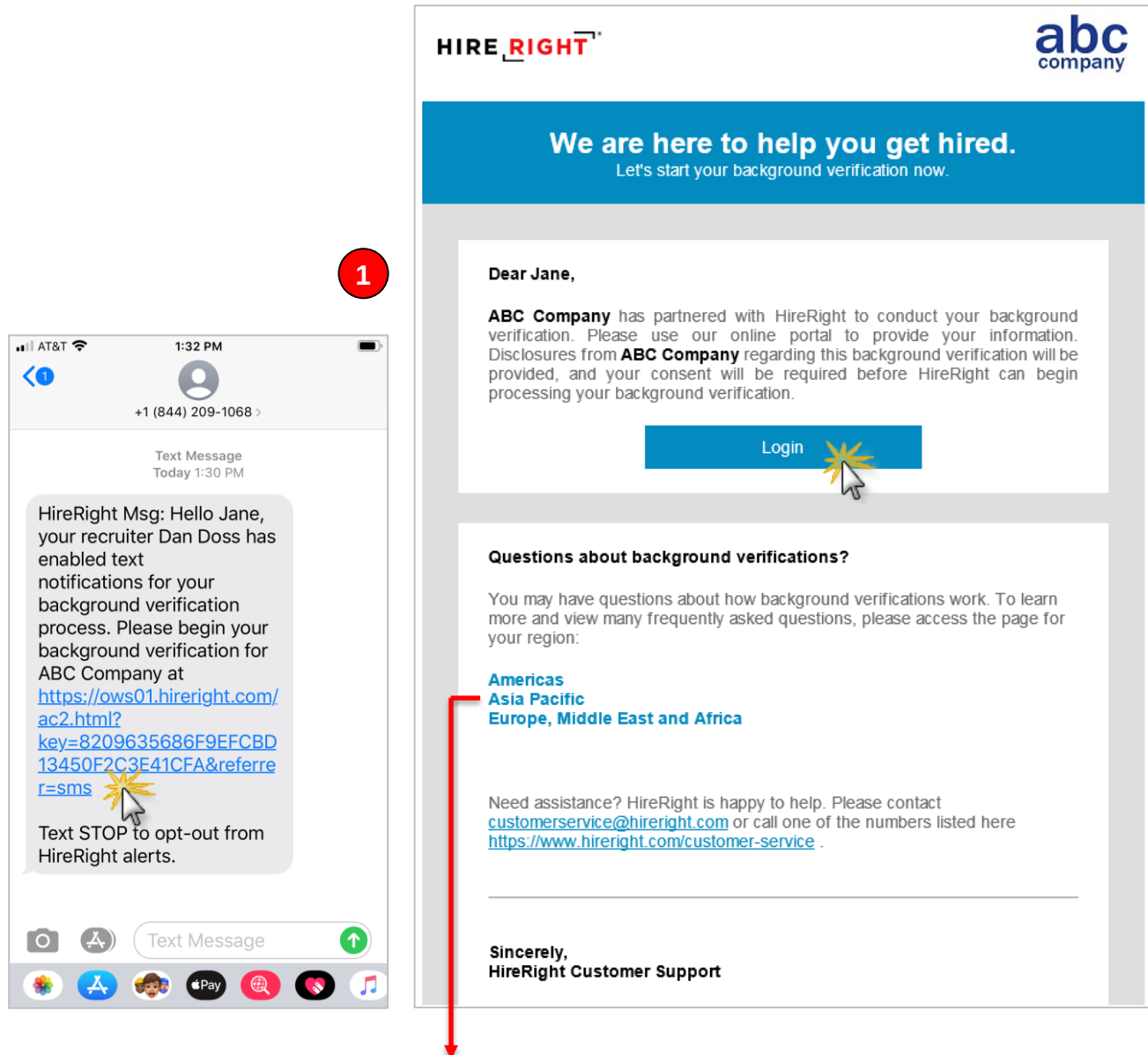


The Applicant Experience

This document provides a general overview for accessing and completing the online form and consent to start the background check process.

1. **Use the email or text invitation to login.** Note: The form is mobile-responsive and may be completed on most devices. Follow the prompt to access HireRight's Applicant Center. Be sure to write down your password. NOTE: Text may not be available to customers who initiate orders outside of HireRight.



Access our Applicant Assistance site: <https://www.hireright.com/applicant-assistance>

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2. Create a password to secure your personal **Applicant Center**. Opt in/out of additional text notifications.

Use pull-down option to switch **Language**, if available and desired. Click **Next** to continue.

2

HIRE RIGHT | Applicant Center Jane Smith | Language: US English

A warm welcome from HireRight.

Let's set up your account. All fields below are required.

Create New Password

Enter Password

Your password requires:

- 1 Upper case letter
- 1 Number
- more than 7 characters

Confirm Password

Text Notifications

Would you like to subscribe to text messages for notifications and password resets?

☐ Yes

☐ No

I acknowledge and agree that I may receive texts for notifications and password resets, and that standard data and text charges may apply.

I would like to receive emails only for notifications and password resets.

Next

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3. **Instructions** are provided with information on how long the form may be accessed for completion.

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Choose preferred language from the languages pull-down menu, if available and desired.

3

HIRE RIGHT[®] | Applicant Center Jane Smith | Language: **US English** | Log out

Background Verification Instructions:

Welcome to Applicant Center! This is your personal site which will assist you through the background verification process. To begin please provide the information required to complete your background verification for ABC Company.

This is the first of three distinct phases of the background verification process.

Form **Verification** **Report & Review**

You can save your work and exit the application by clicking the 'Save' button. This application must be completed and submitted within 30 days of receiving the background verification request email. Once you submit your application you will not be able to make any modifications, and HireRight will start working on your verifications.

While your background verification is in process you may be contacted by HireRight to provide additional information necessary to complete this request. Please respond to any of HireRight's requests for information as quickly as possible in order to expedite completion of your background verification.

Additional Instructions provide general information about what you may need to be prepared to provide in the form. The instructions may have been modified to address more specific expectations of the organization who invited you to begin the background verification. Click **Start Form** at the bottom of the instructions page to continue.

3

Additional Instructions

- Please list the best phone number and email address for HireRight to contact you for questions regarding your information.
- Have a copy of your resume or CV handy when completing the information.
- Research your own history, including employment dates, job titles and salaries, so that you are able to provide complete and accurate information to HireRight if asked.
- Be prepared to provide your current and past addresses.
- Locate education transcripts, diplomas, or certificates in advance.
- Collect past paychecks/payslips and tax documents that can be used to verify your employment.
- To view HireRight's Website Accessibility Policy, report website accessibility problems, or request accessible services and information please go to www.hireright.com/accessibility/.

If you need help, you can contact HireRight using [Live Help](#), via [Email](#) or [Phone](#).

HireRight is committed to protecting your privacy. Find out more about our privacy policies for your respective regions: [US](#), [EMEA](#) and [APAC](#).

Start Form

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4. Complete background information forms. You are only prompted to provide information appropriate to the background verification to be conducted.

Note: This example requires **Personal Information, Drug Screening, Education Information, and Employment History** for the background verification.

Typical information gathered by the forms includes:

- Personal Information
 - Full, Legal Name
 - Other Names Used
 - Current Address
 - Phone Number
 - Date of Birth
 - Social Security Number
 - Employment History
 - Location
 - Job Title(s)
 - Dates of Employment
 - Type of Employment
 - Education History
 - Location
 - Degree(s) Attained/Attending
 - Type of Degree/Major
- Other information will be required, if needed, such as Driver's License Number

Have Questions? We have answers!
Click **Live Chat** or Contact Numbers.

The screenshot displays the HireRight Applicant Center interface. On the left, a sidebar contains a 'Form Steps' section with a red box highlighting 'Personal Information'. Below this are links for 'Find Answers', 'Contact Us', 'Live Chat', and 'E-mail & Phone Numbers'. A red circle with the number '4' is placed next to the 'Form Steps' section. A red arrow points from the 'Live Chat' link to the text 'Have Questions? We have answers! Click Live Chat or Contact Numbers.' The main content area shows the 'Background Request — Personal Information' form. It includes a progress bar, instructions, and fields for Name (First, Middle, Last, Suffix), a checkbox for certifying no middle name, and fields for Other First and Last Names. A Norton Secured logo is visible at the bottom of the sidebar.

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Complete all required information and click **Next** to continue.

Form automatically saves as you progress. You may also click **Save** and exit the form to return at a later time.

Current Mailing Address and Contact Information

Country *

USA

Street Address *

3349 Percy Priest Drive

City *

Nashville

State or Territory *

Tennessee

ZIP Code *

37214

When did you start living at this address? *

Month

May

Year

2013

Phone *

+1

(714) 555 7712

+

Add phone number

E-mail *

?

ianesmith31@none.com

Identification

Date of Birth *

?

Month

Day

Year

Re-enter Date of Birth *

?

Month

Day

Year

Identification

Date of Birth *

?

Month

Day

Year

Re-enter Date of Birth *

?

Month

Day

Year

USA Social Security Number (SSN) *

XXX-XX-XXXX

Re-enter USA SSN *

XXX-XX-XXXX

☐

I don't have a Social Security Number

Gender *

?

☐ Male
☐ Female

← PREVIOUS

Save

NEXT

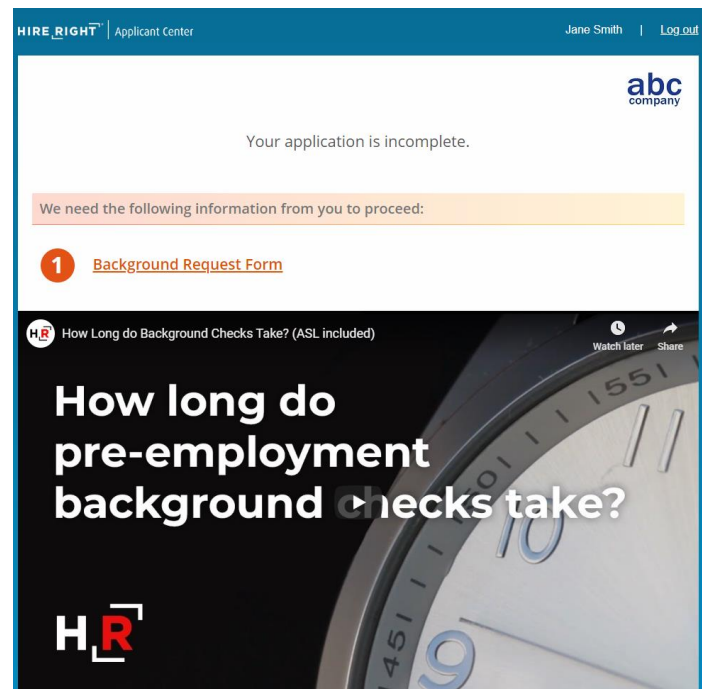
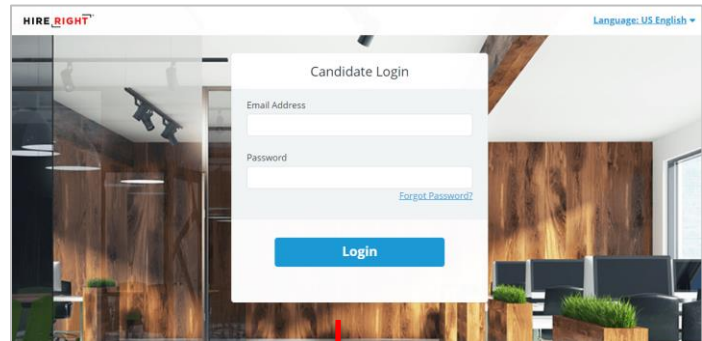
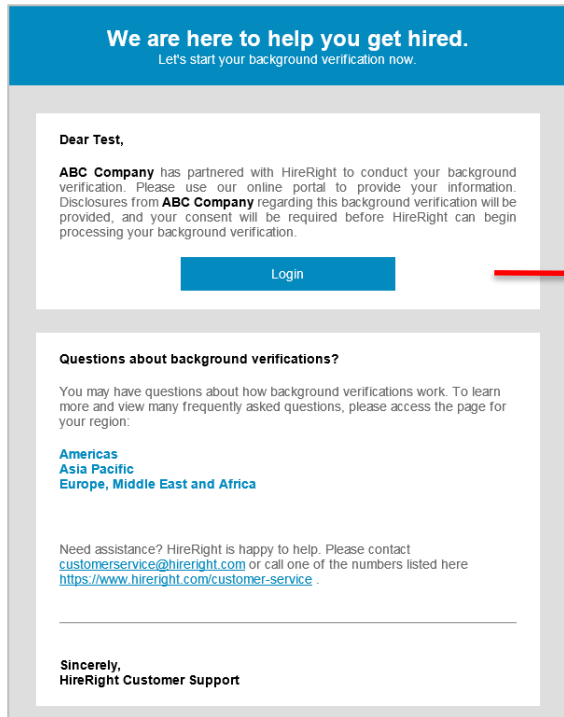


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If applicable, use the invitation to re-access the form to complete the needed information.



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Drug Screening with Scheduled Service enables you to choose the most convenient location to complete a drug test, if required as part of the screening process, using your current address as the default location for locating a testing facility.

Background Request — Drug and Health Screening

Your Donor Information

Donor SSN [?]
-**-*

Phone
+1 (714) 555 7712

Service Details

Drug Testing
Coordination Type: Schedule Service
Sample Type: Urine Drug Test
Test Panel: 5 Panel

Screening Location

Please provide the address of your location at the time of the screening. [?]

Country ^{*}
USA

Street Address
3349 Percy Priest Drive

City
Nashville

State or Territory
Tennessee

ZIP Code
37214

Find Collection Site

Click **Find** Collection Site to view clinics in the area as well as hours of operation.

Search Radius ^{*}
25

Edit

The following sites are available within 25 miles of your location:

Clinic Hours	Clinic Hours
LARCORP - NASHVILLE 5 miles 1400 DONELSON PIKE NASHVILLE, TN 37217 6153660313	QUEST DIAGNOSTICS-PATTERSON PSC 8 miles 1916 PATTERSON ST NASHVILLE, TN 37203 8666978378
QUEST DIAGNOSTICS-Smyrna 14 miles 739 President Pl Smyrna, TN 37167 8666978378	QUEST DIAGNOSTICS-PATIENT SERVICE CENT 17 miles 2001 MALLORY LN FRANKLIN, TN 37067 8666978378

Once you select a collection site, you are moved to the bottom of the screen where you will see the required **timeframe to complete the test**. Follow prompts, if any, to move forward.

The company requires the screening be performed within 2 business days. Please confirm that you will report to the selected collection site within the required time frame. ^{*}

☒ I will complete the screening within 2 business days.
☐ I cannot complete the screening within 2 business days.

[← PREVIOUS](#)
[Save](#)
[NEXT →](#)

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Education Information

Complete the information about your most recent or highest education completed.

Personal Information

Drug and Health Screening

Education Information

Employment History

Review Your Information

Screening Disclosure and Authorization

Other Disclosures and Authorizations

Find Answers

Contact Us

Live Chat

E-mail & Phone Numbers



Progress

Background Request — Education Information

Please provide your education and training information beginning with the most recent

Education

I have no education to report

Name of School or College/University *

In the official language of School or College/University

Country *

USA

City *

State or Territory *

-- Select From List --

Did you receive your Degree/Diploma? *

☐ Yes
 ☐ No

Dates Enrolled (From-To)

Month

Year

—

Month

Year

☐ Currently attending

Field of Study or Major *

In the official language of School or College/University

Help Us by Providing a Department Contact Number

Phone

ext.

+1

Did you have a maiden or other name while attending?

☐ Yes
 ☐ No

+ Add education history

PREVIOUS

Save

NEXT

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Employment Information

Complete the information about your most recent and/or previous employment. If you indicate your current employer is not to be contacted, be prepared to upload a copy of proof of employment documents such as paystubs – with your salary information marked out.

Personal Information

Drug and Health Screening

Education Information

► Employment History

Review Your Information

Screening Disclosure and Authorization

Other Disclosures and Authorizations

Find Answers

Contact Us

Live Chat

E-mail & Phone Numbers



Progress

Background Request — Employment History

Please provide your employment history, beginning with the most recent. To add additional employers, click the "Add" icon.

Current Employer

☐ I do not have a current employer to report

Name of Employer *

Country *

USA

City *

State or Territory *

-- Select From List --

Does this employer issue your paycheck? *

☐ Yes, it is issued by this employer or affiliate

☐ No, it is issued by a different company

Start Date *

Month

Year

Official Job Title Held Currently *

Type of Employment *

-- Select From List --

Do we have permission to contact this current employer? *

☐ Yes ☐ No

+ Add a Current Employer

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5. Review Information for accuracy and click **Next**.

Once your information is submitted, no changes can be made. If you find that you made an error after submission, contact HireRight Customer Service to advise them at 866-521-6995.

5

HireRight | Applicant Center Ben Test | Log out

Form Steps

- Instructions
- Personal Information
- Education Information
- Self Disclosure
- Employment History
- Review Your Information**
- Screening Disclosure and Authorization
- Other Disclosures and Authorizations

Find Answers

Contact Us
Live Chat
E-mail & Phone Numbers

abc company

Progress

Background Request — Review Your Information

Personal Information

Name

First Name Jane
Middle Name Ann
I certify that I do not have a Middle Name on my official Identification document ☐
Last Name Smith
Suffix
I certify this is my current legal name, exactly as it is displayed on my government-issued Identification document ☒
Other First Name None
Other Last Name None

Current Mailing Address and Contact Information

Country USA
Street Address 3349 Percy Priest Drive
City Nashville
State or Territory Tennessee
ZIP Code 37214
When did you start living at this address? May, 2013
Phone +1 (714) 555 7712
E-mail janesmith31@none.com

Identification

Date of Birth ***.****

Employment History

Current Employer

Name of Employer ABC Company
Country USA
City Irvine
State California
Does this employer issue your paycheck? yes
Start Date 01/2005 - Present
Official Job Title Held Currently Jr. Analyst
Type of Employment Paid
Do we have permission to contact this current employer? yes
I understand that HireRight will contact my current employer ☒
Phone
Salary Currency USA - USD
Ending Base Salary 35,000.00
Base Salary Frequency Yearly

← PREVIOUS Save **NEXT**

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6. Screening Disclosure and Authorization

Read the disclosure and authorization forms, check any certification boxes, provide an electronic signature, proceed until you are able to click the “Accept & Submit” button.

HireRight will email you the e-signed copy of the disclosure and authorization for your records.

6

HireRight | Applicant Center | [Log out](#)

Form Steps

- Instructions
- Personal Information
- Education Information
- Self Disclosure
- Employment History
- Review Your Information
- Screening Disclosure and Authorization**
- Other Disclosures and Authorizations

Find Answers

Contact Us

Live Chat

E-mail & Phone Numbers

Progress

Screening Disclosure and Authorization

DISCLOSURE AND AUTHORIZATION REGARDING BACKGROUND INVESTIGATION FOR EMPLOYMENT PURPOSES

Disclosure

ABC Technical, A Sales Demo Company (the "Company") may request from a consumer reporting agency and for employment-related purposes, a "consumer report(s)" (commonly known as "background reports") containing background information about you in connection with your employment, or application for employment, or engagement for services (including independent contractor or volunteer assignments, as applicable).

HireRight, LLC ("HireRight") will prepare or assemble the background reports for the Company. HireRight is located and can be contacted at 3349 Michelson Drive, Suite 150, Irvine, CA 92612, (800) 400-2761, www.hireright.com.

The background report(s) may contain information concerning your character, general reputation, personal characteristics, mode of living, or credit standing. The types of background information that may be obtained include, but are not limited to: criminal history; litigation history; motor vehicle record and accident history; social security number verification; address and alias history; credit history; verification of your education, employment and earnings history; professional licensing, credential and certification checks; drug/alcohol testing results and history; military service; and other information.

Authorization

I hereby authorize Company to obtain the consumer reports described above about me.

[Print unsigned document](#)

Electronic Signature

Full Name: *

Test, Ben

HireRight sends a copy of the signed document to the e-mail address above. Please ensure the address is correct.

Hold down left mouse button and draw your signature below

[Clear](#)

☒ I certify I am the person identified above, and I understand that clicking "I Accept" below constitutes my electronic signature to the agreement above. *

☒ I understand that I am using electronic means to sign this agreement. I have reviewed the following electronic signature disclosure, and I consent to signing this agreement electronically and receiving electronic disclosures as described. *

[Click here to get Adobe Reader](#)

← PREVIOUS

Decline

ACCEPT & SUBMIT

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Confirmation of Submission

A confirmation message displays upon successful submission.

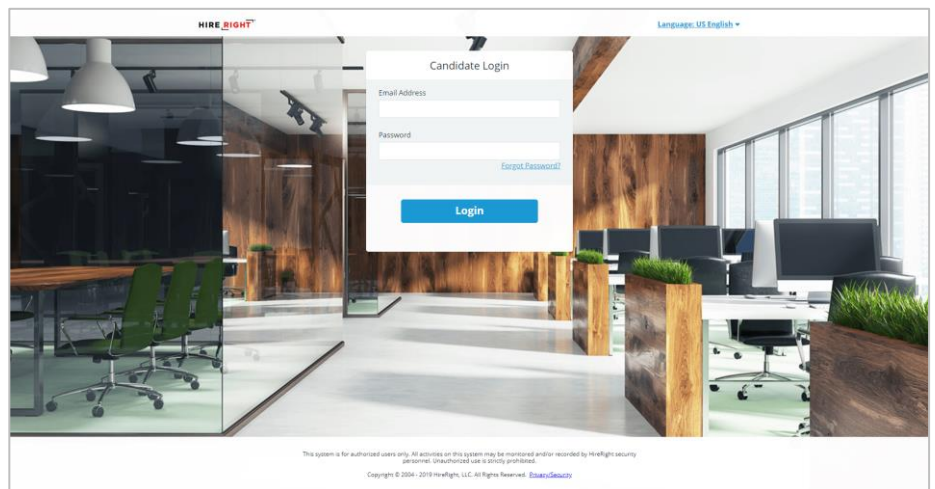
An estimated date of completion for the background verification may be noted as well as details for your drug test, if applicable. You may upload documents here as well.

The screenshot displays the 'Applicant Center Dashboard' with a progress flow: Form (checked), Verification (in progress), and Report & Review (pending). A red box highlights a confirmation message: 'Your screening has been scheduled. [View screening instructions.](#)' Below this, the 'Your Reports' section shows a report for 'HA-122719-5T8MR' with a 'View Report' link. The 'Information Received' section lists documents like 'Background Request Form' and 'Screening Disclosure and Authorization'. A red arrow points to the 'Upload a document' button at the bottom right.

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Re-access your Applicant Center, if needed, to view the status of your background verification, respond to any additional information requests from HireRight, contact us or change details of your drug and health service registration.



Example of Background Screening Status Visibility

Your Reports	Information Received
HA-021119-KN9HR <i>In Progress</i>	Background Request Form Feb 11, 2019 Screening Disclosure and Authorization Other Disclosures and Authorizations  Upload a document <i>Use to proactively upload documents</i>

Example of Drug & Health Service Registration Visibility

Drug and Health Screening Instructions

 Your screening has been scheduled. [View screening instructions.](#)

QUEST DIAGNOSTICS-MEDICAL ARTS PSC
825 NICOLLET MALL
MINNEAPOLIS, MN 55402

[Change collection site](#)

You must report to the collection site before:
August 11 at 02:19 PM Central (UTC-6) time

[Ask for more time](#)

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