



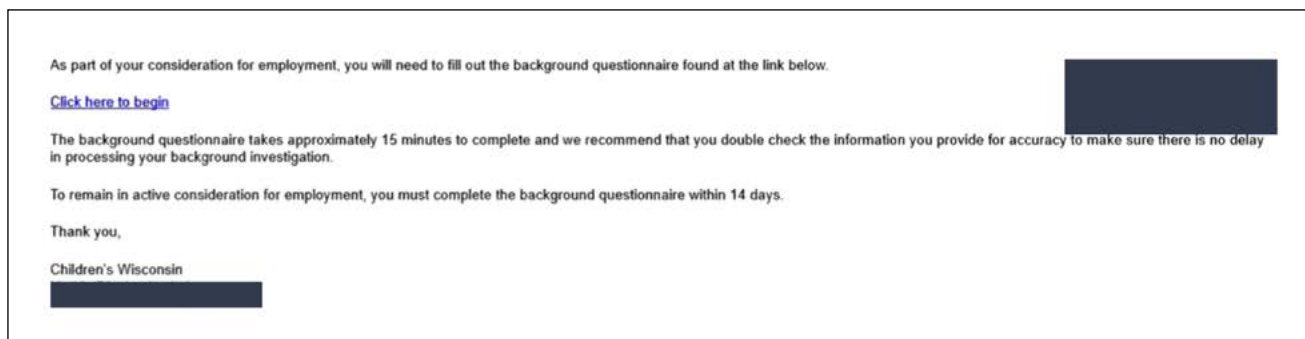
Background Check

Overview: Please complete the background check request within 24 hours of receiving the email from InCheck Solutions. ***Delaying completion of this could delay your start date.***

- **Be prepared!** Please have access to the following before beginning:
 1. Home Address(es): List of all the addresses where you have lived for the last 7 years.
 2. Schools: Previous schools attended, including name while attending, address, years of attendance, degree(s) received and major(s).
 - *This information will only be required if your position requires a level of education.*
 3. License(s): Any professional licenses that you possess and the state where they were issued.
 4. Military: DD214 for Military Service Members if you were discharged within the last three years.
 5. Court Documents: List of criminal convictions and pending court cases.

It should take about 20 minutes to complete this step.

- **Instructions:** You will receive an email from InCheck Solutions (automation@instascreen.com), our background check vendor.
 - If you are having difficulty finding the email, make sure to check your spam or junk email.
 - Access the link using Chrome; the site does not work with Internet Explorer.



- Click on the link within the email and follow the included instructions to complete the background check questionnaire.

Welcome.

Are you ready to begin the background check process?

Once you start, you will complete the following steps:

- Provide consent to the electronic background check process and forms
- Review and complete the necessary disclosures and authorization forms to give your consent to the background check
- Fill out the background application
- Submit your information

Do not click the back button during this process. You will have the opportunity to edit the information you provide before submitting your questionnaire

The background check questionnaire will ask for you to enter and verify general information about your history, including information about the following:

- Address History
- Educational Background
 - *Make sure to provide the education information that is applicable to your position, even if it isn't your highest level of education.*
 - *Make sure to add alias names (maiden name) if applicable.*
- Any licenses and certifications
- Any criminal convictions and pending court cases you may have.

Once you complete the questionnaire, you will receive a confirmation message.

- If any further information is needed, you may be contacted by InCheck directly. **Respond quickly and accurately to any requests to avoid delays in the process.**

Confirmation

Thank you for completing your online background questionnaire. Your confirmation number is [REDACTED]. You may be asked for it if you need to contact Children's Wisconsin at some future time. If you would like to print a copy of your Authorization or your Confirmation, please click on the appropriate button. If you have any questions regarding your consumer report, please contact our Consumer Report Agency (CRA), InCheck, Inc..

Security Notice: It is strongly recommended that you close all browser windows to ensure that you are completely signed out.