



OFFICE OF THE UNIVERSITY PROVOST

ELECTRONIC BACKGROUND CHECK REQUEST FORM

NOTE: TO BE USED FOR ADJUNCT FACULTY and FULL-TIME TEMPORARY FACULTY APPROVED for HIRE WITHOUT a SEARCH ONLY

Email this form to the appropriate address listed below **by clicking on the envelope icon at the top left of the form window in Adobe Professional** after completing the information requested below.

DO NOT PRINT and MAIL/DELIVER TO OUR OFFICE

First Name, Middle Name:	
Last Name:	
Personal Email Address:	
Department:	

Check here if request is for Nursing Department Clinical Faculty

What happens after Academic Resources receives your electronic request?

1. Adjunct/HWO FTT will receive an email from Academic Affairs alerting them that they will soon receive an email from TrueScreen requesting completion of their background check information form via the Application Station portal
2. Academic Resources submits above information to TrueScreen
3. Truescreen emails faculty member with direct link to background check information form in Application Station
4. Adjunct/HWO FTT will have **4 days** to complete background check information form
5. Academic Affairs will receive notification emails when background check is completed and when results are available

For questions, please contact:

Adjunct Faculty: Angie Parsons, Angie.Parsons@mtsu.edu 615-898-5544

FTT Hires W/O Search: Mitzi Dunkley, Mitzi.Dunkley@mtsu.edu 615-898-5128