

ELON UNIVERSITY

Office of Human Resources

Background Check Transmittal Form

Please PRINT or TYPE the following information and attach this completed form to the front of the Acknowledgement and Consent Release before sending to the Office of Human Resources. Both the Background Check Transmittal Form and the Acknowledgement and Consent Release can be faxed to 336.278.5570 to save time, but the originals need to be mailed to Sherri Wolford in Human Resources at 2070 Campus Box.

Position for which you are hiring _____

Candidate's Name _____

Person to be contacted with results of background check _____

E-mail address _____ Ext. # _____

Person to be contacted with results of background check _____

E-mail address _____ Ext. # _____

Person to be contacted with results of background check _____

E-mail address _____ Ext. # _____