

Your Background Check Candidate Guide

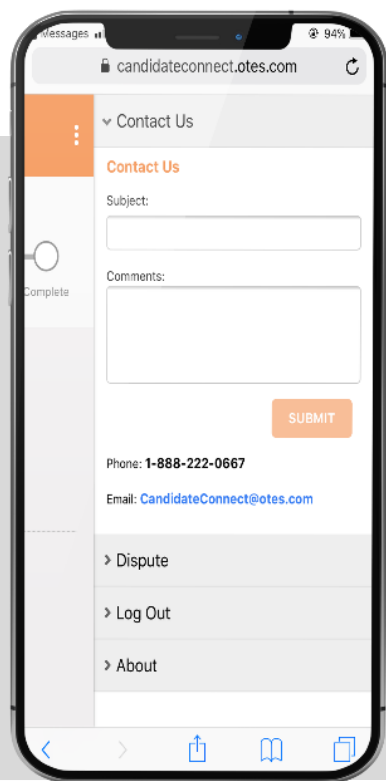


This guide will provide everything you need to know to complete your background check application.

You will receive an email from candidateconnect@otes.com with instructions and a link to access your background check application.

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

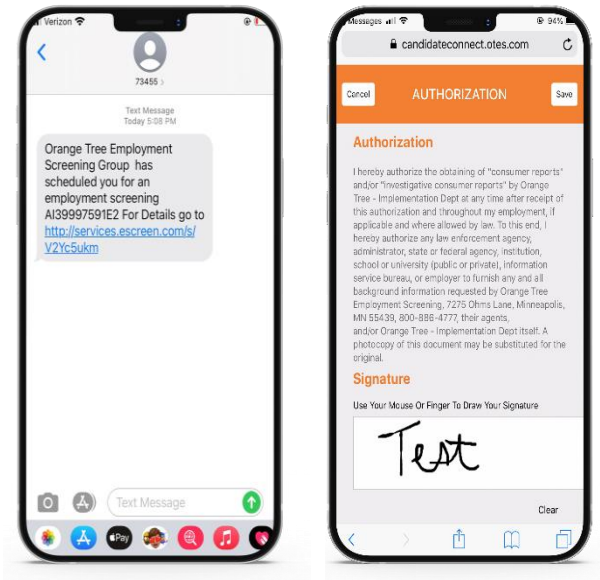
Orange Tree will reach out to you directly via CandidateConnect© if there are any questions or if anything is needed.



Candidate Support

Email: candidateconnect@otes.com

Phone: **888-222-0667**

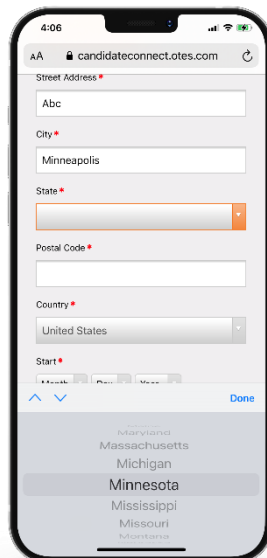
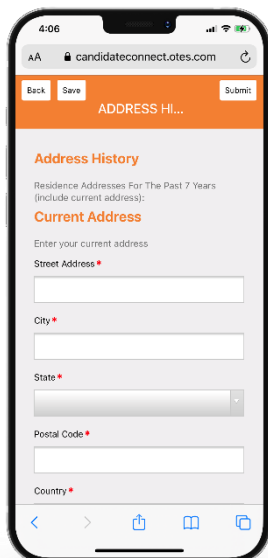
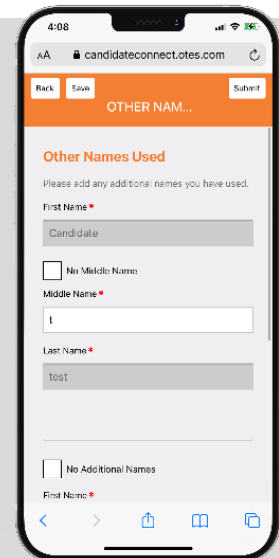
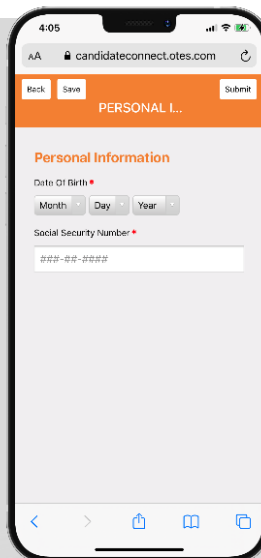


Background Check Application

- ✔ 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 Your Personal Information

- ✔ Your Date of Birth.
- ✔ Social Security Number.
- ✔ Your full legal name.



Provide Your Address History

- ✔ Input all your addresses for the past seven years, including the day, month, and year at each address. Make sure dates do not overlap.
- ✔ Tip, if you are having trouble remembering exact dates, **try to be as close as possible**. Orange Tree will reach out to you to update or correct information.