

# 3 Background Check Update to Candidates Email Template

## Background Check Initiation Email Template

Subject: Background Check for [Job Title] at [Company Name]

Hi [Candidate Name],

Hope you're having a great day!

Following our interview process for the [Job Title] position, we're excited to move forward with a background check. This is a standard step in our hiring process.

We partner with [Background Check Company Name] to conduct these checks. They're pretty good at what they do, and we trust them to handle your information securely.

The background check will typically include:

- Verification of your employment history
- Verification of your educational background
- A criminal record check (where permitted by law)

To initiate the background check, [Background Check Company Name] will send you a separate email with instructions and a consent form. Please keep an eye out for it and complete it at your earliest convenience. It usually takes [timeframe, e.g., 5-10 minutes] to complete.

Completing the consent form authorizes [Background Check Company Name] to conduct the background check. Your data will be handled according to [Background Check Company Name]'s privacy policy, which you can find here: [Link to Privacy Policy].

Please let us know if you have any questions or concerns before proceeding. We're here to help!

Thanks,

[Your Name] [Your Title] [Company Name]

## Background Check Authorization Request Email Template

Subject: Authorization Request: Background Check for [Job Title] at [Company Name]

Dear [Candidate Name],

We're excited about your potential fit for the [Job Title] position at [Company Name]! As part of our hiring process, we conduct background checks on final candidates.

This email is to request your authorization to proceed with a background check. This check will help us verify the information you provided during the application process and ensure a safe and secure work environment for everyone.

The background check will include:

- Verification of your employment history
- Verification of your educational background
- Criminal record check (where permitted by law)

We use [Background Check Company Name] to conduct these checks. They adhere to strict privacy guidelines, and your information will be kept confidential.

To authorize the background check, please click on the following link and complete the form: [Link to Background Check Authorization Form]

You will need to provide the following information:

- Full Legal Name
- Date of Birth
- Current Address
- Social Security Number (or National ID, as applicable)

Please complete the authorization form by [Date]. If we don't receive your authorization by this date, we may not be able to move forward with your application.

We understand that you may have questions or concerns. Please don't hesitate to reach out to [Your Name] at [Your Email Address] or [Your Phone Number] if you need clarification.

Thank you for your cooperation!

Sincerely,

The [Company Name] Team

## Background Check Result - Favorable Outcome Email Template

Subject: Background Check Result - [Candidate Name]

Hi [Candidate Name],

Great news! We're pleased to inform you that your background check has come back favorably.

This is a big step forward, and we're excited to move on to the next stage of your onboarding.

Next Steps:

- [Clearly list the next steps. Examples: You will receive a separate email with onboarding instructions. / Please complete the attached onboarding forms. / We will schedule a call to discuss your start date and initial training.]

If you have any questions, please don't hesitate to ask.

Welcome aboard (almost!). We look forward to having you on the team!

Best regards,