

Candidate Information:	
Name:	
Email:	
Department Contact Information:	
HRMS Department/School Code:	
Department Account Number*	
Name:	
Email:	
Phone:	
<i>*It is your responsibility to verify that the account number allows background check charges.</i>	

1. Copy and paste the form fields below into a new email.
2. Fill out the fields completely. This information is similar to the top part of our current background check form. However, please note that we now need the candidate's email address. If the candidate does not have an email address please contact our office.
3. Send the information to Faculty Appointments and Advancement at ofaa@iupui.edu
4. The candidate will receive an email from our background check vendor, HireRight. They will be asked to fill out the required information through a secured site.
5. Once the information is filled out you will receive an email from HireRight notifying you that a background check has been submitted.
6. When the background check is complete, you will receive another email that indicates the results.