Technical Tips for HireRight Applicant Form

Tip 1: Check your Internet browser prior to starting

Below are the supported web browsers for the HireRight web application. You will not be able to complete your background check form unless you have an accepted version of the browser.

Web Browser	Firefox	Safari	Chrome	Internet Explorer
Version	V44+	V9+	V48+	V9+

Below are instructions on how to check your computer to see which browser you have installed; if necessary, you may need to install a different browser before proceeding to HireRight.com. *This website is not compatible with Internet Explorer 10.*

Open your browser. The tool bar will reflect a **Help** tab in the upper left corner or a **Menu** icon in the upper right corner of the screen. Click on **Help** and a text box opens. In the below example, click on **About Google Chrome** to view the browser version.


When you click on **About Google Chrome**, a box opens and identified the version of your browser. In this example, the version of Chrome is 75.0.3770.100. Anything greater than 49 is supported. So 75.0.3770.100 is supported.

Tip 2: Moving between pages

Note: Do not use the web browser back button on the upper left corner of the screen; you will be kicked out of the form. At the bottom of each page is a link in Blue that reads ← PREVIOUS, click on ← PREVIOUS to go back to the previous screen and click NEXT to process forward.

Click on ← **PREVIOUS** to move back a page

Click on **NEXT** to move forward a page

← PREVIOUS   Save   NEXT
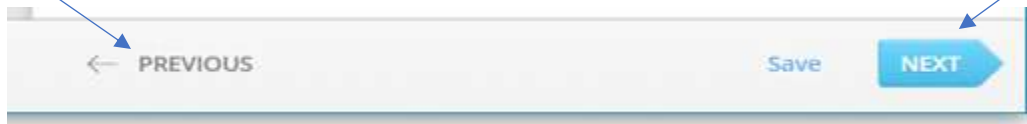
Contact Information:

If you have any problems with the HireRight forms, please use the following customer service numbers:

Asia Pacific Customer Service: Monday from 8:00am HKT - Saturday 10:00am HKT

- China - North 4001200871
- China - South 4001200871
- Malaysia   1800 818 441 or 1800 818 024
- **E-mail:** customerserviceapac@hireright.com

India Customer Service: Monday to Friday from 9 am – 6 pm IST

- 000 800 852 3035
- 000 800 001 6764
- **E-mail:** customerserviceindia@hireright.com

Contact at Dell Technologies:

Please email the Dell Onboarding Team at APJ_Onboarding@dell.com if you are having difficulty with the HireRight process.

Login to HireRight's secure website:

To access HireRight's secure website, use the link provided to you in the 'Dell Technologies Background Check Instructions' email from HireRight Customer Support. You will be prompted to create a password and will have the option to subscribe to text messages for notifications and password resets.

Click '**Next**' to complete your account set up.

You might be logged out if the page is proceeding for long time. Please remember your credentials to log in back.

Background Verification Instructions:

Review the Background Verification Instructions and Additional Instructions. Please note that you could change the language for the Form Instructions on the upper right side of the page. **Please note** that once you toggle to a different language and move onto the next page, you will not be able to toggle back to the original language.

HIRE RIGHT | Applicant Center   Danielle TestTest | Language: US English ∨ | Log out

Background Verification Instructions:

Welcome to Applicant Center! This is your personal site which will assist you through the background verification process. To begin please provide the information required to complete your background verification for Dell Technologies Inc., its subsidiaries and affiliates worldwide ("Dell").

This is the first of three distinct phases of the background verification process.

Form   Verification   Report & Review

You can save your work and exit the application by clicking the 'Save' button. This application must be completed submitted within 7 days of receiving the background verification request email. Once you submit your application you will not be able to make any modifications, and HireRight will start working on your verifications.

While your background verification is in process you may be contacted by HireRight to provide additional information necessary to complete this request. Please respond to any of HireRight's requests for information as quickly as possible in order to expedite completion of your background verification.

Additional Instructions

- Before proceeding, please note that you can change the language for the Form Instructions at the top right.

- Prior to submitting your form to HireRight, if you have implemented a credit security freeze with any credit bureau, you should contact those bureaus and request a temporary lift on the security freeze that authorizes HireRight to conduct an inquiry into your records.

- Please list the best phone number and email address for HireRight to contact you for questions regarding your information.

- Have a copy of your resume or CV handy when completing the information.

- Research your own history, including employment dates, job titles and salaries, so that you are able to provide complete and accurate information to HireRight if asked.

- Be prepared to provide your current and past addresses.

- Locate education transcripts, diplomas, or certificates in advance.

- Collect past paychecks/payslips and tax documents that can be used to verify your employment.

- To view HireRight's Website Accessibility Policy, report website accessibility problems, or request accessible services and information please go to www.hireright.com/accessibility.

H.R How to Prepare for a Background Ch...

How to prepare for a background check

H.R

If you need help, you can contact HireRight using Live Help, via Email or Phone.

HireRight is committed to protecting your privacy. Find out more about our privacy policies for your respective regions: US, EMEA and APAC.

Start Form

> Click the Language dropdown menu to change HireRight's Applicant Center tool from English to a different language.
>
> **Please note** that once you toggle to a different language and move onto the next page, you will not be able to toggle back to English.

> Click "**Start Form**" at the bottom to progress to the next page.

The Applicant Data Form will provide HireRight with the necessary information to verify education (if applicable), employment (if applicable) and check for a criminal background. Please fill this out carefully so the process will move quickly. If you have any questions or need assistance with the form, call HireRight Customer Service or email the Dell Onboarding Team.

All fields with a red asterisk (*) must be completed.

Page 1: Review the notification

Click the dropdown menu to change language (if required).

Review this page and close the window.

标准同意书

信息公告 - 请申请人在填写申请表之前阅读并同意此公告

请仔细阅读下面的信息公告。 此公告提供有关收集、使用、传送及保存您个人资料的重要信息。 这些个人资料用于针对职位邀请（"请求方"）中所确定的您在组织中的职位进行背景调查。

通知：

您已通过职位邀请被请求方选中接受某些背景调查，以支持担任请求方的某一职位，并据此授权请求方及其附属公司及/或其第三方供应商 HireRight Limited（"HireRight"）和他们的代表：进行就业背景调查；验证在入职流程中提供的任何信息；进行综合背景询问，包括犯罪记录和信用调查（如适用法律要求和准许）；以及处理个人、学业和雇主证明（"审查"）。 HireRight 代表包括 (a) 被任命负责支持数据库检查、学历证明和证明材料的分包商，尤其是这些材料只有当地语言版本时；(b) 被任命为进行相关的国内信用和犯罪记录检查的供应商；(c) 翻译服务。

在某些情况下，在您的就业过程中，可能要求继续进行审查，处理并发布因审查而获取的任何个人资料，并将其发送给推荐人、信贷机构、政府机构和其他此类第三方，因为这在您的就业过程中进行此类审查时可能是必要的。

括 GDPR 和相关当地法规）的安全技术措施传至请求方。 HireRight 门户网站通过了 ISO27001 认证。

安全措施及删除个人资料：

HireRight 会将您的个人资料保存在英国的服务器上。 HireRight 承诺保护 HireRight 接收到的个人资料，并且 HireRight 和请求方均采取措施保护您的个人资料免于意外丢失、未经授权的访问、使用、更改或泄露。 数据经过加密，从 HireRight 安全地传送并存储在安全的服务器上。 此外，还采取进一步的信息安全措施，包括访问控制、物理安全以及稳健的信息收集、存储和处理实践。 在以电子方式与其代表进行个人资料的传送时，HireRight 也确保此类传送受到适当保护，并符合相关的数据保护法规，包括《通用数据保护条例》（GDPR），以及数据来源所提供的任何指示。

可能会要求请求方及 HireRight 在一段合理的时间内保留您的任何个人资料，以履行法律及监管责任及/或用于任何其他合法的商业用途。

请求方及 HireRight 会根据相关的数据隐私法处理您的个人资料。

审查完成后，您的个人资料将由 HireRight 保存最长 6 个月的时间，在此之后，您的个人资料将被安全删除。

候选人的权利

根据隐私法，您对将在审查中处理的个人资料享有某些权力。 有关此类权利的更多信息已列于 https://www.hireright.com/emea/background-check-faq，具体内容总结如下：

- 访问权
- 纠正权
- 擦除权
- 反对权
- 数据迁移权

在每种情况下，您都可以对请求方行使权利，并且您应该直接向 privacy@dell...

如果您对审查过程有任何疑问，请在填写审查表格前按上述地址联络请求方。

确认审查过程不包括任何自动决策或分析。

处理的法律依据

请求方及代表请求方的 HireRight 将在您同意后处理您有关上述背景审查的个人资料。

继续

Scroll down to review and click 'Continue'.

Page 2: Personal Information

Form Steps

Instructions

▶ **Personal Information**

Drug and Health Screening

Residence History

Education Information

Employment History

Review Your Information

Screening Disclosure and Authorization

Find Answers 🔍

Contact Us

Live Chat

E-mail & Phone Numbers

Norton

Progress

Background Request — Personal Information

Providing your information as completely and accurately as possible will help speed up the completion of your background check.

Name

First Name *

Danielle

Middle Name *

Legal Middle Name

☐ I certify that I do not have a middle name

Last Name *

TestTest

Suffix

None ∨

☑ I certify this is my legal name *

Other First Name ❓   Other Last Name

➕ Add past legal name

Japan: Provide the name in Romaji not Japanese Kanji

(パースポートと同じローマ字)

Validate that your legal First Name was auto-populated.

If you do not have a Legal Middle Name, check the box "I certify that I do not have a middle name".

Validate that your legal Last Name was auto-populated.

Once done reviewing / editing, check the box that reads "I certify this is my legal name".

Note: The name provided should be the same as the one on your passport/ ID card.

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Current Mailing Address and Contact Information

Country *

China ∨

Street Address *

[ ]

City *

[ ]

Sheng (Province)

-- Select From List -- ∨

Sheng (Province) (not listed)

[ ]

Postal Code

[ ]

When did you start living at this address?

Month ∨   Year ∨

Phone *

🇨🇳 +86 ▾ [ ]

ext.

[ ]

➕ Add phone number

E-mail * ❓

testerlast@test.com

Make sure to provide the complete address per your ID/Proofs. This will help us process the background check without any delay

If you have not lived at your current address for at least 7 years, you will be required to provide your residence history later in the submission process.

Please select the applicable Country Code for your contact phone number within the dropdown menu.

Identification

Date of Birth * ?

Day | Month | Year

Re-enter Date of Birth * ?

Day | Month | Year

Gender * ?

○ Male ○ Female

← PREVIOUS   Save   NEXT

Click **Save** and then **NEXT**
to move to the next page.

Page 3: Education Information

Please provide your highest education completed/achieved. Please do not list industry-specific licenses such as: real estate, PHR, SPHR, corporate trainings, etc. Please note that we will not verify past enrollment or current enrollment. If we cannot contact the education institution, we may require a copy of your degree, so please have that readily available.

Only check this box if you have not received a degree/diploma (i.e. you have not received a GED, High School diploma or college degree/diploma).

College Hires: If you have completed your final exams and have not yet received your certificate/diploma, please select "No" to this question. Please then list the dates you were enrolled with the end date being the date you completed your final exams.

Click **Save** and then **NEXT** to move to the next page.

Page 4: Employment History

You will be prompted to enter your Employment History. Please provide your current and 2 most recent employment history.

Employment History

Please provide your past 5 years of employment history, beginning with the most recent and up to a maximum of 2 employers (for Australia and New Zealand, up to a maximum of 3 employers). To add additional employers, click the "Add" icon.

If you are/were contracted through a temporary agency, please provide the contact information of that agency rather than the company you were placed with.

If you wish to not have your current employer contacted, you will be required to provide proof of employment.

Please note you will be required to explain any gaps in your past 5 year(s) of employment over 6 month(s) in duration.

Current Employer   ☐ I do not have a current employer to report

Name of Employer * ❓

Country *

India

City *

State or Territory *   State or Territory (not listed)

-- Select From List --

Does this employer issue your paycheck? *
○ Yes, it is issued by this employer or affiliate
○ No, it is issued by a different company

Start Date * ❓

Month   Year

Official Job Title Held Currently * ❓

Type of Employment *

-- Select From List --

Do we have permission to contact this current employer? *
○ Yes ○ No

Only check this box if you are not currently employed

If the employer you listed does not issue your paycheck, please input the company that does (Ex: Dell Contractor being converted to full-time employee).

Please provide your official job title, which should be the one in Employer's HR system.

If you select "No" for the question "Do we have permission to contact the current employer?" your current employer will not be contacted to verify your employment status. However, you will be required to provide documentation to verify your current employment.

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+ Add a Current Employer

Previous Employer   ☐ I do not have a previous employer to report

Name of Employer * ❓

[   ]

☐ Do not contact this company because it was acquired or affiliated with my current employer

Country *

[India   ⌄]

City *

[   ]

State or Territory *   State or Territory (not listed)

[-- Select From List --   ⌄]   [   ]

Did this employer issue your paycheck? *

○ Yes, it is issued by this employer or affiliate
○ No, it is issued by a different company

Start Date * ❓   End Date *

Month   Year   Month   Year

[⌄]   [⌄]   [⌄]   [⌄]

Phone ❓   ext.

[🇮🇳 +91 ▾] [   ]   [   ]

☐ This employer is out of business

☐ This employer is also known under a different name(s)

Official Job Title of Last Position Held * ❓

[   ]

Type of Employment *

[-- Select From List --   ⌄]

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Did you have a different legal name when you held this position?

○ Yes ○ No

➕ Add a Previous Employer

← PREVIOUS   Save   NEXT ▶

Click **Save** and then **NEXT** to move to the next page.

Page 5: For Global ID Check

For India

Progress [████████████████████   ]

Global ID Check

HireRight has been asked to validate your unexpired government issued identification document.
Please provide a copy of it using the options below:

AADHAR and PAN documents

⦿ AADHAAR card
○ PAN card
○ I do not have an AADHAAR card nor a PAN card

Files

Make sure to upload the front and back copy of your Government issued Photo ID

Upload a copy of the front of your AADHAAR card *
Choose File   No file chosen

PDF, JPG, and PNG files are supported and the maximum file size is 20MB

Upload a copy of the back of your AADHAAR card *
Choose File   No file chosen

PDF, JPG, and PNG files are supported and the maximum file size is 20MB

For other APJ Countries

Progress

Global ID Check

HireRight has been asked to validate your unexpired government issued identification document.
Please provide a copy of it using the options below:

Passport

◉ Unexpired government issued passport

○ I do not have an unexpired government issued passport

IMPORTANT: If you do not have a passport, please choose "I do not have an unexpired government issued passport" and when prompted choose to upload Identity card-IC copy

Issuance location

Country of Issue *

-- Please select country --

Make sure to upload the front and back copy of your Passport copy if you have one.

Files

Upload a copy of the photo page of your government issued passport *

Choose File | No file chosen

PDF, JPG, and PNG files are supported and the maximum file size is 20MB

← PREVIOUS   Save   NEXT

Click **Save** and then **NEXT** to move to the next page.

For China

工作经历间隔

▶ 全球 ID 检查

审查您的信息

筛选信息披露与授权

联系我们

电子邮件与电话号码

HireRight 需要验证政府签发给您的尚未到期的身份证明文件。请使用以下选项提供其副本:

Passport

○ 政府签发的尚未到期的护照
◉ 我没有政府签发的尚未到期的护照

☑ 兹证明我没有政府签发的尚未到期的护照 *

Identification

请选择以下选项之一:

◉ 政府签发的尚未到期的身份证件
○ 我没有政府签发的尚未到期的身份证件

Issuance location

Country of Issue *

-- 请选择国家 --

Files

上传一份政府签发给您的身份证件的正面 *

Choose File | No file chosen

PDF、JPG 和 PNG 格式的文件均受支持,最大文件大小为 20MB

上传一份政府签发给您的身份证件的背面 *

Choose File | No file chosen

PDF、JPG 和 PNG 格式的文件均受支持,最大文件大小为 20MB

← 上一步   保存   下一步 ▶

> If you do not have a passport, make sure to upload the front and back copy of your Government issued Photo ID

> Click **Save** and then **NEXT** to move to the next page.

For Japan

HIRE RIGHT | Applicant Center

tester tester | <u>ログアウト</u>

DELL

フォーム入力のステップ

説明

個人情報

学歴・資格に関する情報

職歴

▶ グローバルIDチェック

入力情報の確認

調査同意書の審査

お問い合わせ先

<u>電子メールと電話番号</u>

進行状況 [============   ]

グローバルIDチェック

HireRightは、期限が切れていない、政府発行の身分証明書を確認するよう求められています。次のオプションを使用して身分証明書の写しを一部、お送りください。

Passport

◉ 期限切れになっていない、政府発行のパスポート

◯ 期限が切れていない、政府発行のパスポートを所有していません。

Issuance location

Country of Issue *

-- 国の選択 --

Files

政府発行のパスポートで写真が掲載されたページの写しを一部、アップロ

[Choose File] No file chosen

PDF、JPG、PNGファイルに対応しており、ファイルの最大サイズは20MBです。

← 前へ

保存   次へ

> Please upload ONLY government issued passport. Not National ID.

> Click **Save** and then **NEXT** to move to the next page.

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Page 6: Review Your Information

You will be prompted to carefully review the information you entered.

Review Your Information

Personal Information

Name

First Name	Sample
Middle Name	
I certify that I do not have a middle name	☑
Last Name	Sampler
Suffix	
I certify this is my legal name	☑
Other First Name	
Other Last Name	

Current Mailing Address and Contact Information

Country	India
Street Address	Sample Street
City	Sample City
State or Territory	Tamil Nadu
Postal Code	SampleCode
When did you start living at this address?	Dec 2001
Phone	+91 421989
E-mail	Sample@Sampler.com

Identification

Date of Birth	** ** ****
Re-enter Date of Birth	** ** ****
USA Social Security Number (SSN)	
Re-enter USA SSN	
I don't have a Social Security Number	☐
Gender	Female

Education Information

Education

Name of School or College/University	Sample Education
Country	China

Previous Employer

I do not have a previous employer to report	☑
I certify that I do not have an employer to report	☑

Global ID Check

AADHAAR and PAN cards	AADHAAR
Front of document	dummy.pdf
Back of document	dummy.pdf

> Should you need to edit any information, click on ← PREVIOUS to go back page by page.

← PREVIOUS   Save   **NEXT**

> Click **Save** and then **NEXT** to move to the next page.

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Page 7: Screening Disclosure and Authorization

You will be prompted to review the screening disclosures and authorization.

Instructions

Personal Information

Education Information

Employment History

Global ID Check

Review Your Information

► **Screening Disclosure and Authorization**

Find Answers

Contact Us

Live Chat

E-mail & Phone Numbers

Progress

Screening Disclosure and Authorization

CONSENT AND AUTHORISATION:

I hereby provide my consent for HireRight, on behalf of my Prospective Employer to:

1. process my Personal Data in accordance with the verifications set out in the Information Notice and below:

    - Managed Adjudication 3.0

    - Global Education — This check confirms academic credentials by verifying relevant education as determined by your prospective employer, for example a degree, certificate or diploma claim directly with the awarding institution or its authorized agent

    - Global Employment — A check to confirm your work history. You will be asked to provide company name, location dates worked and position or title held. This information will then be verified by contacting HR or official sources at each company to be verified. Self-employment (if applicable) will be verified via documentation provided by you.

    - Global Sanctions & Enforcement — A search of over 4000 registries held by international government and regulatory enforcement organizations will be completed to identify restricted, sanctioned, and prohibited individuals. GSEC can also identify if you are a politically exposed person (PEP) and whether you appear on any negative media searches. Where information is found reporting and matching guidelines will be applied and at least two unique identifiers must be present for a result to be reportable e.g. name, D.O.B, ID number, address or employment history. You may request further information in respect to the sources used.

    - Global ID Check — You will be asked to upload a copy of your government issued ID along with completing some basic personal information within Applicant Centre 2.0 (AC2.0). Where your ID document has a machine readable code (MRZ) the MRZ will be reviewed against the information you provided to evaluate the validity of the ID. In cases where your ID document does not have an MRZ code, a copy of the ID will be sent to a vendor located in the country the ID is issued from who will perform relevant checks where such a vendor is available to validate your ID. The results of such verification will be outlined in the Screening Report. Further information as to sources and information returned can be made available on request

    - Criminal Check — Your address history will be used to identify jurisdictions in which you may have resided and gained a criminal conviction history which may have bearing on your suitability to carry out your role. These checks are subject to the availability of information. Requestor has performed a review of the nature of your role and determined that either a Global Criminal Check is relevant and proportionate in context of the functions of your role OR they are permitted to review this information under relevant local laws. Further information as to sources and information returned can be made available on request.

2. contact Source(s) in order to verify the Personal Data provided by me during the screening process and to provide to Source(s) my:

    a. name

    b. date of birth

    c. ID Number (where lawful) and

- Current Employer
- Previous Employer
- Academic Institutions
- Professional Bodies

I confirm that I have been notified of my rights in respect to the Personal Data and that I have been provided with contact details should I wish to exercise those rights.

I confirm that my consent is provided voluntarily and that I understand that I can withdraw my consent at any time.

I declare to the best of my knowledge that any information that I have provided with my application for employment is true, complete and correct.

Print unsigned document

Electronic Signature

Full Name: *

Sampler, Sample

E-Mail Address: *

Sample@Sampler.com

HireRight sends a copy of the signed document to the e-mail address above. Please ensure the address is correct.

Hold down left mouse button and draw your signature below

Clear

☐ I certify I am the person identified above, and I understand that clicking "I Accept" below constitutes my electronic signature to the agreement above. *

☐ I understand that I am using electronic means to sign this agreement. I have reviewed the following electronic signature disclosure, and I consent to signing this agreement electronically and receiving electronic disclosures as described. *

Click here to get Adobe Reader

← PREVIOUS   Decline   **ACCEPT & SUBMIT**

> After you read the Disclosure and Authorization, electronically sign. Check both boxes and click on Accept & Submit

Final Steps

After you have read and signed the required 'Background Screening Disclosures and Authorizations' forms and have hit Submit, you will be brought to the confirmation page below.

Please note: Check if there is any additional consent or document required to be uploaded in the next page.

Thank you for your information!
Your request ID: HA-062519-9583X
This completes phase 1 of your background verification.

HireRight estimates that your background report will be completed in 6 - 12 b
made available to Dell Technologies Inc., its subsidiaries and affiliates worldw
between Jul 2, 2019 and Jul 12, 2019.

Please note that this is only an estimate based on historical completion times for the screening packag
report may take longer to c
and affiliates worldwide ("De

The range provided for Turn
upon external sources. It ca
Please find more FAQs here.

Are you sure you want to log out?
Unsaved data may be lost.

Yes   No

Here you can tra   e with HireRight.

> Your data has already been submitted to HireRight for processing at this point. Should you click "Yes", your personal information will not be lost. However, you will not be able to return to this page.

Communication Preferences

We can text alerts and status updates to your mobile phone (text charges may apply).
Would you like us to send notifications to:

+81 ▾ | 312345605   ● Between   9:00 ▾   and   17:00 ▾   EST ▾
Country Code   Phone Number   ○ Anytime

Yes   No, don't text me