

# Technical Tips for HireRight Applicant Form

## Tip 1: Check your Internet browser prior to starting

Below are the supported web browsers for the HireRight web application. You will not be able to complete your background check form unless you have an accepted version of the browser.

Web Browser	Firefox	Safari	Chrome	Internet Explorer
Version	V44+	V9+	V48+	V9+

Below are instructions on how to check your computer to see which browser you have installed; if necessary, you may need to install a different browser before proceeding to HireRight.com.

***This website is not compatible with Internet Explorer 10.***

Open your browser. The tool bar will reflect a **Help** tab in the upper left corner or a **Menu** icon in the upper right corner of the screen. Click on **Help** and a text box opens. In the below example, click on **About Google Chrome** to view the browser version.

When you click on **About Google Chrome**, a box opens and identified the version of your browser. In this example, the version of Chrome is 75.0.3770.100. Anything greater than 49 is supported. So 75.0.3770.100 is supported.

## Tip 2: Moving between pages

**Note: Do not use the web browser back button on the upper left corner of the screen; you will be kicked out of the form. At the bottom of each page is a link in Blue that reads ← PREVIOUS, click on ← PREVIOUS to go back to the previous screen and click NEXT to process forward.**

Click on ← **PREVIOUS**  
to move back a page

Click on **NEXT** to  
move forward a page



## Contact Information:

**If you have any problems with the HireRight forms, please use the following customer service numbers:**

**Customer Service:** (877) 990-4473 (5AM to 5PM Pacific Time)

**E-mail:** [customerservice@hireright.com](mailto:customerservice@hireright.com)

## Contact at Dell Technologies:

Please email the Dell Onboarding Team at [Dell Onboarding Team Mailbox@dell.com](mailto:Dell_Onboarding_Team_Mailbox@dell.com) if you are having difficulty with the HireRight process.

## Login to HireRight's secure website:

To access HireRight's secure website, use the link provided to you in the 'Dell Technologies Background Check Instructions' email from HireRight Customer Support. You will be prompted to create a password and will have the option to subscribe to text messages for notifications and password resets.

A warm welcome from HireRight.

Let's set up your account. All fields below are required.

Create New Password

Enter Password

Your password requires:

- 1 Upper case letter
- 1 Number
- more than 7 characters

Confirm Password

Text Notifications

Would you like to subscribe to text messages for notifications and password resets?

Yes

I acknowledge and agree that I may receive texts for notifications and password resets, and that standard data and text charges may apply.

Country Code

+1 USA

Phone Number

No

I would like to receive emails only for notifications and password resets.

Next

The screenshot shows a registration form with several sections. A callout box on the left points to the password fields with the text 'Create and confirm your personal password.' Another callout box points to the 'Country Code' dropdown menu with the text 'If you choose to receive text messages, please select the applicable Country Code for your mobile number within the dropdown menu.' A third callout box at the bottom points to the 'Next' button with the text 'Click 'Next' to complete your account set up.'

Click 'Next' to complete your account set up.

## Background Verification Instructions:

Review the Background Verification Instructions and Additional Instructions. Please note that you could change the language for the Form Instructions on the upper right side of the page. **Please note** that once you toggle to a different language and move onto the next page, you will not be able to toggle back to the original language.

The screenshot displays the HireRight Applicant Center interface. At the top, the user is logged in as 'Danielle Testi' and the language is set to 'US English'. The main content area is titled 'Background Verification Instructions' and includes a welcome message, a process flow diagram with three steps: 'Form' (highlighted in orange), 'Verification', and 'Report & Review'. Below this, there are sections for 'Additional Instructions' and a video titled 'How to Prepare for a Background Check'. At the bottom right, there is a prominent blue 'Start Form' button.

Click the Language dropdown menu to change HireRight's Applicant Center tool from English to a different language. **Please note** that once you toggle to a different language and move onto the next page, you will not be able to toggle back to English.

Click "Start Form" at the bottom to progress to the next page.

The Applicant Data Form will provide HireRight with the necessary information to verify education (if applicable), employment (if applicable) and check for a criminal background. Please fill this out carefully so the process will move quickly. If you have any questions or need assistance with the form, call HireRight Customer Service or email the Dell Onboarding Team.

All fields with a red asterisk (\*) must be completed.

## Page 1: Personal Information

The screenshot shows the Dell Applicant Data Form for 'Page 1: Personal Information'. On the left is a sidebar with 'Form Steps' including 'Instructions', 'Personal Information' (highlighted), 'Drug and Health Screening', 'Residence History', 'Education Information', 'Employment History', 'Review Your Information', and 'Screening Disclosure and Authorization'. Below the sidebar is a search bar with 'Find Answers' and a 'Norton Secured' logo. The main content area features a 'Dell' logo, a 'Progress' bar, and a 'Background Request — Personal Information' section. The text states: 'Providing your information as completely and accurately as possible will help speed up the completion of your background check.' The 'Name' section contains the following fields and options:

- First Name \***: Text input with 'Danielle' entered.
- Middle Name \***: Text input with 'Legal Middle Name' entered. Below it is a checkbox:  I certify that I do not have a middle name.
- Last Name \***: Text input with 'TestTest' entered.
- Suffix**: Dropdown menu with 'None' selected.
- Checkbox:  I certify this is my legal name \*
- Other First Name ?**: Text input (empty).
- Other Last Name**: Text input (empty).
- + Add past legal name**: Button.

A callout box on the right contains the following text:

Validate that your legal First Name and Last Name was auto-populated.

If you do not have a Legal Middle Name, check the box "I certify that I do not have a middle name".

Once done reviewing / editing, check the box that reads "I certify this is my legal name".

## Current Mailing Address and Contact Information

Country \*

Street Address \*

City \*

State or Territory \*

ZIP Code \*

When did you start living at this address? \*

Month

Year

Please select the applicable Country Code for contact phone number within the dropdown menu.

If you have not lived at your current address for at least 7 years, you will be required to provide your residence history later in the submission process.

Phone \*

ext.

E-mail \* ?

### Identification

Date of Birth \* ?

Month

Day

Year

Re-enter Date of Birth \* ?

Month

Day

Year

USA Social Security Number (SSN) \*

XXX-XX-XXXX

I don't have a Social Security Number

Gender \* ?

Male  Female

HireRight is setup to automatically request a U.S. Social Security Number. If you do not have a U.S. Social Security Number, please check the box provided.

← PREVIOUS

Save

NEXT →

Click **Save** and then **NEXT** to move to the next page.

## Page 2: Drug and Health Screening

**Please note:** This is a U.S. background screening requirement **ONLY**. The drug screening component will not populate during the background submission process if being hired in Canada.

The screenshot shows a web form titled "Background Request — Drug and Health Screening". On the left is a sidebar with navigation links: "Instructions", "Personal Information", "Drug and Health Screening" (highlighted), "Education Information", "Employment History", "Review Your Information", "Screening Disclosure and Authorization", and "Other Disclosures and Authorizations". Below these is a search box "Find Answers" and contact information: "Contact Us", "Live Chat", and "E-mail & Phone Numbers". A Norton Secured logo is also present.

The main form area includes a "Progress" bar at the top. Below it is the section "Your Donor Information" with fields for "Donor SSN" (with a help icon) and "Phone" (pre-filled with "+1 (111) 111 1111"). A callout box points to the SSN field with the text: "If you previously checked 'I do not have a Social Security Number', you will not be required to input one for your drug screen."

The next section is "Service Details", which lists: "Drug Testing", "Coordination Type: Schedule Service", "Sample Type: Urine Drug Test", and "Test Panel: 9 Panel".

The "Screening Location" section contains a note: "Please provide the address of your location at the time of the screening." Below this are fields for "Country\*" (USA), "Street Address" (1 Dell Way), "City" (Round Rock), "State or Territory" (Texas), and "ZIP Code" (78664). A callout box points to these fields with the text: "Your current address will auto populate in this section. If you will be at a different location than your current home address during the 5 business day timeframe to complete your drug screening, here is where you can enter your temporary address to find the nearest collection site."

At the bottom of the form is a blue button labeled "Find Collection Site". A callout box points to this button with the text: "Select 'Find Collection Site' to move to the next page." At the very bottom of the page is a "PREVIOUS" button with a left arrow.



Search Radius \*

25

Edit

The following sites are available within 25 miles of your location:

[Clinic Hours](#)

**LABCORP - ROUND ROCK**

4 miles

[16030 PARK VALLEY DR](#)

[ROUND ROCK, TX 78681](#)

5122488157

Select

[Clinic Hours](#)

**LabCorp - Austin - Research Blvd**

9 miles

[11111 Research Blvd](#)

[Austin, TX 78759](#)

5122411188

Select

[Clinic Hours](#)

**LabCorp - Cedar Park**

10 miles

[1401 MEDICAL PARKWAY](#)

[CEDAR PARK, TX 78613](#)

5122607951

Select

[Clinic Hours](#)

**Quest Diagnostics-Leander PSC**

13 miles

[651 N. Us Hwy 183](#)

[Leander, TX 78641](#)

5122592879

Select

[Clinic Hours](#)

**LabCorp - Austin - James Casey St**

21 miles

[4207 JAMES CASEY ST](#)

[AUSTIN, TX 78745](#)

5124430538

Select

[Clinic Hours](#)

**Quest Diagnostics-Randalls PSC on Ranc**

22 miles

[2301 Ranch Rd 620 South](#)

[Lakeway, TX 78734](#)

5122632000

Select

Check the box to confirm if you will report to the selected clinic within the expiration timeframe of 5 business days.

The company requires the screening be performed within 5 business days. Please confirm that you will report to the selected collection site within the required time frame. \*

- I will complete the screening within 5 business days.
- I cannot complete the screening within 5 business days.

← PREVIOUS

Save

NEXT →

Click **Save** and then **NEXT** to move to the next page.

## Page 3: Resident History

You will be required to input 7 years of residence history for your criminal check.

**Please note:** This page will only appear if you have not lived at your current residence for at least 7 years.

The screenshot shows a web form titled "Background Request — Residence History" with a progress bar at the top. The form is divided into two main sections: "Current Address" and "Previous Address".

**Current Address Section:**

- Country: USA
- Street Address: 1 Dell Way
- City: Round Rock
- State or Territory: Texas
- ZIP Code: 78664
- When did you start living at this address? \*  
From \*  
Month: January, Year: 2018

**Previous Address Section:**

- Country: USA
- Street Address: [Empty]
- City: [Empty]
- State or Territory: -- Select From List --
- ZIP Code: [Empty]
- Dates of Residency \*  
From \*  
Month: [Empty], Year: [Empty]  
To \*  
Month: [Empty], Year: [Empty]

At the bottom of the form, there is a "Save" button and a "NEXT" button. A "Remove" button is located next to the "Previous Address" section. A "Norton SECURED" logo is visible in the bottom right corner of the form area.

Only click '**Remove**' if you wish to edit your Current Address.

Enter your previous address within the past 7 years. If you have had more than one address in the past 7 years, click "Add another Address" to add as many addresses as applicable

Click **Save** and then **NEXT** to move to the next page.

## Page 4: Education Information

Please provide your highest education completed/achieved. Please do not list industry-specific licenses such as: real estate, PHR, SPHR, corporate trainings, etc. Please note that we will not verify past enrollment or current enrollment. If we cannot contact the education institution, we may require a copy of your degree, so please have that readily available.

Form Steps

- [Instructions](#)
- [Personal Information](#)
- [Drug and Health Screening](#)
- [Residence History](#)
- ▶ Education Information**
- [Employment History](#)
- [Review Your Information](#)
- [Screening Disclosure and Authorization](#)
- [Other Disclosures and Authorizations](#)

[Find Answers](#)

[Contact Us](#)  
[Live Chat](#)  
[E-mail & Phone Numbers](#)

Progress

### Background Request — Education Information

Please provide your highest education completed/achieved. Please note that we will not verify past enrollment or current enrollment.

If we cannot contact the education institution, we may require a copy of your degree, so please have that readily available.

**Education**  I have no education to report

Name of School or College/University \*

Country \*

City \*

State or Territory \*

Did you receive your Degree/Diploma? \*  
 Yes  No

Dates Enrolled (From-To)  Currently attending

Month Year Month Year  
  -

Field of Study or Major \*

### Help Us by Providing a Department Contact Number

Phone  ext.

Did you have a maiden or other name while attending?  
 Yes  No

← PREVIOUS Save

Only check this box if you have not received a degree/diploma (i.e. you have not receive a GED, High School diploma or college degree/diploma).

Click **Save** and then **NEXT** to move to the next page.

## Page 5: Employment History

You will be prompted to enter your Employment History. Please only provide your current or most recent employment history.

**Progress**

**Background Request — Employment History**

Please provide your current or most recent employment history.

If you are/were contracted through a temporary agency, please provide the contact information of that agency rather than the company you were placed with.

If you wish to not have your current employer contacted, you will be required to provide proof of employment in the form of pay statements and tax documents.

**Current Employer**  I do not have a current employer to report

Name of Employer \* ?

Country \*  
USA v

City \*

State or Territory \*  
-- Select From List -- v

Does this employer issue your paycheck? \*  
 Yes, it is issued by this employer or affiliate  
 No, it is issued by a different company

Start Date \* ?  
Month  Year

Official Job Title Held Currently \* ?

Type of Employment \*  
-- Select From List -- v

Do we have permission to contact this current employer? \*  
 Yes  No

**Previous Employer**  I do not have a previous employer to report

Name of Employer \* ?

← PREVIOUS Save

Click **Save** and then **NEXT** to move to the next page.

Only check this box if you are not currently employed

If the employer you listed does not issue your paycheck, please input the company that does (Ex: Dell Contractor being converted to full-time employee).

If you select “No” for the question “Do we have permission to contact the current employer?”, your current employer will not be contacted to verify your employment status. However, you will be required to provide documentation to verify your current employment.

HireRight is only required to verify current employer. If you accidentally select to add a previous employer, you can select the box provided below.

## Page 6: Review Your Information

You will be prompted to carefully review the information you entered.

Form Steps

- Instructions
- Personal Information
- Drug and Health Screening
- Residence History
- Education Information
- Employment History
- ▶ Review Your Information
- Screening Disclosure and Authorization
- Other Disclosures and Authorizations

Find Answers

Contact Us

- Live Chat
- Email & Phone Numbers

powered by digiart

Progress

### Background Request — Review Your Information

#### Personal Information

**Name**

First Name	Danielle
Middle Name	
I certify that I do not have a middle name:	<input checked="" type="checkbox"/>
Last Name	TestTest
Suffix	
I certify this is my legal name:	<input checked="" type="checkbox"/>
Other First Name	
Other Last Name	

#### Current Mailing Address and Contact Information

Country	USA
Street Address	1 Dell Way
City	Round Rock
State or Territory	Texas
ZIP Code	78664
When did you start living at this address?	Jan, 2018
Phone	+1 (111) 111 1111

#### Drug and Health Screening

##### Your Donor Information

Donor SSN	
Phone	+1 (111) 111 1111

##### Service Details

Drug Testing	
Coordination Type:	Schedule Service
Sample Type:	Urine Drug Test
Test Panel:	9 Panel

##### Screening Location

Collection Site Name	LABCORP - ROUND ROCK
Address	16030 PARK VALLEY DR, ROUND ROCK, TX 78681
Phone	5122488157
The company requires the screening be performed within 5 business days. Please confirm that you will report to the selected collection site within the required time frame.	I will complete the screening within 5 business days.

← PREVIOUS Save NEXT

Should you need to edit any information, click on ← PREVIOUS to go back page by page.


Click **Save** and then **NEXT** to move to the next page.


## Page 7: Screening Disclosure and Authorization


You will be prompted to review the screening disclosures and authorization.

Form Steps

- [Instructions](#)
- [Personal Information](#)
- [Drug and Health Screening](#)
- [Residence History](#)
- [Education Information](#)
- [Employment History](#)
- [Review Your Information](#)
- ▶ [Screening Disclosure and Authorization](#)**
- [Other Disclosures and Authorizations](#)

Find Answers 



Progress 

### Background Request — Screening Disclosure and Authorization

**DISCLOSURE AND AUTHORIZATION REGARDING BACKGROUND INVESTIGATION FOR EMPLOYMENT PURPOSES**

**Disclosure**

Dell Technologies Inc., its subsidiaries and affiliates worldwide ("Dell") (the "Company") may request from a consumer reporting agency and for employment-related purposes, a "consumer report(s)" (commonly known as "background reports") containing background information about you in connection with your employment, or application for employment, or engagement for services (including independent contractor or volunteer assignments, as applicable).

HireRight, LLC ("HireRight") will prepare or assemble the background reports for the Company. HireRight is located and can be contacted at 3349 Michelson Drive, Suite 150, Irvine, CA 92612, (800) 400-2761, [www.hireright.com](http://www.hireright.com).

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**Electronic Signature**

Full Name: \*

E-Mail Address: \*

HireRight sends a copy of the signed document to the e-mail address above. Please ensure the address is correct.

**Hold down left mouse button and draw your signature below**

[Clear](#)

I certify I am the person identified above, and I understand that clicking "I Accept" below constitutes my electronic signature to the agreement above. \*

I understand that I am using electronic means to sign this agreement. I have reviewed the following [electronic signature disclosure](#), and I consent to signing this agreement electronically and receiving electronic disclosures as described. \*

[Click here to get Adobe Reader](#)

← PREVIOUS Decline ACCEPT & CONTINUE

After you read the Disclosure and Authorization, electronically sign, check both boxes and click on Accept & Continue


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## Page 8: Other Disclosures and Authorizations

You will be prompted to review additional screening disclosures and authorizations.

Form Steps

- [Instructions](#)
- [Personal Information](#)
- [Drug and Health Screening](#)
- [Residence History](#)
- [Education Information](#)
- [Employment History](#)
- [Review Your Information](#)
- [Screening Disclosure and Authorization](#)
- ▶ Other Disclosures and Authorizations**



Progress 

### Background Request — Other Disclosures and Authorizations

**OTHER DISCLOSURES, ACKNOWLEDGMENTS & AUTHORIZATIONS REGARDING BACKGROUND INVESTIGATION FOR EMPLOYMENT PURPOSES**

**Disclosures**

Investigative Consumer Report:  
Dell Technologies Inc., its subsidiaries and affiliates worldwide ("Dell") (the "Company") may request an investigative consumer report about you from HireRight, LLC ("HireRight"), a consumer reporting agency, in connection with your employment, or application for employment, or engagement for services (including independent contractor or volunteer assignments, as applicable). An "Investigative Consumer Report" may include information from public records, credit reports, and other sources. For additional information, refer to:  
[A Summary of Your Rights Under the Federal Fair Credit Reporting Act](#)  
[California Disclosure & Summary of Rights \(CA applicants only\)](#)  
[New York Correction Law Article 23-A \(NY applicants only\)](#)  
[San Francisco Fair Chance Ordinance Official Notice \(San Francisco applicants only\)](#)

I have read additional disclosures provided above. \*


**Electronic Signature**

Full Name: \*

E-Mail Address: \*

HireRight sends a copy of the signed document to the e-mail address above. Please ensure the address is correct.

**Hold down left mouse button and draw your signature below**



I certify I am the person identified above, and I understand that clicking "I Accept" below constitutes my electronic signature to the agreement above. \*

I understand that I am using electronic means to sign this agreement. I have reviewed the following [electronic signature disclosure](#), and I consent to signing this agreement electronically and receiving electronic disclosures as described. \*

[Click here to get Adobe Reader](#)

← PREVIOUS Decline


After you read the additional disclosures and authorizations, electronically sign, check both boxes and click on Accept & Submit

## Final Steps

After you have read and signed the required 'Background Screening Disclosures and Authorizations' forms and have hit Submit, you will be brought to the confirmation page below.

**Please note:** This is also where you will be prompted to schedule your drug screening with the collection site selected on Page 2 of the submission screen.

Once drug screening is scheduled, you may exit the browser. You will receive an email from Hire Right customer support stating that your background forms have been received.




Thank you for your information!  
**Your request ID: HA-062519-9583X**  
This completes phase 1 of your background verification.

HireRight estimates that your background report will be completed in 6 - 12 business days and made available to Dell Technologies Inc., its subsidiaries and affiliates worldwide ("Dell") between Jul 2, 2019 and Jul 12, 2019.

Please note that this is only an estimate based on historical completion times for the screening package ordered, and your report may take longer to complete, particularly if it includes non-U.S. searches. Also, Dell Technologies Inc., its subsidiaries and affiliates worldwide ("Dell") company may need additional time to review your report and make any decisions.

The range provided for Turnaround Time (TAT) is based on historical data. Actual completion time may vary and is dependent upon external sources. It can vary due to unexpected delays. The range does not include time for manual review of the report. Please find more FAQs [here](#).

Form                      Verification                      Report & Review



This is your Applicant Center.  
Here you can track the progress of your report and communicate with HireRight.

### Drug and Health Screening Instructions

- ✔ Your screening has been scheduled. You will receive an email with instructions for completing your screening. Please take the instructions with you to the collection site. [View screening instructions.](#)





Thank you for your information!

**Your request ID: HA-062519-9583X**

This completes phase 1 of your background verification.

HireRight estimates that your background report will be completed in 6 - 12 business days and made available to Dell Technologies Inc., its subsidiaries and affiliates worldwide ("Dell") between Jul 2, 2019 and Jul 12, 2019.

Please note that this is only an estimate based on historical completion times for the screening package. Your report may take longer to complete depending on the screening package and the number of companies and affiliates worldwide ("Dell") you are screening.

The range provided for Turnover is based upon external sources. It can vary significantly. Please find more FAQs [here](#).



Are you sure you want to log out?  
Unsaved data may be lost.

Yes

No

Your data has already been submitted to HireRight for processing at this point. Should you click "Yes", your personal information will not be lost. However, you will not be able to return to this page.

Here you can track your background verification progress with HireRight.

#### Drug and Health Screening Instructions



Your screening has been scheduled. You will receive an email with instructions for completing your screening. Please take the instructions with you to the collection site. [View screening instructions.](#)

#### Communication Preferences