

Email Templates for Personal Information & 2nd Step Application Instructions

Any areas highlighted in yellow may be edited/deleted as needed by user.

Background Check Needed Hire Template (plus drug screen if needed)

SUBJECT LINE: University of Utah Personal Information – Action Required

Hello NAME,

Congratulations on your new job opportunity at the University of Utah!

The next step is to provide your personal information. This information is required to initiate your background check and add your user profile in our system. Your information will be kept confidential and is being collected in this way to protect your privacy through our encrypted servers.

An email will be sent to the email address you provided on your application and will come from Employment@noreply.utah.edu with a subject line of “Conditional Offer – Action Required.” I recommend checking your spam/junk folder if you do not see the email.

Please see the attached document for instructions on how to provide your personal information and respond as soon as possible so as not to delay your hiring process.

NEXT STEPS: Once your personal information is received, this will trigger your background check and drug screen. **Your drug screening must be completed within 48 hours.** You will then be receiving an emailed invitation with instructions for the background check and drug screen from Certiphi Screening. This email will be sent to the email address you provided on your application and will come from applicationstation@certiphi.com. Again, I recommend checking your spam/junk folder if you do not see the email. **Please respond to this background check as soon as possible so as not to delay your hiring process.**

If your background check is cleared, we will be contacting you to schedule a time to complete an I-9 form in person with a member of our HR Team. **Please note that you are ineligible to begin working until we receive your personal information, a clear background check, and you have met with HR to complete your I-9 form.**

To prepare for your upcoming I-9 Appointment, please review the following:

- See the image below or this [link](#). For the appointment, please come with either a List A document OR a List B and a List C document. **Per USCIS, employees must present all documents in person, and they must be original and unexpired (no digital scans, photos, or copies).**
- ****Note:** All employees must have a Social Security Number (SSN), or have applied for an SSN and received a receipt. If you do not have an SSN or a receipt for an SSN, please let me know at this time.

WHAT DOCUMENTS DO I NEED TO GET HIRED?

- All documents must:
- be ORIGINAL
 - be UNEXPIRED
 - be NON-LAMINATED
 - include a PHOTOGRAPH if it's a LIST B document



BRING 1 OF THESE OR 1 OF THESE & 1 OF THESE

DOCUMENTS THAT ESTABLISH BOTH IDENTITY AND EMPLOYMENT AUTHORIZATION

- U.S. Passport or U.S. Passport Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
- Employment Authorization Document that contains a photograph (Form I-766)
- For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
 - Foreign passport, and
 - Form I-94 or Form I-94A that has the following:
 1. The same name as the passport, and
 2. An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form
- Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

DOCUMENTS THAT ESTABLISH IDENTITY

- Driver's license or ID card issued by a State or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
- ID card issued by federal, state or local government agencies or entities provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
- School ID card with a photograph
- Voter's registration card
- U.S. Military card or draft record
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver's license by a Canadian government authority

For persons **under age 18** who are unable to present a document listed above:

- School record or report card
- Clinic, doctor, or hospital record
- Day-care or nursery school record

DOCUMENTS THAT ESTABLISH EMPLOYMENT AUTHORIZATION

- A Social Security Account Number card, unless the card includes one of the following restrictions:
 - NOT VALID FOR EMPLOYMENT
 - VALID FOR WORK ONLY WITH INS AUTHORIZATION
 - VALID FOR WORK ONLY WITH DHS AUTHORIZATION
- Certification of Birth Abroad issued by the Department of State (Form FS-545)
- Certification of Report of Birth issued by the Department of State (Form DS-1350)
- Original or certified copy of birth certificate issued by a State, country, municipal authority, or territory of the United States bearing an official seal
- Native American tribal document
- U.S. Citizen ID Card (Form I-197)
- Identification Card for Use of Resident Citizen in the United States (Form I-179)
- Employment authorization document issued by the Department of Homeland Security

Please let me know if you have any questions or concerns. If you have problems accessing this, please contact me.

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