



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:	
Personal Phone Number:	
Department:	
Semester Hired:	

Check here if the request is for the Nursing Department Clinical Faculty

What happens after Academic Resources receives your electronic request?

1. Academic Resources submits the above information to TrueScreen.
2. Truescreen emails candidates with a direct link to the background check information form.
3. Adjunct/HWO FTT will have **4 days** to complete the background check information form.
4. Academic Affairs will receive notification emails when the background check is completed and when results are available.

For questions, please contact:

Adjunct Faculty: Allyson Baugh, Allyson.Baugh@mtsu.edu 615-898-5544

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