

Online Background Check Request for Clemson Extension

Created: September 2, 2019

A request for Clemson University Human Resources (CU-HR) to conduct a background check online must be made by a Clemson University employee on behalf of a volunteer. If you are a Clemson Extension employee, you can request the check on yourself. Expect 10 to 15 business days to complete the background check process. Employees can request background checks only, motor vehicle record checks only, or a combination of background checks and motor vehicle record checks. With the new Pre-Collegiate Programs Office (PcPO) Policy, all employees and volunteers that have routine interaction with minors should have a **background check every four years**. A motor vehicle record check (i.e., driver's license screening) should take place annually for employees and volunteers transporting minors on behalf of Extension or Clemson University. Before requesting motor vehicle record checks for an employee, confirm with CU-HR that one is not already being conducted annually as a part of their employment/job description.

- 1.) Extension employees: To request a background check online, visit: <https://www.clemson.edu/human-resources/forms/background/index.html> and complete the online form. An example is listed in Figure 1.

The following account string is to be used for the processing of background screenings for Extension employees and volunteers: 7040-11-0255-303-115-1100182.


“Cooperative Extension” can be selected for the Budget Center.

A confirmation email will come to the employee who submitted the request immediately.

- 2.) Within 12-24 hours, the background check candidate will receive an email from Truescreen. The candidate must follow the steps to set up an account and submit the necessary information to process the actual background check. Candidates should search their spam or junk folders in their email if it does not appear in their regular inbox. The email address could be: applicationstation@truescreen.com
- 3.) The employee requesting the background check should expect a notification from CU-HR in about 10-15 business days with the results of the screening. If additional materials are needed to process the request, CU-HR will reach out to the employee who submitted the request with additional instructions.

The following may be the only result employees receive regarding their screening candidate: “The BGC for _____ is clear.”

Figure 1. An example of the online Background Check Request Form from CU-HR.

CareersAsk-HRCurrent EmployeesSEARCHMENU

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Background Check Request Form

Effective November 11, 2013 the form below should be filled out by hiring departments to initiate a background check as outlined in the Background Check Policy effective May 13, 2013.

Requestor Contact Information

Name:

Email:

Department:

Department #:

Phone:

Budget Center

Candidate Information

First Name <input type="text" value="Please Enter First Name"/>	Last Name <input type="text" value="Please Enter Last Name"/>	Email <input type="text" value="userid@clemson.edu"/>
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Billing Account Code

Account <input type="text" value="7040"/>	Fund <input type="text" value="11"/>	Department <input type="text" value="0255"/>
Program <input type="text" value="303"/>	Class <input type="text" value="115"/>	Project <input type="text" value="1100182"/>

Request Information

Is this Background Check for a Youth Camp or Program?
 Yes No

Camp/Youth Program Name

Job Opening ID (if applicable)

Is the position a Temporary, TLP, TGP, Intermittent, Student or Volunteer role?
 Yes No

Type of Request

Contact HR


Clemson University
Office of Human Resources

108 Perimeter Rd,
Clemson, SC 29634

Phone: [864.656.2000](tel:864.656.2000)
Fax: 864.656.4672

CLEMSON HR

Administrative Services Building
108 Perimeter Road
Clemson, SC 29634-5337

 **864.656.2000**



RESOURCES





- Careers
- Benefits
- Forms
- Training
- Security and Safety Report

QUICK LINKS

- Text Version
- Web Accessibility
- Ethics/Safety Line
- Privacy Policy
- Site Information

CONTACT HR

-  **CLEMSON, SC**
-  **ASK-HR**

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Figure 2. An example email from Truescreen requesting the background check candidate create an account and submit information for the background check process.

