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
   ___ Education
   ___ 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

*If you have any questions regarding whether or not a candidate needs a background screen (depending specifics of the position, internals may or may not need the background screen), please contact recruitment@fas.harvard.edu.