

Corporate Screening Background Check

Overview

Guidelines for submitting Corporate Screening Background Check

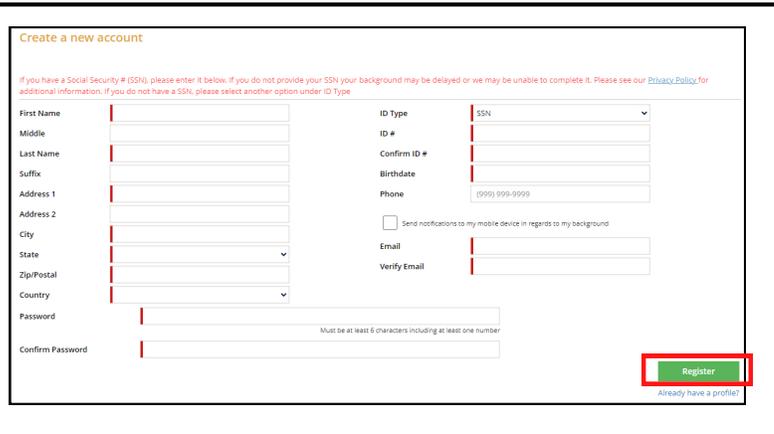
Audience

All Volunteers and Student Intern/Rotators

<p>To submit your background check, click on the link in Step 1 from your VSys account</p> <p>Website is https://apps.corporatescreening.com/VendorWorkforce/Home</p> <p><i>Google Chrome is the preferred browser to use for Corporate Screening Website</i></p>	<div data-bbox="691 560 1425 819" style="border: 1px solid black; padding: 5px;"> <p>Corporate Screening Background Check:</p> <ol style="list-style-type: none"> Go to: https://apps.corporatescreening.com/VendorWorkforce/Home Enter the special promotional code listed below and then hit the Continue Button. <p>PROMOTIONAL CODE: NON22B3</p> <ol style="list-style-type: none"> Create a new account and complete all required forms. Click the Submit button at the end of the process and youre done! </div>
<p>Once you are at the website, enter your Promotional Code</p> <p>Promotional Code is found in the PDF instructions</p>	
<p>Promotional Code: NON22B3</p>	<div data-bbox="732 1526 1395 1822" style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Get started by entering your promotional code</p> <div style="border: 1px solid lightblue; padding: 5px; display: inline-block; margin-bottom: 10px;">NON22B3</div> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-bottom: 10px;">Continue</div> <p>Already have a profile?</p> </div>

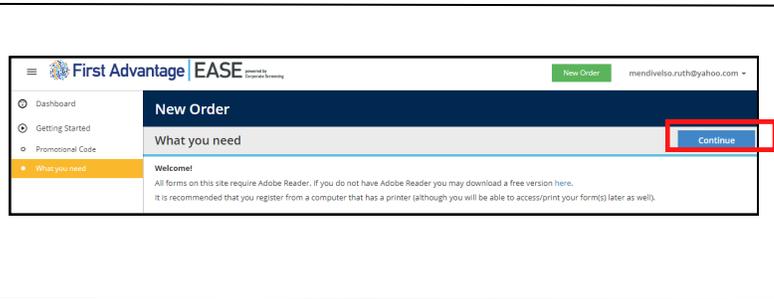
Corporate Screening Background Check

Then you will Create an account. Complete all required fields and click **Register** after



Ensure you have Adobe Reader to view the forms during the process

Then, Click **Continue**



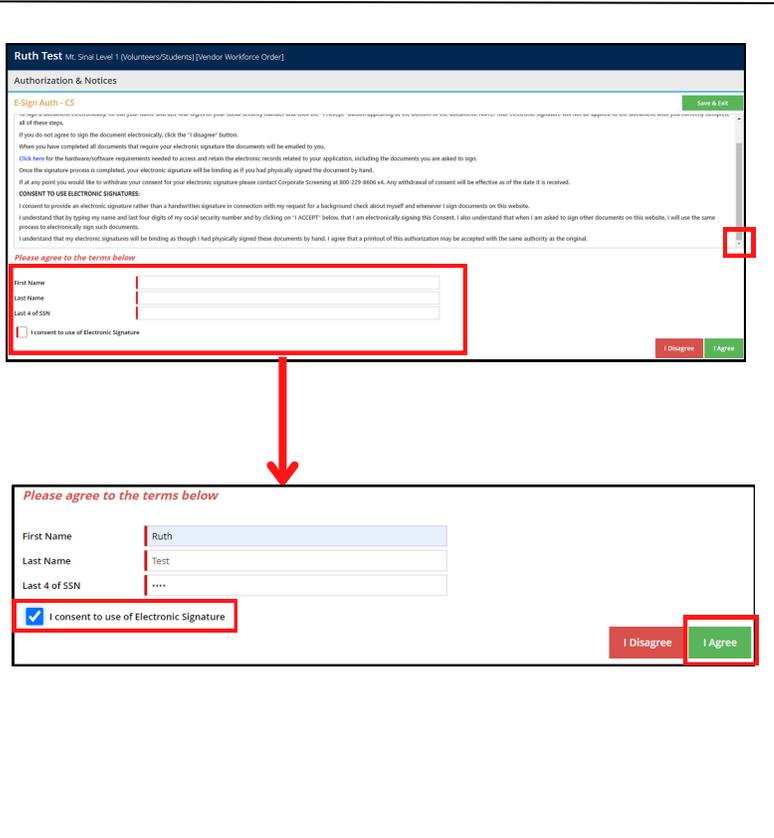
You will be requested to grant consent of Electronic Signature.

Ensure to scroll down to the bottom of the message and the agreement box will appear

Enter your **First Name**, **Last Name**, and the **Last 4 digits of your Social Security Number**.

Click on **“I consent to use of Electronic Signature”**

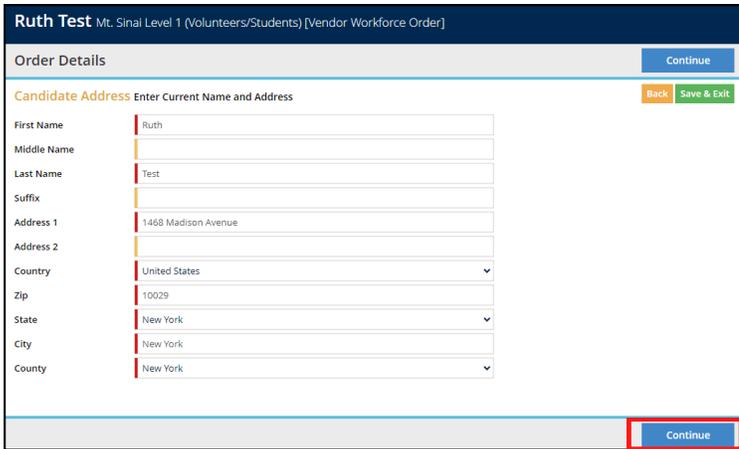
Click on **I Agree**



Corporate Screening Background Check

Next, you will confirm your Current Name and Address

After confirming, click **Continue**



Ruth Test Mt. Sinai Level 1 (Volunteers/Students) [Vendor Workforce Order]

Order Details Continue

Candidate Address Enter Current Name and Address Back Save & Exit

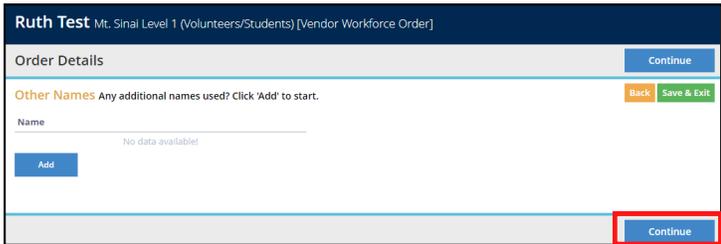
First Name: Ruth
 Middle Name:
 Last Name: Test
 Suffix:
 Address 1: 1468 Madison Avenue
 Address 2:
 Country: United States
 Zip: 10029
 State: New York
 City: New York
 County: New York

Continue

Next page will be adding any additional names you used.

If you additional names, Click "Add" to start

If you don't have additional names, Click **Continue**



Ruth Test Mt. Sinai Level 1 (Volunteers/Students) [Vendor Workforce Order]

Order Details Continue

Other Names Any additional names used? Click 'Add' to start. Back Save & Exit

Name: No data available!
Add

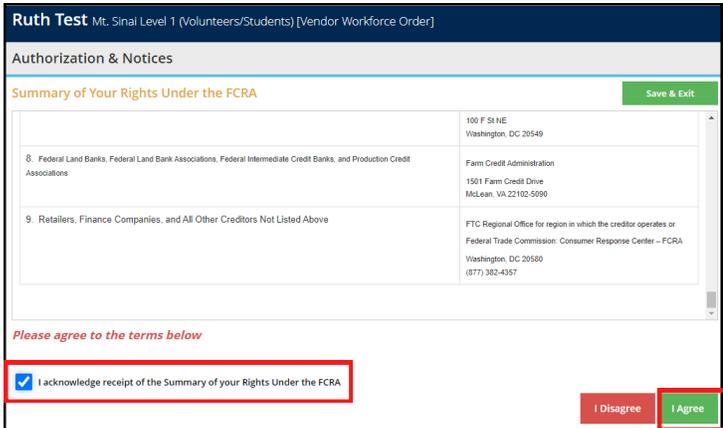
Continue

Next, you will acknowledge receipt of the Summary of your Rights Under the FCRA

Please ensure to scroll to the bottom of the message so the agreement box appears.

Click on **"I acknowledge receipt of the Summary of your Rights Under the FCRA"**

Then click on **"I Agree"**



Ruth Test Mt. Sinai Level 1 (Volunteers/Students) [Vendor Workforce Order]

Authorization & Notices Save & Exit

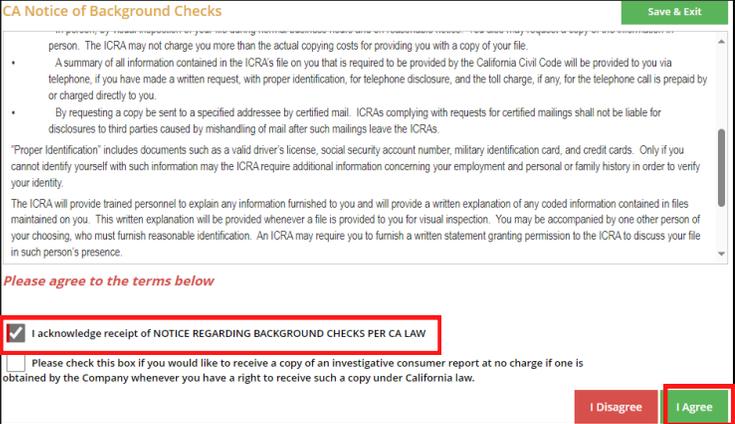
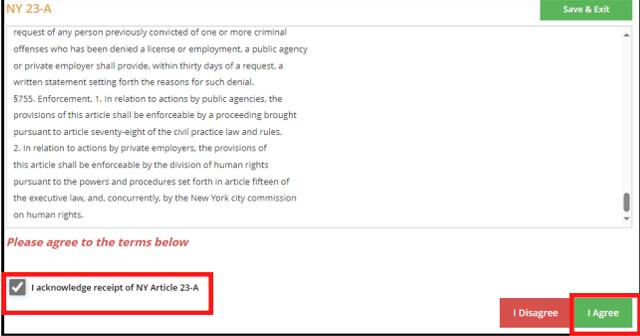
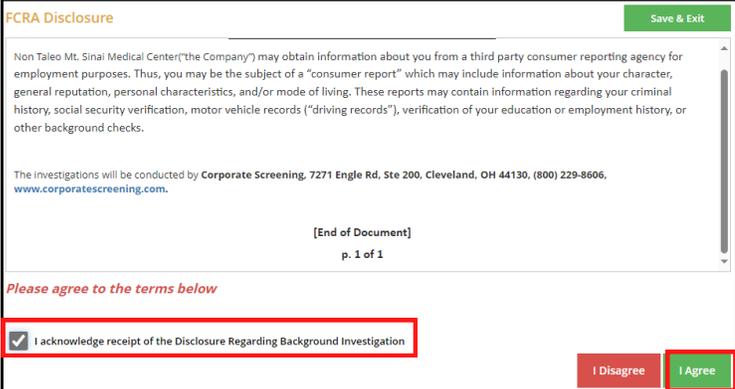
Summary of Your Rights Under the FCRA

8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	100 F St NE Washington, DC 20549 Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5590
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 (877) 382-4357

Please agree to the terms below

I acknowledge receipt of the Summary of your Rights Under the FCRA I Disagree I Agree

Corporate Screening Background Check

<p>Next, you will acknowledge receipt of Notice Regarding Background Checks Per CA Law</p> <p>Please ensure to scroll to the bottom of the message so the agreement box appears.</p> <p>Click on “I acknowledge receipt of the Summary of your Rights Under the FCRA”</p> <p>Then click on “I Agree”</p>	 <p>The screenshot shows a form titled "CA Notice of Background Checks" with a "Save & Exit" button in the top right. The main text explains that the ICRA may not charge more than actual copying costs and provides a summary of information on file. It also states that by requesting a copy, the user agrees to provide additional information if needed to verify identity. At the bottom, there is a section "Please agree to the terms below" with a checked checkbox for "I acknowledge receipt of NOTICE REGARDING BACKGROUND CHECKS PER CA LAW" and an unchecked checkbox for "Please check this box if you would like to receive a copy of an Investigative consumer report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law." There are "I Disagree" and "I Agree" buttons at the bottom right.</p>
<p>Next, you will acknowledge receipt of NY Article 23-A</p> <p>Please ensure to scroll to the bottom of the message so the agreement box appears.</p> <p>Click on “I acknowledge receipt of NY Article 23-A”</p> <p>Then click on “I Agree”</p>	 <p>The screenshot shows a form titled "NY 23-A" with a "Save & Exit" button in the top right. The text describes the request for information on previously convicted individuals and the enforcement of Article 23-A. At the bottom, there is a section "Please agree to the terms below" with a checked checkbox for "I acknowledge receipt of NY Article 23-A" and an unchecked checkbox for "Please check this box if you would like to receive a copy of an Investigative consumer report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law." There are "I Disagree" and "I Agree" buttons at the bottom right.</p>
<p>Next, you will acknowledge receipt of the Disclosure Regarding Background Investigation</p> <p>Please ensure to scroll to the bottom of the message so the agreement box appears.</p> <p>Click on “I acknowledge receipt of the Disclosure Regarding Background Investigation”</p> <p>Then click on “I Agree”</p>	 <p>The screenshot shows a form titled "FCRA Disclosure" with a "Save & Exit" button in the top right. The text explains that Non Taleo Mt. Sinai Medical Center ("the Company") may obtain information from a third-party consumer reporting agency for employment purposes. It also provides contact information for Corporate Screening. At the bottom, there is a section "Please agree to the terms below" with a checked checkbox for "I acknowledge receipt of the Disclosure Regarding Background Investigation" and an unchecked checkbox for "Please check this box if you would like to receive a copy of an Investigative consumer report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law." There are "I Disagree" and "I Agree" buttons at the bottom right.</p>



Mount Sinai

Corporate Screening Background Check

Next, you will acknowledge receipt of Disclosure-Investigative Consumer Rights

Please ensure to scroll to the bottom of the message so the agreement box appears.

Click on **"I acknowledge receipt of Disclosure-Investigative Consumer Rights"**

Then click on **"I Agree"**

Disclosure - Investigative Consumer Report Save & Exit

DISCLOSURE REGARDING "INVESTIGATIVE CONSUMER REPORT" BACKGROUND INVESTIGATION

Non Taleo Mt. Sinai Medical Center (the "Company") may request an Investigative consumer report about you from a third party consumer reporting agency, in connection with your employment or application for employment (including volunteer assignment(s), as applicable) and throughout your employment if you are hired or retained, as allowed by law. An "investigative consumer report" is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without information obtained from personal interviews). The most common form of an investigative consumer report in connection with your employment is a reference check through personal interviews with sources such as your former employers and associates, and other information sources. The investigative consumer report may contain information concerning your character, general reputation, personal characteristics, or mode of living.

You have the right, upon written request made within a reasonable time, to request from the Company (1) whether an Investigative consumer report has been obtained about you, (2) disclosure of the nature and scope of any Investigative consumer report and (3) a copy of your report. These reports will be prepared by **Corporate Screening, 7271 Engle Rd, Ste 200, Cleveland, OH 44130, (800) 229-8606, www.corporatescreening.com**

[End of Document]
p. 1 of 1

Please agree to the terms below

I acknowledge receipt of Disclosure-Investigative Consumer Report

I Disagree I Agree

Next, you will acknowledge receipt of Other State Law Notices

Please ensure to scroll to the bottom of the message so the agreement box appears.

Click on **"I acknowledge receipt of Other State Law Notices"**

Then click on **"I Agree"**

Other State Law Notices Save & Exit

Oklahoma residents and applicants only: Please check the box below if you would like to receive a copy of a consumer report if one is obtained by the Company.

Los Angeles residents and applicants only: Please click [here](#) to receive a copy of the [Notice to Applicants & Employees Fair Chance Initiative for Hiring Ordinance](#).

San Francisco residents and applicants only: Please click [here](#) to receive a copy of the [San Francisco Fair Chance Ordinance Notice](#).

Washington State residents and applicants only: You have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

[End of Document]

Please agree to the terms below

I acknowledge receipt of Other State Law Notices

MN and OK applicants only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Employer.

I Disagree I Agree

Next, you will Sign authorization for background check

Please ensure to scroll to the bottom of the message so the agreement box appears.

Enter your **First Name, Last Name,** and the **Last 4 digits of your Social Security Number.**

You are also required to **Draw your signature**

Click on **"By Signing above, I authorize the background check"**

Then click on **"I Agree"**

FCRA Authorization Save & Exit

ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate documents entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION, DISCLOSURE FOR INVESTIGATIVE CONSUMER REPORT (if applicable), A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and OTHER STATE LAW NOTICES and certify that I have read and understand those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by Non Taleo Mt. Sinai Medical Center (the "Company") at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **Corporate Screening, 7271 Engle Rd, Ste 200, Cleveland, OH 44130, (800) 229-8606, www.corporatescreening.com** and/or the Company. I agree that a facsimile ("Fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

Draw your signature below Clear

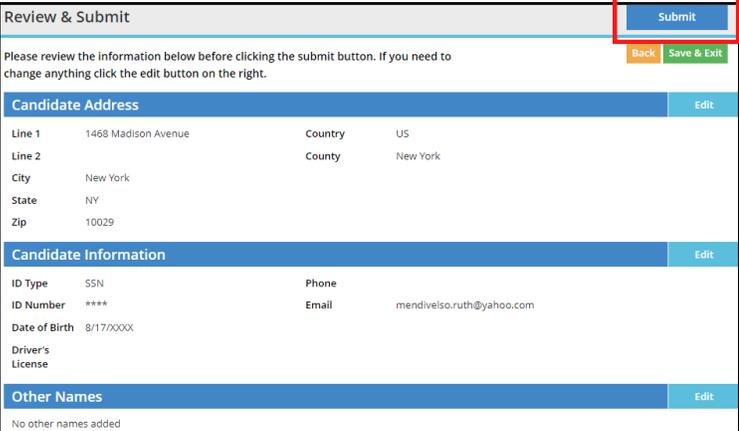
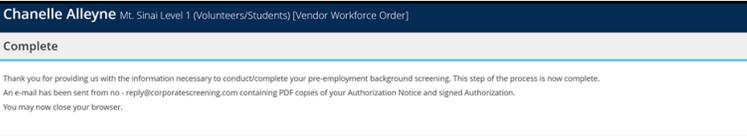
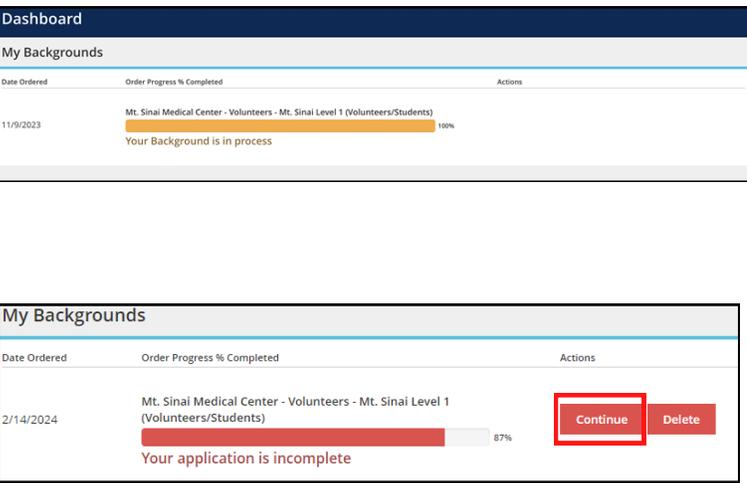


First Name:
Last Name:
Last 4 of SSN:

By Signing above, I authorize the background check

Print I Agree

Corporate Screening Background Check

<p>Lastly, you will review and submit your background check. You will have the option to change anything by clicking the edit button.</p> <p>After review, Click on Submit</p>	
<p>After submitting your background check, you will see a message that your background check is now processing</p>	
<p>To view that your background check is processing, click on Dashboard in the left column.</p> <p>If it is in orange, your background check is in process.</p> <p>If it is in red, your background check is incomplete. Please click on continue to submit your background check</p>	
<p><i>Thank you for submitting your Corporate Screening Background Check</i></p>	