

VANDERBILT  UNIVERSITY  
MEDICAL CENTER

**Pre-Employment Background Check Process for Persons Who Have Accepted  
An Offer of Employment and Appointment to the Vanderbilt Faculty**

Pursuant to Vanderbilt University Medical Center (VUMC) policy, all persons who have accepted an offer of employment to be appointed to the faculty must undergo a pre-employment background check. This background check is done via a secure website where you will submit your name, social security number, and any information on criminal convictions. In the event that the background check does not return a finding of potential concern, you and the Department Chair of the hiring department will be notified by email of this result, usually within five to seven business days of your submitting the required information. In the event there are findings of potential concern on the background check, you will be contacted to help ascertain the accuracy and circumstances of the finding. Please be assured that under VUMC policy only a limited number of individuals from Vanderbilt senior administration would see any such information and be authorized to consider it in making recommendations about your eligibility for employment.

Please complete this online background application in its entirety and electronically execute a signed consent form and disclosure. The link below will take you to the data-collection portal in the vendor's secure server.

You are encouraged to read carefully the information provided about your rights under the Fair Credit Reporting Act, and the privacy and security of the information you provide.

Please list your highest level of education completed.

You will be asked to disclose criminal convictions on this application. If you have ever been convicted of, pled guilty, or have had another type of disposition of a criminal charge, including, but not limited to a prayer for judgement, pleading no contest, or charges were dismissed, you must provide details. Keep in mind that charges such as DUI, reckless driving, texting while driving, possession, or casual exchange, bad check, and even citations for open containers are considered a criminal conviction and **must be** disclosed.

It is a violation of state and federal laws to use another's personal information as your own.

Failure to follow these guidelines may possibly prolong the response time, which could affect your tentative start date.

Click on or go to the following URL to proceed with your background check. [[Click Here](#)]

If you need to exit the system, your information will be saved until you return to complete the form. Upon completing the online form, you will be asked to submit it for processing. Please note that background checks may take at least five (5) business days to process. If additional information is required to complete your background investigation, you will be contacted.

If you have any questions or need technical assistance, please contact Sterling Talent Solutions Client Services team toll-free at 1.888.889.5248. For any questions about VUMC's background policies, you may email the VUMC OnBoarding team: [PEBC.VUMC@vumc.org](mailto:PEBC.VUMC@vumc.org). For general questions, prospective faculty members may contact the Chair of the hiring department.