



HireRight Background Check Applicant Guide

- If you encounter any problems or have any questions while completing the background check form, please reach out to **HireRight Customer Support at: 1-877-990-4473**.
- You can also utilize the **live chat function** on the left-hand side of the background check application at any point during the process.
- Be sure to only use the **“Previous”** and **“Next”** buttons at the bottom of the page to navigate through the check. Using the browser back button will log you out with an error.

1. Gather Your Information:

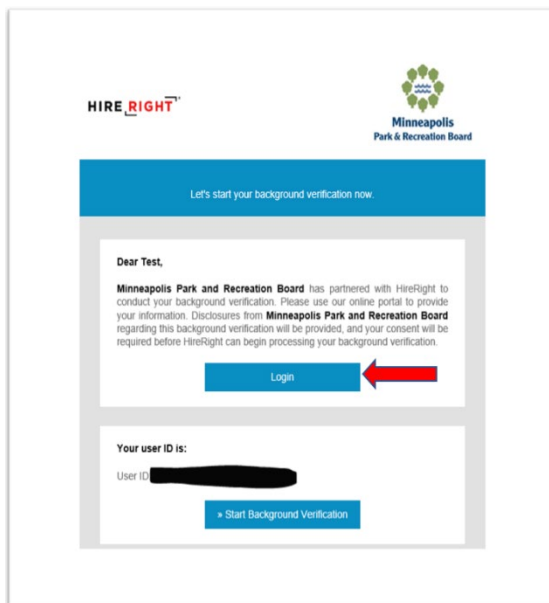
Information you may need:

- Phone Number
- Email Address
- Social Security Number
- Current & Past Home Addresses

2. Login to HireRight's Secure Website:

- To access HireRight's secure website, use the link provided to you in the Minneapolis Park and Recreation Board Background Check Instructions' email or text from HireRight Customer Support HireRight Customer Support **“noreply@hireright.com.”** If your hiring manager provided your email and phone number, you will receive both an email and text. Complete your background check using either method within three (3) days of the link being sent. **Link will be sent daily until the third day.**

Email: Scroll down and click **“Login.”** You will be prompted to create a password and will have the option to subscribe to text messages for notifications and password resets.



Text Message: Click on the link and you will be prompted to change your password.



- Create a password and have the opportunity to opt in to text messages that will help you follow the progress of your background check.

A warm welcome from HireRight.

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

Create New Password

Best practices for a strong password

Your password requires:

- 1 Upper case letter
- 1 Number
- At least 1 special character
- more than 7 characters

Do not:

- Include your username or e-mail address
- Include personal information (your name, phone number, etc)
- Include spaces
- Repeat the same character more than 4 times consecutively

Enter Password

Confirm Password

Text Notifications

Would you like to subscribe to text message resets?

Yes

I acknowledge and agree that I may receive text messages and password resets, and that standard rates may apply.

Country Code

Phone Number

No

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

Next

Create and confirm your personal password.

If you choose to receive text messages, please select the applicable Country Code for mobile number within the dropdown menu.

Click "Next" to complete your account set up.



3. Background Verification Instructions:

- Review the Background Verification Instructions and Additional Instructions.

HIRE_RIGHT | Applicant Center | Test Test | 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 Minneapolis Park and Recreation Board.

This is the first of three distinct phases of the Background Verification process.

Form | Background 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 5 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 Background 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

- 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 (paystubs 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.

How to prepare for a background check

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

For queries in the EMEA region - Please contact customerservice@hireright.com or call us at 0808 195 2029

For queries in the APAC region - Please contact customerserviceapac@hireright.com or click [here](#) for a list of our Local numbers.

For queries in Australia - Please contact customerserviceaustralia@hireright.com or call us on 1300 218 181

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

NEXT

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Click the Language drop down menu to change HireRight's Applicant Center tool from English to a different language. **Please note that one you toggle to a different language and move onto the next page, you will not be able to toggle back to English.**

Click "Next" to progress to the next



**Minneapolis
Park & Recreation Board**

- The Applicant Data Form will provide HireRight with the necessary information to verify check for a criminal background, driving history(*if applicable*), education (*if applicable*), credit hisotry(*if applicable*) and employment (*if applicable*). Please fill this out carefully so the process will move quickly.

All fields with a red asterisk (*) must be completed.

Personal Information:

Personal Information

All fields marked with an asterisk (*) are required.

Providing your information as completely and accurately as possible will help speed up the completion of your Background Verification.

Name

Please provide your name exactly as it appears on your current government-issued identification document such as your **Passport, Driver's License or National Identification Doc**

First Name *

Middle Name *

I certify that I do not have a Middle Name on my official identification document

Last Name *

Suffix ?

I certify this is my current legal name, exactly as it is displayed on my govern...
identification document *

Past Legal Name

Other First Name ?

Other Last Name

Validate your legal First and Last Name.

If you do not have a Legal Middle Name, check the box "I certify that I do not have a Middle Name on my official identification document."

Once done reviewing/editing, check the box that read "I certify this is my current legal name, exactly as it is displayed on my government issued identification document."



Current Mailing Address

Country *
USA

Street Address (including house, flat, apartment name or number) *
1234 Test Lane

City *
Round Hill

State or Territory *
Minnesota

ZIP Code *
55104

When did you start living at this address?
Month Year

Enter your address.

Contact Information

Phone *
+1 (111) 111 1112

+ Add phone number

E-mail * ?
testemail@testemail.com

Please select the applicable Country Code for contact phone number within the dropdown menu.

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

Enter and re-enter your date of birth and social security number.

← PREVIOUS Save NEXT →

Click "Save" and "Next" to progress to the next page.



4. **Candidate Self-Reported Information:**

- Select if you have ever been convicted or pled guilty to a criminal offense.

Candidate Self-Reported Information

All fields marked with an asterisk (*) are required.

Have you ever been convicted or pled guilty before any federal, state, or municipal court to a criminal offense, or are there any charges pending (excluding minor traffic violations)? Failure to disclose or giving false information may result in rejection of application or dismissal from employment. If yes, please provide information for each offense: 1) charge convicted of, 2) date of conviction, 3) court and location, 4) action taken, (attach additional sheets if necessary): *

Yes No

← PREVIOUS Save NEXT

Click "Yes" to report any convictions. **Another window will open to enter data.**

If this does not apply, click "No."

Click "Save" and "Next" to move to

5. **Review Your Information:**

- You will be prompted to carefully review your **Personal Information** and **Self-Reported Information**.

Review Your Information

Personal Information

Name

First Name Test

Middle Name Test

I certify that I do not have a Middle Name on my official identification document

Last Name Test

Suffix

I certify this is my current legal name, exactly as it is displayed on my government-issued identification document

Past Legal Name

Other First Name

Other Last Name

Current Mailing Address

Country USA

Street Address (including house, flat, apartment name or number) 1234 Test Lane

City Round Hill

State or Territory Minnesota

ZIP Code 55104

When did you start living at this address?

Contact Information

← PREVIOUS Save NEXT

Review your information for accuracy. If information was incorrectly entered, click "Previous" to go back and make changes.

Click "Save" and "Next" to move to the next page.



6. **Screening Disclosure and Authorization:**

- You will be prompted to review the Screening Disclosure and Authorization.

Progress

Screening Disclosure and Authorization

All fields marked with an asterisk (*) are required.

DISCLOSURE AND AUTHORIZATION REGARDING BACKGROUND INVESTIGATION FOR EMPLOYMENT PURPOSES

Disclosure

Minneapolis Park and Recreation Board (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).

General Information Solutions LLC, a HireRight company ("HireRight") will prepare or assemble the background reports for the Company. HireRight is located and can be contacted at RD. Box 555, Chapin, SC 29035, (866) 265-4917, 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: *

E-Mail Address: *

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 & CONTINUE](#)

After you read the **Disclosure and Authorization**, electronically sign, check both boxes and click on **Accept & Continue**.



7. Other Disclosures and Authorization:

- You will be prompted to review additional Screening Disclosure and Authorizations.

Progress

Other Disclosures and Authorizations

All fields marked with an asterisk (*) are required.

Please check this box if you would like to receive a free copy of your background report.

For additional information, refer to:
[A Summary of Your Rights Under the Federal Fair Credit Reporting Act](#)
[California Disclosure & Summary of Rights \(CA applicants only\)](#)
[New York Correction Law Article 23-A \(NY applicants only\)](#)
[San Francisco Fair Chance Ordinance Official Notice \(San Francisco applicants only\)](#)

I have read additional disclosures provided above. *

Electronic Signature

Full Name: *
Test, Test

E-Mail Address: *
testemail@testemail.com

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

Hold down left mouse button and draw your signature below

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**

After you read the additional **Disclosure and Authorizations**, electronically sign, check both boxes and click on **Accept & Submit**.



8. Final Steps:

- After you have read and signed the required Background **Screening Disclosures and Authorizations** forms and have hit **Submit**, you will be brought to the confirmation page below.



Thank you for your information!

Your request ID: HA-042323-CW8AX


This completes phase 1 of your Background Verification.

HireRight estimates that your background report will be completed in 1 hours - 3 business day and made available to Minneapolis Park and Recreation Board between Apr 24, 2023 and Apr 26, 2023.


Please note that this is only an estimate based on historical completion times for the screening package ordered, and your report may take longer to complete, particularly if it includes non-U.S. searches. Also, Minneapolis Park and Recreation Board company may need additional time to review your report and make any decisions.

The range provided for Turnaround Time (TAT) is based on historical data. Actual completion time may vary and is dependent upon external sources. It can vary due to unexpected delays. The range does not include time for manual review of the report. Please find more FAQs [here](#).


Form



Background Verification



Report & Review



This is your Applicant Center.

Here you can [track the progress](#) of your report and communicate with HireRight.

Communication Preferences

We can text alerts and status updates to your mobile phone (text charges may apply).

Would you like us to send notifications to:

Country Code Phone Number
+1 (111) 111 1112

Between

and

Anytime