

Dear Applicant,

As finalist for employment at Lehigh University, Human Resources will be conducting the following background checks listed below in addition to references.

- PATCH
- FBI Fingerprinting
- Child abuse clearance
- National and county background checks
- Education verifications
- Social Security Verification

Based upon the nature of the responsibilities of the position to which you are applying, we may also complete a credit check, motor vehicle records review or license verification in addition to the checks listed above.

We are writing to you now to ask that you promptly initiate the process of obtaining these background checks according to the instructions below.

## **BACKGROUND CHECK INSTRUCTIONS**

**1. Complete the background questionnaire:** In order to remain eligible for employment with Lehigh University, you will need to fill out the background questionnaire found in the link below. Your completion of this form will initiate your background check for employment purposes with Lehigh University.

The questionnaire takes approximately 15 minutes to complete and we recommend that you double check the information you provide to ensure accuracy and efficient completion of the background check process.

***Please click on the link below to begin the process. Please note this link will expire if not completed within 14 days. This link is designed for one-time use and once the “submit” button is pressed; it will no longer be active.***

[Link automatically generated when this email communication is sent.]

**2. Complete the Disclosure and Authorization Form:** After completing the questionnaire, you will be asked to electronically sign a Disclosure and Authorization form ("Authorization Form") consenting to these checks. This Authorization Form will allow our background screening agency, CBY Systems, Inc., to verify the information you provide and share the results of the Pennsylvania checks with Lehigh University.

**3. Respond promptly to communications from CBY Systems, Inc.:** An associate from CBY Systems, Inc. may contact you for additional information during the verification process. Please respond promptly so Lehigh University can complete the background verification as quickly as possible to ensure that there are no effects on your current employment status.

**4. Check your inbox for future messages from CBY Systems (“Processor2@cby”) and promptly follow the steps identified in any such messages:** Within 3-5 business days of your completion of the background questionnaire, CBY Systems (“Processor2@cby”) will send you an email with additional information regarding the next steps required to obtain the Act 151 Child Abuse Background Check and the Federal / FBI Criminal History Background Check.

If you need any assistance while filling out the background questionnaire, you may contact the university’s background check agency, CBY Systems, Inc., at 717-843-8685 or by e-mail at [shawna.kane@cby.com](mailto:shawna.kane@cby.com), or the Office of Human Resources at 610-758-3900 or [inemploy@lehigh.edu](mailto:inemploy@lehigh.edu).