

UNIVERSITY

HUMAN RESOURCES

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Background Check -Information Needed

Auburn University Human Resources

May 2016

WHAT INFORMATION WILL I NEED?

- Name and Social Security Number
- Previous Name(s)
- Date of Birth
- Phone Number
- Current and Previous Address Information for the <u>Last</u> <u>Seven Years</u>
- Driver's License Information Number and State
- Previous Employers for the Last Seven Years
 - o Employer
 - o Dates
 - $\circ~$ City and State
 - Optional Phone Number and Supervisor
- Education Schools Attended in the Last Seven Years
 - School Name
 - o Dates
 - City/State
 - Optional Schools Attended Prior to the Previous Seven Years (<u>unless the position requires a degree</u>)