**Pre-Employment Screening Request**

Send an email requesting pre-employment screening to FAS Recruitment Services at recruitment@fas.harvard.edu. Please provide the following information:

1. Requisition number:
2. Candidate’s name:
3. Candidate’s email address:
4. What screens are listed in the ASPIRE posting?
   - ___ Identity
   - ___ Criminal
   - ___ Credit
   - ___ DMV (for information about their driver’s license)
   - ___ License (for information about a technical or professional license, i.e. Electrician, Nursing, etc.)
5. Is the candidate an internal transfer (coming from a current regular Harvard staff position)?
   Yes or No

*Please note: No screening is required if the candidate is internal and the only screen required is identity, or if the position and the candidate are both HUCTW. If no screening is required, please complete the Formal Offer Information / No Screen Required form, and send it to recruitment@fas.harvard.edu.*