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 Last Seven Years
• Driver’s License Information – Number and State
• Previous Employers for the Last Seven Years
  o Employer
  o Dates
  o City and State
  o Optional – Phone Number and Supervisor
• Education – Schools Attended in the Last Seven Years
  o School Name
  o Dates
  o City/State
  o Optional – Schools Attended Prior to the Previous Seven Years (*unless the position requires a degree*)