

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+

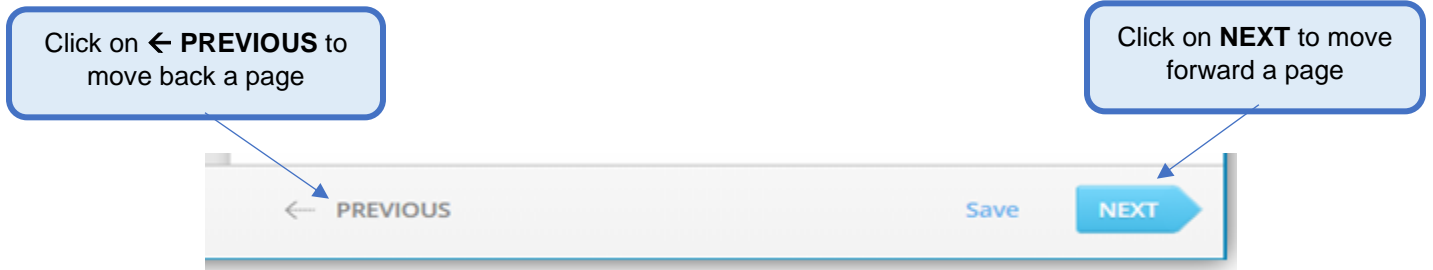
Below are instructions on how to check your computer to see which browser you have installed; if necessary, you may need to install a different browser before proceeding to HireRight.com. ***This website is not compatible with Internet Explorer 10.***

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.

The screenshot shows a Google Chrome browser window with the 'About Google Chrome' dialog box open. The dialog box displays the Google Chrome logo and the text 'Google Chrome is up to date' with a checkmark icon. Below this, it shows 'Version 75.0.3770.100 (Official Build) (64-bit)'. There are also links for 'Get help with Chrome', 'Report an issue', and 'Your browser is managed'. A callout box with a blue border and rounded corners contains the text: '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.



Contact Information:

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

If you are having difficulty completing the HireRight Application process or have any questions regarding Dell's background check screening process, please email the Dell Onboarding Team at APJ_Onboarding@dell.com.

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.

The screenshot shows the HireRight Applicant Center interface. At the top, there's a header with 'HIRE RIGHT' and 'Applicant Center'. A user is logged in as 'tester tester'. A language dropdown menu is highlighted with a yellow box, showing 'US English' as the current selection, with options for '简体中文' and 'US English'. Below the header, a welcome message 'A warm welcome from HireRight.' is displayed. The main content area is divided into two sections: 'Create New Password' and 'Text Notifications'. The 'Create New Password' section has a 'Enter Password' field with requirements (1 Upper case letter, 1 Number, more than 7 characters) and a 'Confirm Password' field. A blue callout box points to these fields with the text 'Create and confirm your personal password.' The 'Text Notifications' section asks 'Would you like to subscribe to text messages for notifications and password resets?' with a 'Yes' radio button selected. Below this, there's a 'Country Code' dropdown menu showing '+1 USA' and a 'Phone Number' input field. A blue callout box points to the 'Country Code' dropdown with the text 'If you choose to receive text messages, please select the applicable Country Code for your mobile number within the dropdown menu.' At the bottom of the form is a blue 'Next' button. A blue callout box points to the 'Next' button with the text 'Click 'Next' to complete your account set up.'

Language: US English ▼
简体中文
US English

A warm welcome from HireRight.

Let's set up your account. All fields below are required.

Create New Password

Enter Password

Your password requires:

- 1 Upper case letter
- 1 Number
- more than 7 characters

Confirm Password

Text Notifications

Would you like to subscribe to text messages for notifications and password resets?

☒ Yes

I acknowledge and agree that I may receive texts for notifications and password resets, and that standard data and text charges may apply.

Country Code

+1 USA

Phone Number

☐ No

I would like to receive emails only for notifications and password resets.

Next

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 again.

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 English.

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 Background Verification Report & Review

You can save your work and exit the application by clicking the Save button. This application must be completed and 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 Background 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.
- Provide 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.
- Provide education transcripts, diplomas, or certificates of education.
- Collect past paystubs/payslips and tax documents that can be used to verify your employment.
- To view HireRight's Website Accessibility Notice, report website accessibility problems, or request accessible services and information please go to www.hireright.com/accessibility.

Need assistance?

HireRight is happy to help.

If you need help, you can contact HireRight using [Live Chat](mailto:customerserviceusa@hireright.com), via email or phone.

For queries in the EMEA region - Please contact customerserviceemea@hireright.com or call us at 0800 198 2039.

For queries in the APAC region - Please contact customerserviceapac@hireright.com or click [here](#) for a list of our local numbers.

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

Start Form

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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

The screenshot shows the HireRight application form interface. At the top, there's a header with 'HIRE RIGHT' and 'Application Center'. Below the header, there's a language selection dropdown menu. A callout points to this menu, stating: 'If you would like to review or download the consent form in a different language, click the 'Select language' dropdown menu.' The dropdown menu is open, showing options: 'Chinese Simplified: 简体中文', 'US English', 'UK English', 'Japanese: 日本語', and 'Korean: 한국어'. Below the language selection, there's a link: 'Click here to get Adobe Reader'. The main content area is titled 'Standard Consent Form' and 'INFORMATION NOTICE - TO BE VIEWED AND AGREED PRIOR TO CANDIDATE COMPLETING APPLICATION FORM'. It contains text about the collection, use, and transmission of personal data. A callout points to this section, stating: 'Close the pop-up window once you've reviewed or downloaded the standard consent document in an alternate language.' Below the main text, there's a list of 'Candidate Rights' including: 'rights of access', 'rights of rectification', 'right of erasure', 'right to object', and 'right to data portability'. At the bottom, there's a 'Proceed' button. A callout points to this button, stating: 'Scroll down to review and click 'Proceed'.' Another callout points to the contact information at the bottom, stating: 'For any questions relating to the screening process or filling out this application form, please contact the Dell Onboarding team at APJ_Onboarding@dell.com.'

Page 2: Personal Information

Please ensure that your name is entered exactly as printed on your government-issued identification (ID) document such as your Passport, Driver's License or National Identification Document.

HIRE RIGHT | Applicant Center Sample First Sample Last | [Log out](#)

Form Steps

- [Instructions](#)
- ▶ [Personal Information](#)
- [Education Information](#)
- [Employment History](#)
- [Review Your Information](#)
- [Screening Disclosure and Authorization](#)

[Find Answers](#) 🔍

[Contact Us](#)
[Live Chat](#)
[E-mail & Phone Numbers](#)

Progress

Personal Information

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

Please ensure that your name is entered in **ENGLISH** (and any other language/character) as printed on your Identification Document.

Name

Please provide your name exactly as it appears on your current government-issued identification document such as your **Passport, Driver's License** or **National Identification Document**

First Name *

Middle Name *

☐ I certify that I do not have a Middle Name on my official identification document

Last Name *

Suffix ?

☐ I certify this is my current legal name, exactly as it is displayed on my government-issued identification document *

Other First Name ?

Other Last Name

Enter your legal First Name.

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

Enter your legal Last Name.

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.

Make sure to provide your complete current address per your ID/Proofs and the month / year you started living at this address. This will help us process the background check

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

Current Mailing Address

Country *

Singapore

Street Address (including house, flat, apartment name or number) *

City *

District

-- Select From List --

District (not listed)

Postal Code

When did you start living at this address? *

Month

Year

Contact Information

Phone *

+65

ext.

+ Add phone number

E-mail * ?

Sample@gmail.com

Identification

Date of Birth * ?

Day

Month

Year

Re-enter Date of Birth * ?

Day

Month

Year

Sex * ?

☐ Male

☐ Female

← PREVIOUS

Save

NEXT →

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

Page 3: Education Information

Please **only** provide your highest education **completed/achieved**. Please do not list industry-specific licenses such as: ICMR, CA (Chartered Accounting), real estate, PHR, SPHR, corporate trainings, etc. We will require a copy of your degree to confirm your background history, please have that readily available. In case you have recently completed your degree and are awaiting your degree certificate, please choose “Yes” for the ‘Did you complete your Degree/Qualification’ question and “No” for the ‘Do you have a physical copy of the Degree/Qualification Certificate’ in the Education section. In addition, update the expected date of degree certificate receipt in “Expected Date of Receiving Degree/Qualification”.

HIRE RIGHT | Applicant Center Sample First Sample Last | [Log out](#)

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Progress

Education Information

Provide **ONLY** your highest completed education degree/diploma qualification.

In case you have recently completed your degree/diploma and are awaiting your degree/diploma certificate, still choose “Yes” for the ‘Did you receive your Degree/Qualification’ question and update the expected month and year of degree/diploma receipt in the ‘Date Degree/Qualification Received’ section.

☐ I have no education to report

Country of School or College/University *

Singapore

Name of School or College/University *

In the official language of School or College/University

City *

District

-- Select From List --

District (not listed)

Did you complete your Degree/Qualification? *

☒ Yes ☐ No

Do you have a physical copy of the Degree/Qualification Certificate?

☐ Yes ☒ No

Dates Enrolled (From-To)

Month Year Month Year

Degree/Qualification Completed *

-- Select From List --

Field of Study or Major *

In the official language of School or College/University

Expected Date of Receiving Degree/Qualification *

Month Year

College Hires Scenario 1: If you have completed your final exams and **have not yet physically received your certificate/diploma**, select “Yes” for the ‘Did you complete your Degree/Qualification’ question and “No” for the ‘Do you have a physical copy of the Degree/Qualification Certificate’ question.

Please note that you will also be required to provide the date (Month **and** Year) of when you expect to obtain receipt of the degree certificate under the “Expected Date of Receiving Degree/Qualification” section.

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).

HIRE RIGHT | Applicant Center
Sample First Sample Last | Log out

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Progress

Education Information

Provide ONLY your highest completed education degree/diploma qualification.

In case you have recently completed your degree/diploma and are awaiting your degree/diploma certificate, still choose "Yes" for the 'Did you receive your Degree/Qualification' question and update the expected month and year of degree/diploma receipt in the 'Date Degree/Qualification Received' section.

☐ I have no education to report

Country of School or College/University *

Singapore

Name of School or College/University *

In the official language of School or College/University

City *

District

-- Select From List --

District (not listed)

Did you complete your Degree/Qualification? *

☒ Yes
☐ No

Do you have a physical copy of the Degree/Qualification Certificate?

☒ Yes
☐ No

Dates Enrolled (From-To)

Month
Year
Month
Year

Degree/Qualification Completed *

-- Select From List --

Field of Study or Major *

In the official language of School or College/University

Date Degree/Qualification Received *

Month
Year


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 Scenario 2: If you have completed your final exams and have **physically received** your certificate/diploma, select "Yes" for the 'Did you complete your Degree/Qualification' question and "Yes" for the 'Do you have a physical copy of the Degree/Qualification Certificate' question.

Please note that you will also be required to provide the date (Month **and** Year) of when you physically obtained receipt of the degree certificate under the "Date Degree/Qualification

If your certificate/diploma lists a different name than what you listed on the **Personal Information** page of this Application, select “Yes”, and provide the First Name, Middle Name (if applicable) and Last Name as noted on your certificate/diploma.

Help Us by Providing a Department Contact Number


Phone ext.
 +65

Alias

During this time did you use a name other than that which appears on your current, Government-issued ID?

☒ Yes ☐ No

First Name * Middle Name Last Name *

 Add education history

HireRight is only required to verify your highest completed education degree/qualification certificate. If you accidentally select to add previous education history, you can select the boxes provided below.

Education

☐ I have no education to report

☐ I certify that I do not have an additional previous education *

← PREVIOUS

Save

NEXT →

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

Page 4: Employment History

You will be prompted to enter your current employer or most recent employer if not currently employed.

The screenshot shows the 'Employment History' section of a HireRight application. The left sidebar contains a 'Form Steps' menu with links to Instructions, Personal Information, Education Information, Employment History (highlighted), Review Your Information, Screening Disclosure and Authorization, Find Answers, Contact Us, Live Chat, and E-mail & Phone Numbers. The main content area has a progress bar and instructions for providing current or previous employer information. It includes a 'Current Employer' section with a checkbox for 'I do not have a current employer to report'. Below this are two identical sets of fields for employer details: Name of Employer / Name of Company, Country (Singapore), City, District (dropdown), Does this employer issue your paycheck? (radio buttons), Name of your employer as it appears on your paycheck, Country (Singapore), City, District (dropdown), Start Date (Month/Year), Official Job Title Held Currently, Type of Employment (dropdown), and Do we have permission to contact this current employer at this time? (radio buttons). At the bottom of the form are buttons for 'Add a Current Employer', 'Add a Previous Employer', 'PREVIOUS', 'Save', and 'NEXT'. A footer contains copyright information: 'Copyright © 2004 - 2022 HireRight, LLC. All Rights Reserved. Privacy/Security'.

Form Steps

- Instructions
- Personal Information
- Education Information
- **Employment History**
- Review Your Information
- Screening Disclosure and Authorization

[Find Answers](#)

[Contact Us](#)
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Progress

Employment History

Please provide your current or most recent employer. If you are not currently employed, please click "I do not have a current employer to report" and provide your most recent employer information in the **Previous Employer** section. If you are currently employed, please only fill out the **Current Employer** section and then click "I do not have a previous employer to report".

If you are/were contracted through a temporary agency, please provide the name and 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.

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

Name of Employer / Name of Company *

Country *

Singapore

City *

District

-- Select From List --

District (not listed)

Does this employer issue your paycheck? *

☐ Yes, it is issued by this employer or affiliate

☒ No, it is issued by a different company

Name of your employer as it appears on your paycheck *

Country *

Singapore

City *

District

-- Select From List --

District (not listed)

Start Date *

Month Year

Official Job Title Held Currently *

Type of Employment *

-- Select From List --

Do we have permission to contact this current employer at this time? *

☐ Yes ☐ No

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

☐ I certify that I do not have an employer to report *

[← PREVIOUS](#) [Save](#) [NEXT](#)

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If your current employer **does not issue** your paycheck, please input the company that does issue your paycheck. For example, if you are currently a Dell Contractor being converted to a full-time Dell employee, you should list the name of the company for whom you are contracting under.

Only check this box if you are **not** currently employed.

HireRight is only required to verify your current (or most recent) employer. If you accidentally select to add another current employer and/or a previous employer, you can select the boxes provided below.

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

HIRE RIGHT | Applicant Center First TEST Last Test | Log out

Form Steps

- Instructions
- Personal Information
- Education Information
- **Employment History**
- Review Your Information
- Screening Disclosure and Authorization

Find Answers

Contact Us

Live Chat

E-mail & Phone Numbers

Progress

Employment History

Please provide your current or most recent employer. If you are not currently employed, please click "I do not have a current employer to report" and provide your most recent employer information in the **Previous Employer** section. If you are currently employed, please only fill out the **Current Employer** section and then click "I do not have a previous employer to report".

If you were/were contracted through a temporary agency, please provide the name and 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.

Current Employer

☒ I do not have a current employer to report

☒ I certify that I do not have an employer to report *

Previous Employer

☐ I do not have a previous employer to report *

☐ I certify that I do not have an employer to report *

Name of Employer / Name of Company *

Country *

Singapore

City *

District

-- Select From List --

District (not listed)

Did this employer issue your paycheck? *

☐ Yes, it is issued by this employer or affiliate

☒ No, it is issued by a different company

Name of your employer as it appears on your paycheck *

Country *

Singapore

City *

District

-- Select From List --

District (not listed)

Start Date *

Month Year

End Date *

Month Year

Phone

+65

ext.

☐ 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 --

During this employment did you use a name other than that which appears on your current, Government-issued ID?

☒ Yes ☐ No

Name used at Employer

First Name * Middle Name Last Name *

Previous Employer

☒ I do not have a previous employer to report *

☐ I certify that I do not have an employer to report *

← PREVIOUS

Save NEXT

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Select "Add a Previous Employer" if you are **not** currently employed **and** have a previous employer to report.

If your last employer **did not issue** your paycheck, please input the company that did issue your paycheck. For example, if you were a Dell Contractor and are returning to work with Dell as a full-time Dell employee, you should list the name of the company for whom you were contracting under.

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

HireRight is only required to verify your current **or** most recent employer if not currently employed. If you accidentally select to add another previous employer, you can select these boxes to close out of the additional Previous Employer section.

Only check these boxes if you are **not** currently employed.

If while working with this employer, you had a different legal name than what you listed on the **Personal Information** page of this Application, select "Yes", and provide the First Name, Middle Name (if applicable) and Last Name you used while working with this employer.

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

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

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

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

Issuance location

Country of Issue *

-- Please select country --

Files

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

No file chosen

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

← PREVIOUS Save

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

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

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

For China

工作经历问题

▶ **全球 ID 验证**

审查您的信息

跨境信息获取与授权

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 *

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 *

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.

HIRE RIGHTTM | Applicant Center tester tester | ログアウト

フォーム入力のステップ

- 登録
- 個人情報
- 学歴・資格に関する情報
- 履歴
- ▶ **グローバルIDチェック**
- 入力情報の確認
- 調査同意書の署名
- お問い合わせ先
- [電子メールと電話番号](#)

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、アップロードしてください。 *

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.

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

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

[< PREVIOUS](#) [Save](#) [NEXT >](#)

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

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

Page 7: Screening Disclosure and Authorization

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

HIRE RIGHT™ | Applicant Center

First TEST Last Test | [Log out](#)

Form Steps

[Instructions](#)

[Personal Information](#)

[Education Information](#)

[Employment History](#)

[Review Your Information](#)

▶ [Screening Disclosure and Authorization](#)

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Progress

Screening Disclosure and Authorization

CONSENT AND AUTHORIZATION:

I hereby provide my authorisation and consent for HireRight, on behalf of Requestor to:

- process my Personal Data in accordance with the verifications set out in the Information Notice and below:
 - Managed Adjudication 3.0** Managed Adjudication – the Requestor has provided HireRight with criteria, guidelines and instructions to be used to determine whether the information in your Screening Report satisfies Requestor's eligibility criteria ("Adjudication Guidelines"). These Adjudication Guidelines are applied to the Screening Report information reported by HireRight and Requestor receives a status that reflects the outcome of such application. Final status is determined solely by Requestor after review.
 - 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.

Electronic Signature

Full Name: *

Last Test, First TEST

E-Mail Address: *

danielle.garcia@dell.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

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After you read the Disclosure and Authorization, electronically sign.

Check both boxes and click on **Accept & Submit**

Page | 18

Page 8: Other Required Information

You may be prompted to provide additional information to be able to successfully process your background check.

Example 1:

HIRE RIGHT | Applicant Center Sample First Sample Last | Log out

Form Steps

- [Instructions](#)
- [Personal Information](#)
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- [Employment History](#)
- [Review Your Information](#)
- [Screening Disclosure and Authorization](#)
- Other Required Information**

[Find Answers](#)

[Contact Us](#)
[Live Chat](#)
[E-mail & Phone Numbers](#)

Progress

Other Required Information

Your application is not submitted yet. Please provide additional information.

Additional information is required based on information you have provided. Please complete the fields below.

Copy of degree, diploma or transcripts of records in original language from Name of University

Please provide a copy of your degree, diploma or transcripts of records in the original language from Name of University.

Upload File

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

☐ Skip this document. I will login and upload it later.

Register/Roll/Seat Number from Name of University

Please provide a copy of your register, roll, or seat number from Name of University.

Register/Roll/Seat Number from Name of University *

Submit

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Should you need more time to find the required documentation, click here.

Please note that the processing of your background check will be delayed until you login again to upload the required documentation.

Should you be prompted to provide additional documentation, click **Upload File** to upload the required documentation.

Click **Submit** to submit your information to HireRight.

Examples 2:

HIRE RIGHT | Applicant Center test test | Log out

Form Steps

- Instructions
- Personal Information
- Education Information
- Employment History
- Employment History Gaps
- Global ID Check
- Review Your Information
- Screening Disclosure and Authorization
- Other Required Information**

Progress Progress bar

Other Required Information

Your application is not submitted yet. Please provide additional information.

Additional information is required based on information you have provided. Please complete the fields below.

China - PRC ID number and name in Chinese characters

Please provide your name in Chinese (if applicable), PRC ID number. If you do not hold one, please provide your passport number and issuing country.

China - PRC ID number and name in Chinese characters *

Submit

Should you be prompted to provide your Professional Regulation Commission (PRC) ID number and your name in Chinese characters, please provide it here and then click **Submit**.

Example 3:

HIRE RIGHT | Applicant Center test test | Log out

Form Steps

- Instructions
- Personal Information
- Education Information
- Employment History
- Employment History Gaps
- Review Your Information
- Screening Disclosure and Authorization
- Other Required Information**

Progress Progress bar

Other Required Information

Your application is not submitted yet. Please provide additional information.

Additional information is required based on information you have provided. Please complete the fields below.

Name in Chinese Characters

Please provide your full name in Chinese characters (mandatory for citizens, optional for foreigners). If you do not have one, please enter Not Applicable on the field.

Name in Chinese Characters *

Submit

Should you be prompted to provide your name in Chinese characters, please provide it here and then click **Submit**.

Example 4:

The screenshot shows the HIRE RIGHT Applicant Center interface. The top navigation bar includes the HIRE RIGHT logo, 'Applicant Center', 'test test', and 'Log out'. A sidebar on the left lists 'Form Steps' with options like 'Instructions', 'Personal Information', 'Education Information', 'Employment History', 'Employment History Gaps', 'Global ID Check', 'Review Your Information', 'Screening Disclosure and Authorization', and 'Other Required Information' (which is highlighted). The main content area shows a 'Progress' bar and a section titled 'Other Required Information'. A yellow alert box states: 'Your application is not submitted yet. Please provide additional information.' Below this, a message says: 'Additional information is required based on information you have provided. Please complete the fields below.' A green-bordered box highlights the 'Japan - Name in Kanji or Katakana' section, which includes the instruction: 'If you have a name in Japanese characters, please provide your name in Kanji or Katakana.' Below this is a text input field labeled 'Japan - Name in Kanji or Katakana *'. A blue callout box with an arrow points to this field and another arrow points to the 'Submit' button at the bottom right of the form.

Form Steps

- Instructions
- Personal Information
- Education Information
- Employment History
- Employment History Gaps
- Global ID Check
- Review Your Information
- Screening Disclosure and Authorization
- ▶ Other Required Information

Find Answers

Progress

Other Required Information

Your application is not submitted yet. Please provide additional information.

Additional information is required based on information you have provided. Please complete the fields below.

Japan - Name in Kanji or Katakana

If you have a name in Japanese characters, please provide your name in Kanji or Katakana.

Japan - Name in Kanji or Katakana *

Submit

Should you be prompted to provide your name in Kanji or Katakana characters, please provide it here and then click **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 review this page. If you scroll halfway down this page and see a section with the heading of “**We need the following information from you to proceed**”, please upload that documentation as soon as possible so as not to delay the processing of your background check.

HIRE RIGHT | Applicant Center Sample First Sample Last | [Log out](#)

Thank you for your information!
Your request ID: GA-012722-6R4X8
This completes phase 1 of your Background Verification.

Form **Background Verification** Report & Review

This is your Applicant Center.
Here you can [track the progress](#) of your report and communicate with HireRight.

A message from Dell Technologies Inc., its subsidiaries and affiliates worldwide ("Dell")

In the event that the minimum required background checks have not cleared within 3 business days prior to your targeted start date, you will be contacted by a member of talent acquisition to push out your start date.

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:

We need the following information from you to proceed:

- 1 Employment documentation for Test Employer**
Please provide the following documentation, if you are able to, relating to your employment with Test Employer. Any provided documentation will be used to assist the verification of your employment to expedite your screening.
1. Offer letter / Pay slips / Form 16 for start and end months of employment with the company 2a. If this is your current employer, your resignation acceptance letter 2b. If this is not your current employer, your relieving letter or experience certificate
- 2 Copy of degree, diploma or transcripts of records in original language from Name of University**
Please provide a copy of your degree, diploma or transcripts of records in the original language from Name of University.

Your Reports

GA-012722-6R4X8 In Progress

Information Received

Father's first name, middle name and last name/s	27 Jan 2022
Register/Roll/Seat Number from Name of University	27 Jan 2022
Background Verification Form	25 Jan 2022
Screening Disclosure and Authorization	

[Upload a document](#)
Use to proactively upload documents

H.R. How Long do Background Checks Take? (ASL included) Watch later Share

Once you are ready to upload the requested Education documentation (as an example), click on this hyperlink to upload the required document(s) and follow the pop-up window prompts.

Once you are ready to upload the requested Employment documentation (as an example), click on this hyperlink to upload the required document(s) and follow the pop-up window prompts.

