



Background Verification

The University of Dayton requires that a background verification be completed for prospective University employees and certain non-employees including contractors and volunteers. Therefore, the University has partnered with HireRight, a third party vendor, to obtain these background verifications. Please follow the steps below to complete the electronic consent and disclosure forms and initiate your background verification.

- 1) Please provide the following information on this form and return the form to:
 - a. Office of Human Resources for Staff positions. (Email: HR@udayton.edu, Fax: 937-229-2009 or in person at St. Mary's Hall.
 - b. Office of the Provost for Faculty (including adjunct) positions. (Email: aaskren1@udayton.edu, Fax 937-229-3400 or in person at 212 St. Mary's Hall.

First Name: _____ Last Name: _____

Email address: _____ Date of Birth: _____

UD Position title: _____ Department contact: _____

Type of hire (please check one): Faculty Full time Part Time
 Staff Full Time Part Time
 Non-employee/volunteer

2) You will receive an email from HireRight Customer Service with a link, username and password to login to their website and securely complete the consent and disclosure forms.

3) Once you have submitted your forms, the background check will be initiated and the results will be sent to the University of Dayton for review.

For more information on the University of Dayton Background Policy, please go to <https://www.udayton.edu/policies/legalaffairs/background-check-policy.php>

Where can you learn more about the background verification process?
You can find more information on HireRight's candidate resource site: www.aboutemployeebackgroundchecks.com