

5 Tips to Prepare for your Background Check

1. Have a copy of your CV at hand. Ensure that you have listed the correct phone number and email address to contact you on, should there be any questions regarding the information.
2. Familiarize yourself with your own history, including employment dates, job titles and salaries, so you are able to provide complete and accurate information if asked.
3. In the case where universities, colleges or past employers don't have records available to confirm your background history, locate documents in advance and collect supporting documentation, such as past pay slips, contract copies, and degree certificates.
4. Be prepared to provide proof of your current and past addresses, as well as your ID number(s) in some instances.
5. You may also need to provide copies of documents. This is dependent upon the checks that are required but these may include ID documents such as passport or ID card, proof of address such as a utility bill, and documents supporting your employment or academic history as outlined above.

Most of all, it is vital to be honest and as accurate as possible when providing information. If you are found to be dishonest, employers may withdraw their job offer.

