**To: FIRST Name, LAST Name**

**Projected Start Date: DATE**

**Pre-Employment Background Check Process for Persons Who Have Accepted** **an Offer of Employment and Appointment to the Faculty at Vanderbilt University**

Pursuant to Vanderbilt University policy, all persons who have accepted an offer of employment to be appointed to the faculty must undergo a pre-employment background check.  This background check is done via a secure website where you will submit your name, address, social security number and highest level of education obtained.  In the event that the background check returns no finding of potential concern, you and the hiring department will be notified by email of this result, usually within five business days of your submitting the required information.  In the event of any finding of potential concern on the background check, you will be contacted to help ascertain the accuracy and circumstances of the finding.  Please be assured that under Vanderbilt University Policy only a limited number of individuals from Vanderbilt senior administration would see any such information and be authorized to consider it in making recommendations about your eligibility for employment.

Within two business days, you will receive an email from our third-party partner, CastleBranch. If you have not used the CastleBranch site before, you will complete the online form and then create an account with CastleBranch (myCB account). CastleBranch is also our vendor for the I-9 process, you will use the same registration to complete section one of the I-9 if you are required to do so.  You will receive separate instructions from Human Resources regarding the I-9 process, once your background check has been submitted, by you. Section 1 and 2 of federal form I-9 must be completed on or before your first day of work.

If you need to exit the system, your information will be saved until you return to complete the form.   Upon completing the online form, you will be asked to submit it for processing.  Please note that background checks may take at least five (5) business days to process.  If additional information is required to complete your background investigation, you will be contacted.

***International Employees Only:*** *If you have not yet received your SSN, please enter* 111-11-1111 *as your SSN. If your current address is outside the United States, please list the city and state on the form as Nashville, Tennessee.*

**For technical questions, please contact the Vanderbilt Background Check Office in Human Resources at 615-936-6381.**  For general questions, prospective faculty may contact the chair of the hiring department or their designee.