



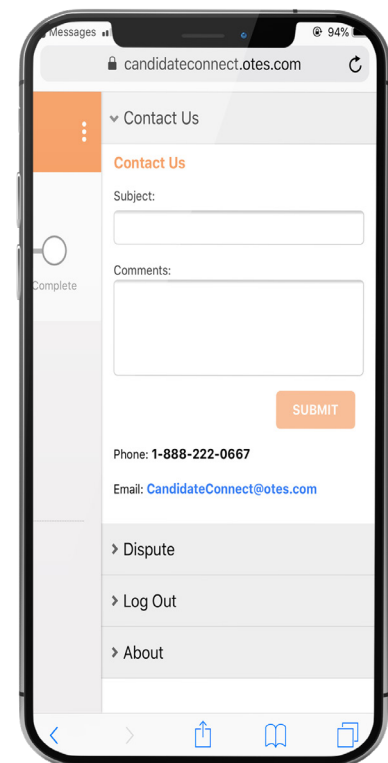
## Your Background Check Guide

This guide will provide everything you need to know to complete your background check application.

You will receive an email from [candidateconnect@otes.com](mailto:candidateconnect@otes.com) with instructions and a link to access your background check application.

Once you have entered the information needed, the background check process will start.

Orange Tree will reach out to you directly via CandidateConnect© if there are any questions or if anything is needed.



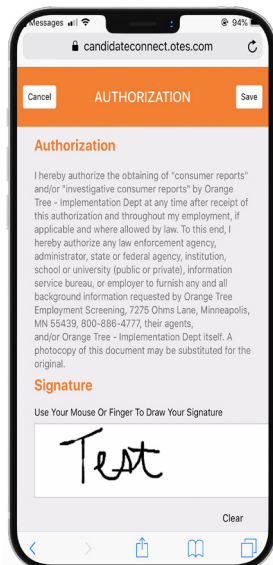
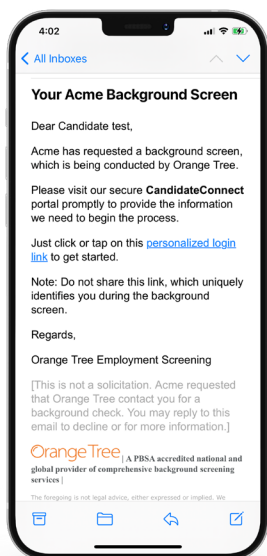
### Candidate Support

Email: [candidateconnect@otes.com](mailto:candidateconnect@otes.com)  
Phone: 888-222-0667

You can contact us via phone or email for:

- ✔ Information on a document's status.
- ✔ Help with uploading documents.
- ✔ For assistance in understanding your results.
- ✔ Correcting discrepancies, disputes, and more.

You MUST complete your background screen application within 2 days.

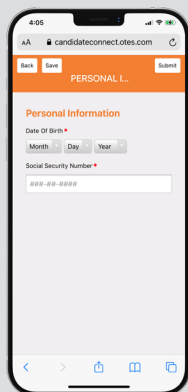


## Access and Complete Application

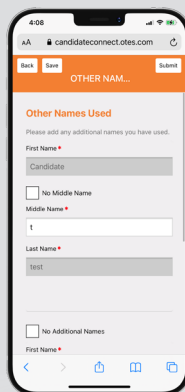
- ✓ Click personalized login link to access the candidate portal.
- ✓ You will be re-directed to a new browser to provide the information needed.
- ✓ Digitally sign disclosure and authorization forms.



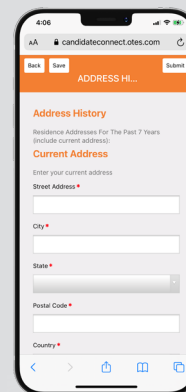
## Provide Personal Information



- ✓ Date of birth and Social Security Number



- ✓ Full legal name as it appears on driver's license.



- ✓ Address history for past 7 years.

## Provide 10 years of of Employment History and highest level of Education earned.

- ✓ Input the start and end dates at each company (day, month, and year).
- ✓ Check box if you were employed as a contractor or through a staffing agency.
- ✓ Enter the company name, phone number, address of your previous employer and your title/position, and name used.
- ✓ Enter the school name, address, degree type, and if you graduated.

