



AUBURN

UNIVERSITY

HUMAN RESOURCES

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Background Check - Information Needed

Auburn University Human Resources

May 2016

WHAT INFORMATION WILL I NEED?

- Name and Social Security Number
- Previous Name(s)
- Date of Birth
- Phone Number
- Current and Previous Address Information for the Last Seven Years
- Driver's License Information – Number and State
- Previous Employers for the Last Seven Years
 - Employer
 - Dates
 - City and State
 - **Optional** – Phone Number and Supervisor
- Education – Schools Attended in the Last Seven Years
 - School Name
 - Dates
 - City/State
 - **Optional** – Schools Attended Prior to the Previous Seven Years (unless the position requires a degree)