

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 | Microsoft Edge |
|-------------|---------|--------|--------|-------------------|----------------|
| Version | V44+ | V9+ | V48+ | V9+ | V88+ |

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.***

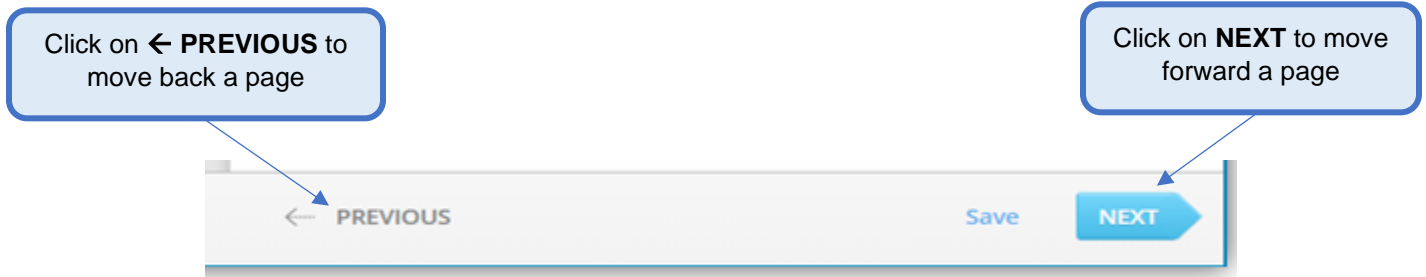
Open your browser. The tool bar will reflect a **Help** tab in the upper left corner or a **Menu** icon in the upper right corner of the screen. Click on **Help** and a text box opens. In the below example, click on **About Google Chrome** to view the browser version.

The image shows a screenshot of a Google Chrome browser window. The address bar shows several tabs, including 'Inside DE...', 'ADP Portal Integrat...', 'Monday', 'SharePoint', 'Imported from IE (1)', and 'The World Clock M...'. The main content area displays the Google logo and a search bar. A 'Menu' icon in the top right corner is open, showing options like 'New tab', 'New window', 'History', 'Downloads', 'Bookmarks', 'Zoom', 'Print...', 'Copy', 'Paste', 'Settings', and 'Help'. The 'Help' option is selected, and a sub-menu is open with 'About Google Chrome' highlighted. Below the browser window, the 'About Chrome' page is shown, displaying the Google Chrome logo and the text 'Google Chrome is up to date' and 'Version 75.0.3770.100 (Official Build) (64-bit)'. A callout box points to the version number.

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. As such, 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 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:

HireRight 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

HireRight 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 registration page. At the top, there is a header with the HireRight logo, 'Applicant Center', a user name 'tester tester', and a language dropdown menu currently set to 'US English'. The main content area is titled 'A warm welcome from HireRight.' and contains a form with the following sections:

- Create New Password:** Includes a 'Create and confirm your personal password.' callout pointing to the password and confirm password fields. The password requirements are: 1 Upper case letter, 1 Number, and more than 7 characters.
- Text Notifications:** Includes a 'If you choose to receive text messages, please select the applicable Country Code for your mobile number within the dropdown menu.' callout pointing to the country code dropdown menu. The dropdown is currently set to '+1 USA'. Below it is a 'Phone Number' field.
- Language:** A callout points to the language dropdown menu, which is currently set to 'US English'. The dropdown options are 'US English' and '简体中文'.

At the bottom of the form is a blue 'Next' button.

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.

Create and confirm your personal password.

If you choose to receive text messages, please select the applicable Country Code for your mobile number within the dropdown menu.

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.

The screenshot displays the HireRight Applicant Center interface. At the top right, there is a language dropdown menu currently set to 'US English'. The dropdown menu is open, showing options for '繁體中文', 'UK English', 'US English', '日本語', and '한국어'. Below the language menu, the main content area is titled 'Background Verification Instructions:'. It includes a welcome message, a process diagram with three steps: 'Form', 'Background Verification', and 'Report & Review'. The 'Form' step is highlighted with an orange circle. Below the diagram, there are instructions about saving work and submitting the application within 7 days. Further down, there are 'Additional Instructions' which include a list of requirements such as having a credit security freeze, providing a resume, and preparing to provide addresses. At the bottom right of the page, there is a blue button labeled '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.

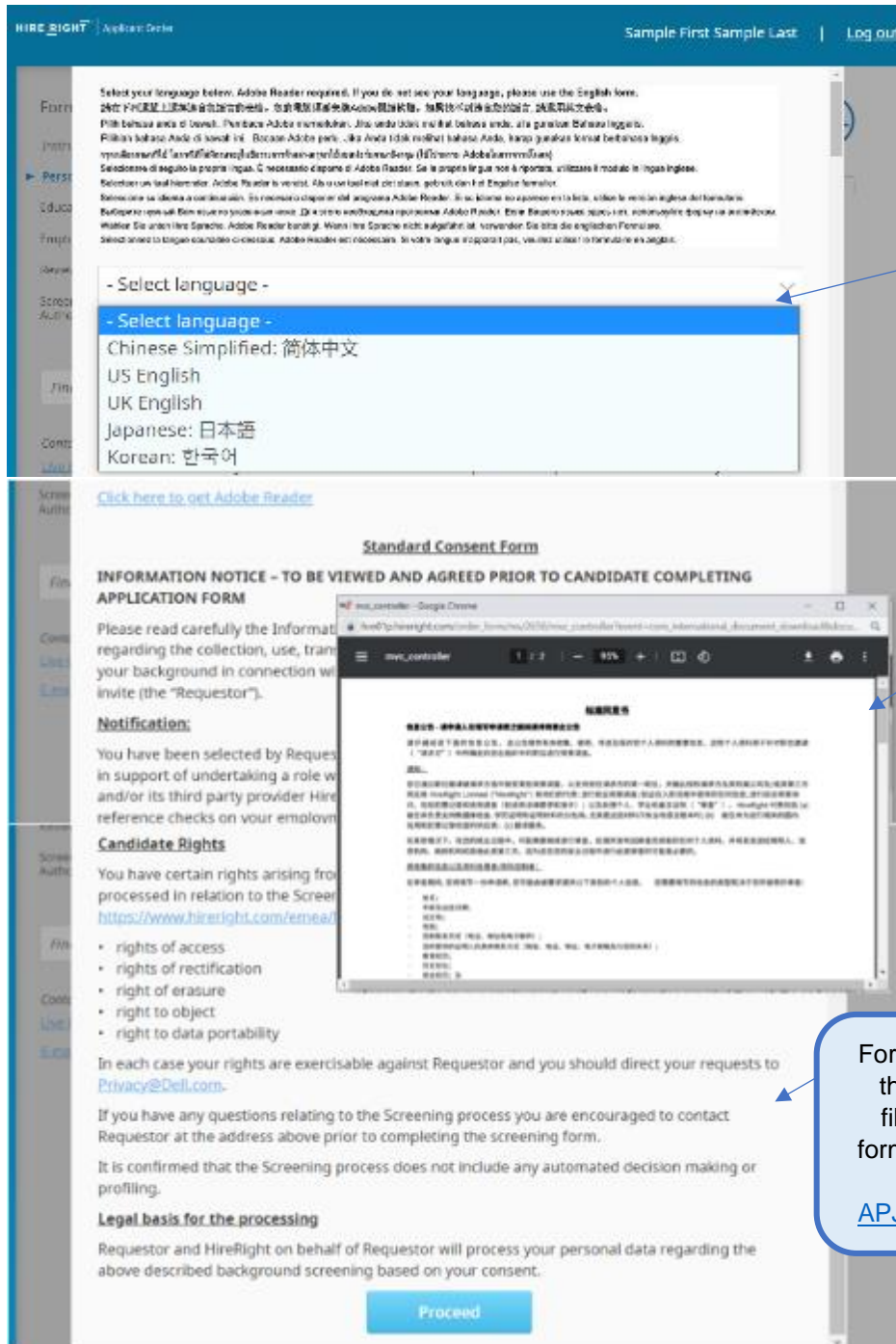
Click "Start Form" at the bottom to progress to the next page.

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, they are mandatory fields.

Page 1: Review the notification



If you would like to review or download the consent form in a different language, click the 'Select language' dropdown menu.

Close the pop-up window once you've reviewed or downloaded the standard consent document in an alternate language.

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.


Scroll down to review and click 'Proceed'.

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.

Form Steps

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

Find Answers 

Contact Us

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

Progress

Personal Information

All fields marked with an asterisk (*) are required.

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.

Please note that HireRight may contact you via International Numbers for clarification of items on your Background Verification. If so, please ensure that you connect and respond in a timely manner.

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 *

Past Legal Name

Other First Name ? Other Last Name

Add past legal 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, there is another field to add past legal name".

Note: The name provided should be the same as the one on your Passport or National ID card.

Make sure to provide your complete current address and the month / year you started living at this address. This will help us process the background check without any delay.

Current Mailing Address

Country *
Malaysia

Street Address (including house, flat, apartment name or number) *
123 Rue du Progrès

City *
George Town

Negeri (State)
Pulau Pinang

Postal Code
13400

When did you start living at this address? *
Month: January Year: 2021

If you have not lived at your current address for at least 5 years, you will be required to provide your residence history later in the submission process.

Contact Information

Phone *
+60 123456789 ext.

+ Add phone number

E-mail * ?
123@test.com

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

Identification

Date of Birth * ?
Day: 06 Month: March Year: 1995

Re-enter Date of Birth * ?
Day: 06 Month: March Year: 1995

Sex * ?
 Male Female

← PREVIOUS


Save

NEXT →

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

Page 3: Residence History

[Education Information](#)
[Employment History](#)
[Review Your Information](#)
Screening Disclosure and Authorization


Find Answers 

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

Residence History

All fields marked with an asterisk (*) are required.
Please tell us where you have lived during the last 7 years.

Current Address

 Edit

Country *
Malaysia

Street Address (including house, flat, apartment name or number) *
123 Rue du Progrès


City *
George Town

Negeri (State)
Pulau Pinang *

Postal Code
13400

When did you start living at this address? *
From *
Month Year
January 2021

Previous Address

 Remove

Country *
Malaysia


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

City *
George Town

Negeri (State)
Pulau Pinang

Postal Code
11200

Dates of Residency *
From * To *
Month Year Month Year
January 2005 December 2020

 Add another address

← PREVIOUS Save NEXT →

Only click 'Remove' if you wish to edit your Current Address. After which you will need to click "Yes" in the pop-up window and then click the 'Edit' pencil above to do so.

Make sure to first select the country of your previous address, then complete all other address fields. Include the month and year that you started and stopped living at your previous address. This will help HireRight process the background check without any delay.

Enter your previous address within the past 5 years.

If you have had more than one address in the past 5 years, click "Add another Address" to add as many addresses as applicable.

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

Page 4: 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”.

Education Information

Employment History

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Find Answers



Contact Us

Live Chat

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Education Information

All fields marked with an asterisk (*) are required.

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.

Education

I have no education to report

Country of School or

College/University *

Malaysia

Name of School or College/University *

In the official language of School or College/University

City *

Negeri (State)

-- Select From List --

Negeri (State) (not listed)

Did you receive your Degree/Diploma? *

Yes No

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

Yes No

Date Enrolled (From)

Month

Year

Date Enrolled (To)

Month

Year

Degree Received * ?

-- 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).

Education Information

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All fields marked with an asterisk (*) are required.
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 *
Malaysia

Name of School or College/University *
In the official language of School or College/University

City *

Negeri (State) -- Select From List -- Negeri (State) (not listed)

Did you receive your Degree/Diploma? *
 Yes No

Do you have a physical copy of the Degree/Qualification Certificate?
 Yes No

Date Enrolled (From) Date Enrolled (To)
Month Year Month Year

Degree Received *
-- Select From List --

Field of Study or Major *
In the official language of School or College/University

Date Degree/Qualification Received *
Month Year

Help Us by Providing a Department Contact Number

Phone +60 ext.

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

Education I have no education to report

I certify that I do not have any education to report *

PREVIOUS Save NEXT

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 Received" 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).

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.

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

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 Dell form. On the left is a 'Form Steps' sidebar with links for Instructions, Personal Information, Residence History, Education Information, Employment History (selected), Review Your Information, and Screening Disclosure and Authorization. Below the sidebar is a search bar for 'Find Answers' and contact options: Contact Us, Live Chat, and E-mail & Phone Numbers. The main form area has a 'Progress' bar and a 'D&L' logo. The 'Employment History' section includes instructions: 'All fields marked with an asterisk (*) are required. 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.'

The 'Current Employer' section has a checkbox for 'I do not have a current employer to report'. Below it are fields for 'Name of Employer / Name of Company', 'Country' (Malaysia), 'City', 'Negeri (State)' (Select From List), and 'Negeri (State) (not listed)'. A question 'Does this employer issue your paycheck?' has radio buttons for 'Yes, it is issued by this employer or affiliate' and 'No, it is issued by a different company' (selected). Below are fields for 'Name of your employer as it appears on your paycheck', 'Country' (Malaysia), 'City', 'Negeri (State)' (Select From List), and 'Negeri (State) (not listed)'. There are also 'Start Date' fields for 'Month' and 'Year', and an 'Official Job Title Held Currently' field. A 'Type of Employment' dropdown is set to 'Select From List'. A question 'Do we have permission to contact this current employer at this time?' has radio buttons for 'Yes' and 'No'. At the bottom are two green buttons: '+ Add a Current Employer' and '+ Add a Previous Employer'. The footer has 'PREVIOUS' and 'NEXT' buttons, with 'Save' text above the 'NEXT' button.

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.

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.

Only check this box and fill out **Previous Employer** section 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.

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 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

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

Previous Employer

I do not have a previous employer to report

Name of Employer / Name of Company *

Country *

Malaysia

City *

Negeri (State) Negeri (State) (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

Name of your employer as it appears on your paycheck *

Country *

Malaysia

City *

Negeri (State) Negeri (State) (not listed)

-- Select From List --

Start Date * End Date *

Month Year Month Year

Phone *

+00 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

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

Only check these boxes if you are currently employed.

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.

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.

HireRight is only required to verify your most current *or* most recent employer if you are not currently employed.

If you already provided your current employer and accidentally select "Add a Current Employer" or "Add a Previous Employer", you can select these boxes to be able to continue with your application submission.

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

Page 5: Review Your Information


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

[Education Information](#)

[Employment History](#)

► [Review Your Information](#)

[Screening Disclosure and Authorization](#)

Find Answers 

[Contact Us](#)

[Live Chat](#)

[E-mail & Phone Numbers](#)

Review Your Information

Personal Information

Name

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

Past Legal Name

Other First Name

Other Last Name

Current Mailing Address

Country

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

City

Negeri (State)

Postal Code

When did you start living at this address?

Contact Information

Phone

E-mail

Identification

Date of Birth

Re-enter Date of Birth

Sex

Residence History

Current Address

Country

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

City

Negeri (State)

Postal Code

When did you start living at this address?

Previous Address

| | |
|--|---------------------|
| Country | Malaysia |
| Street Address (Including house, flat, apartment name or number) | 234 Jalan Penang |
| City | George Town |
| Negeri (State) | Pulau Pinang |
| Postal Code | 11200 |
| Dates of Residency | Jan 2005 - Dec 2020 |

Education Information

Education

| | |
|--|---------------------------|
| Name of School or College/University | Universiti Sains Malaysia |
| Country of School or College/University | Malaysia |
| City | George Town |
| Negeri (State) | Pulau Pinang |
| Did you complete your Degree/Qualification? | Yes |
| Do you have a physical copy of the Degree/Qualification Certificate? | Yes |
| Date Enrolled (From) | Data not provided |
| Degree/Qualification Completed | Bachelors Degree |
| Field of Study or Major | Finance |
| Date Degree/Qualification Received | Jan 2023 |

Help Us by Providing a Department Contact Number

Phone _____

Alias

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

Employment History

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

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.

Page 6: 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**

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

Progress

Screening Disclosure and Authorization

CONSENT AND AUTHORISATION:

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: *

E-Mail Address: *

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

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](#)

← PREVIOUSDeclineACCEPT & SUBMIT

Copyright © 2004 - 2022 HireRight, LLC. All Rights Reserved. [Privacy/Security](#)

After you read the Disclosure and Authorization, electronically sign.

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

Page 7: Other Required Information

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

Example 1:

Form Steps

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

Find Answers

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

HIRE RIGHT | Applicant Center

Sample First Sample Last | [Log out](#)

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.

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 *

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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:

HIRES 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

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:

HIRES 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

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. At the top, it says 'HIRE RIGHT Applicant Center' on the left and 'test test | Log out' on the right. A progress bar is visible. The main content area is titled 'Other Required Information'. A yellow box contains the message: 'Your application is not submitted yet. Please provide additional information.' Below this, it says 'Additional information is required based on information you have provided. Please complete the fields below.' There is a section titled 'Japan - Name in Kanji or Katakana' with a sub-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 *'. At the bottom right of the form is a blue 'Submit' button. A search bar with 'Find Answers' is visible in the bottom left of the form area.

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

DELL

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
urname

Register/Roll/Seat Number from Name of University 27 Jan 2022
y

Background Verification Form 25 Jan 2022

[Screening Disclosure and Authorization](#)

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

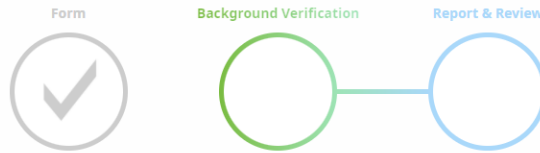
HIRE RIGHT How Long do Background Checks Take? (ASL included) Watch later Share

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.



Thank you for your information!
Your request ID: GA-012622-6R4HZ
This completes phase 1 of your Background Verification.



Here
A messa
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targeted s
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We can te
Would yo



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

Yes No

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.