BACKGROUND CHECK INSTRUCTIONS

In accordance with Vanderbilt University's Hiring & Recruiting Policy, HR-017, Vanderbilt shall conduct a background check on certain employees prior to employment. Information obtained by Vanderbilt in this background check will be used by the Vanderbilt Human Resources Recruitment Office to complete the hiring process. To comply with the Fair Credit Reporting Act, Vanderbilt is required to have all persons who must complete a background check give their consent authorizing Vanderbilt to obtain the background check.

Please enter only the highest degree/diploma received, your last three employers, and your current/last address.

Please click on the link below and follow the directions explaining how to complete the background consent.

Click on the link: www.applicationstation.com

Enter in Application Station Code: vandyapp

You will be asked if you are a new or returning user. Click the tab that applies to you. If you are a new user you will be asked to create a username and password. Returning users please enter in your username and password. Vanderbilt would encourage you NOT to use your SSN as your username or password but use other information easy for you to remember. If you need to exit the system, your information will be saved until you return to complete the form.

Should you have questions regarding this process or on how to complete the consent form please contact Kenya Dreher at 615-343-5812.

If you experience a problem while entering the information please click on the Help Button located at the top right of the Certiphi page before contacting my office.