

## Background Check Cover Sheet

Please complete and send with signed consent form and clear copy of ID.

Applicant Name:

Position Applying for:

Job Posting Number:

Ultimus PRF Number:

Department:

Hiring Manager:

Phone Number of Hiring Manager:

Hiring Assistant:

Check Box if no hiring assistant

Phone Number of Hiring Assistant:

Please ensure that all of the following items are included:

- Clear picture of ID of applicant
- Completed, signed consent form
- Proof of Education from a foreign institution (if applicable)

Fax coversheet and form to the Employment Office and move candidate to appropriate step in Profiles.

(504)865-6796

Please direct questions regarding Background Checks to the Employment Office  
[www.tulane.edu/~wfmo](http://www.tulane.edu/~wfmo)

**Tulane University**  
**Office of Human Resources**

**By supplying my Social Security Number for verification purpose, I hereby authorize Tulane to verify my educational records.**

**(IF DEGREE WAS OBTAINED OUTSIDE THE UNITED STATES, A COPY OF THE DEGREE IS REQUIRED)**

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Name \_\_\_\_\_

University/College \_\_\_\_\_

Degree \_\_\_\_\_

Graduation Date \_\_\_\_\_

Social Security # \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_