



Step 1. Click the personalized login link to visit the candidate portal to provide the information needed for your background check.

The screenshot shows an email interface with the following content:


- Header: Reply all | Delete | Junk | Block | ...
- Subject: Your Acme Background Screen
- Sender: Orange Tree Employment Screening <CandidateConnect@otes.com> (Thu 6/17/2021 10:23 AM)
- Caution bar: Caution: This message was sent from outside your organization.
- Body text:
 - Dear Candidate Test,
 - Acme has requested a background screen, which is being conducted by Orange Tree.
 - Please visit our secure **CandidateConnect** portal promptly to provide the information we need to begin the process.
 - Just click or tap on this [personalized login link](#) to get started.
 - Note: Do not share this link, which uniquely identifies you during the background screen.
 - If you have questions or need help with your background screen, visit our [Candidate Support Page](#) for answers to commonly asked questions.
- Closing: Regards, Orange Tree Employment Screening
- Disclaimer: [This is not a solicitation. Acme requested that Orange Tree contact you for a background check. You may reply to this email to decline or for more information.]
- Logo: Orange Tree | A PBSA accredited national and global provider of comprehensive background screening services |
- Legal notice: The foregoing is not legal advice, either expressed or implied. We recommend you seek the advice of your own legal counsel for all aspects of employment law. This message (including any attachments) contains confidential information intended for a specific individual and purpose, and is protected by law. If you are not the intended recipient, you should delete this message. Any disclosure, copying, or distribution of this message, or the taking of any action based on it, is strictly prohibited.
- Footer: Reply | Forward

 You will be redirected to Orange Tree's CandidateConnect portal.



Acme


Candidate Screening

Remember me on this device 

START

Powered By


Orange Tree

 Step 2. Electronically sign the disclosure and authorization forms.



The screenshot displays a web interface titled "CHECK STATUS" with a notification "Task submitted successfully". Below the title, it shows "ETA : Pending" and a progress bar with four stages: "Collecting Info" (marked with a red exclamation point), "Processing", "Reviewing", and "Complete". A red exclamation point icon is followed by the text "2 task(s) to be completed". The tasks listed are:

- Disclosure Regarding Investigative Consumer Report (with edit and play icons)
- Authorization (with edit and play icons)
- Disclosure Regarding Consumer Report (with a green checkmark icon)

 Step 3. Provide your personal information.



The screenshot displays a 'CHECK STATUS' window with a notification 'Task submitted successfully'. The progress bar shows four stages: 'Collecting Info' (active, marked with a red exclamation point), 'Processing', 'Reviewing', and 'Complete'. Below the progress bar, a message states '1 task(s) to be completed'. The 'Personal Information' task is highlighted with an orange border and a right-pointing arrow. Other tasks listed are 'Disclosure Regarding Consumer Report', 'Disclosure Regarding Investigative Consumer Report', and 'Authorization', each with a green checkmark.



Click to provide your date of birth.

PERSONAL INFORMATION

Personal Information

Date Of Birth *

Month ▾ Day ▾ Year ▾

Social Security Number *

###-##-####

BACK SAVE SUBMIT



And your Social Security Number

PERSONAL INFORMATION

Personal Information

Date Of Birth *

Mar | 05 | 1991

Social Security Number *

999-99-9999

BACK SAVE SUBMIT



Click submit.

PERSONAL INFORMATION

Personal Information


Date Of Birth *

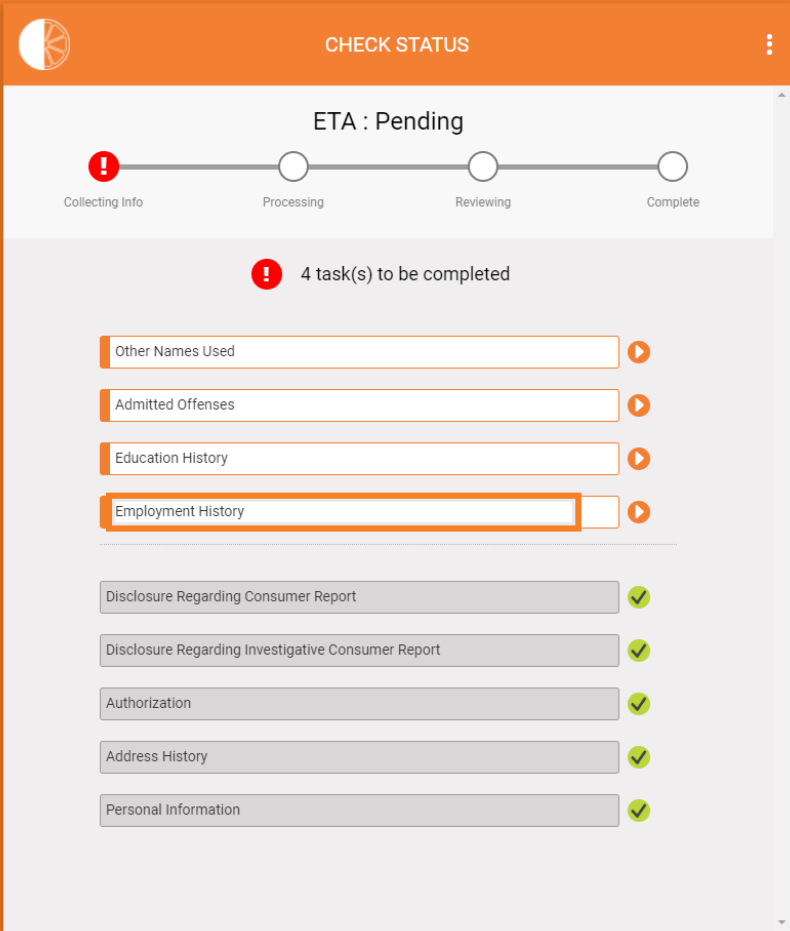
Mar | 05 | 1991

Social Security Number *

999-99-9999

BACK SAVE SUBMIT

 Step 4. Provide your employment history.




CHECK STATUS

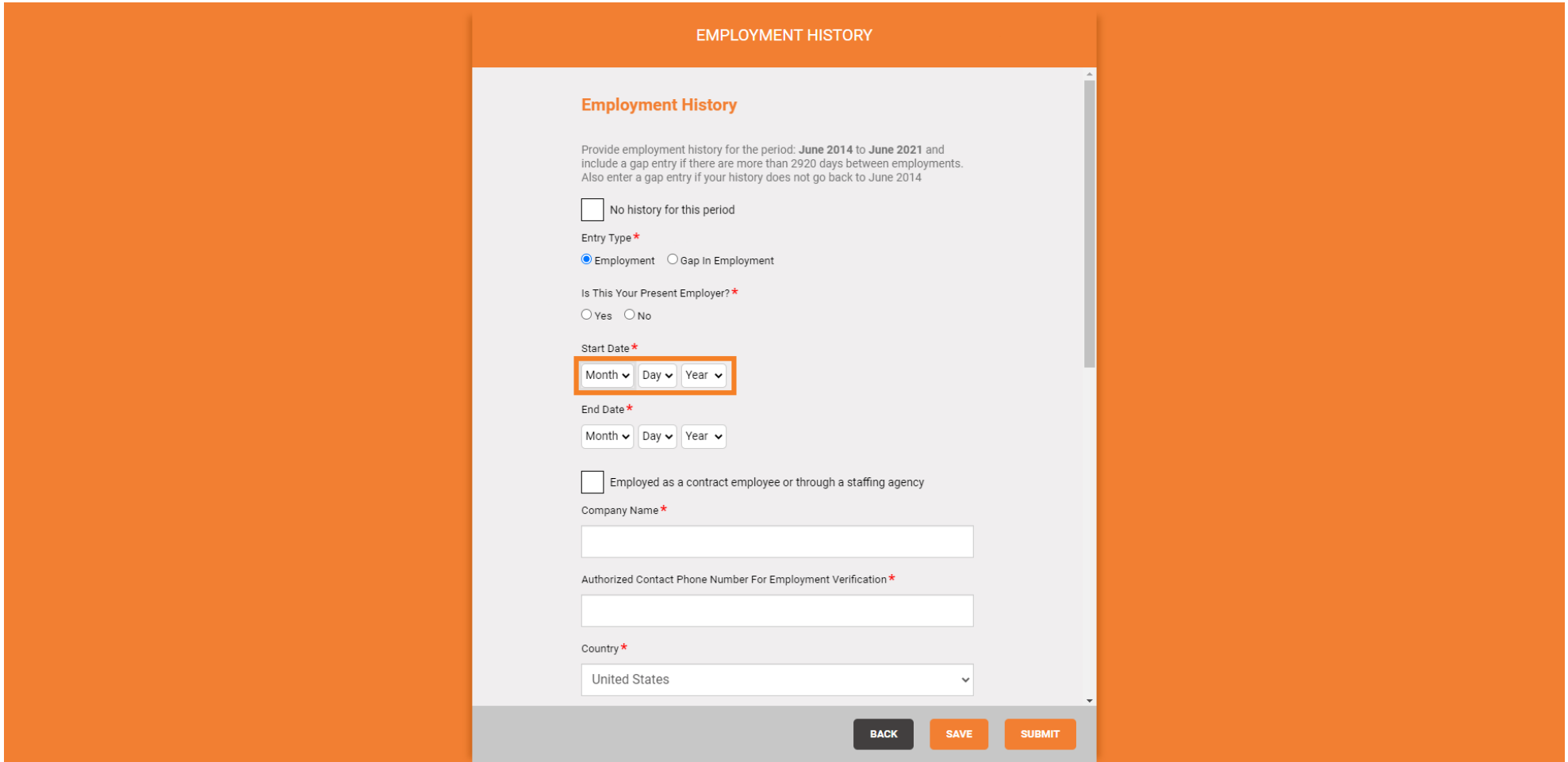
ETA : Pending

Collecting Info Processing Reviewing Complete

4 task(s) to be completed

- Other Names Used
- Admitted Offenses
- Education History
- Employment History
- Disclosure Regarding Consumer Report
- Disclosure Regarding Investigative Consumer Report
- Authorization
- Address History
- Personal Information

 Provide the month, day, and year you started working there.



EMPLOYMENT HISTORY

Employment History

Provide employment history for the period: **June 2014 to June 2021** and include a gap entry if there are more than 2920 days between employments. Also enter a gap entry if your history does not go back to June 2014

No history for this period

Entry Type*

Employment Gap In Employment

Is This Your Present Employer?*

Yes No

Start Date*

Month ▼ Day ▼ Year ▼

End Date*

Month ▼ Day ▼ Year ▼

Employed as a contract employee or through a staffing agency

Company Name*

Authorized Contact Phone Number For Employment Verification*

Country*

United States ▼

BACK SAVE SUBMIT

📄 And the month, day, and year you stopped working there.

EMPLOYMENT HISTORY

Employment History

Provide employment history for the period: **June 2014 to June 2021** and include a gap entry if there are more than 2920 days between employments. Also enter a gap entry if your history does not go back to June 2014

No history for this period

Entry Type*

Employment Gap In Employment

Is This Your Present Employer?*

Yes No

Start Date*

Feb 02 2019

End Date*

Month Day Year

Employed as a contract employee or through a staffing agency

Company Name*

Authorized Contact Phone Number For Employment Verification*

Country*

United States

BACK SAVE SUBMIT



Click to indicate if this is your current employer.

EMPLOYMENT HISTORY

Employment History

Provide employment history for the period: **June 2014 to June 2021** and include a gap entry if there are more than 2920 days between employments. Also enter a gap entry if your history does not go back to June 2014

No history for this period

Entry Type* x

Employment Gap In Employment

Is This Your Present Employer? *

Yes No

Required

Start Date*

Feb 02 2019

End Date*

Feb 02 2021

Employed as a contract employee or through a staffing agency

Company Name*

Abc Company

Authorized Contact Phone Number For Employment Verification*

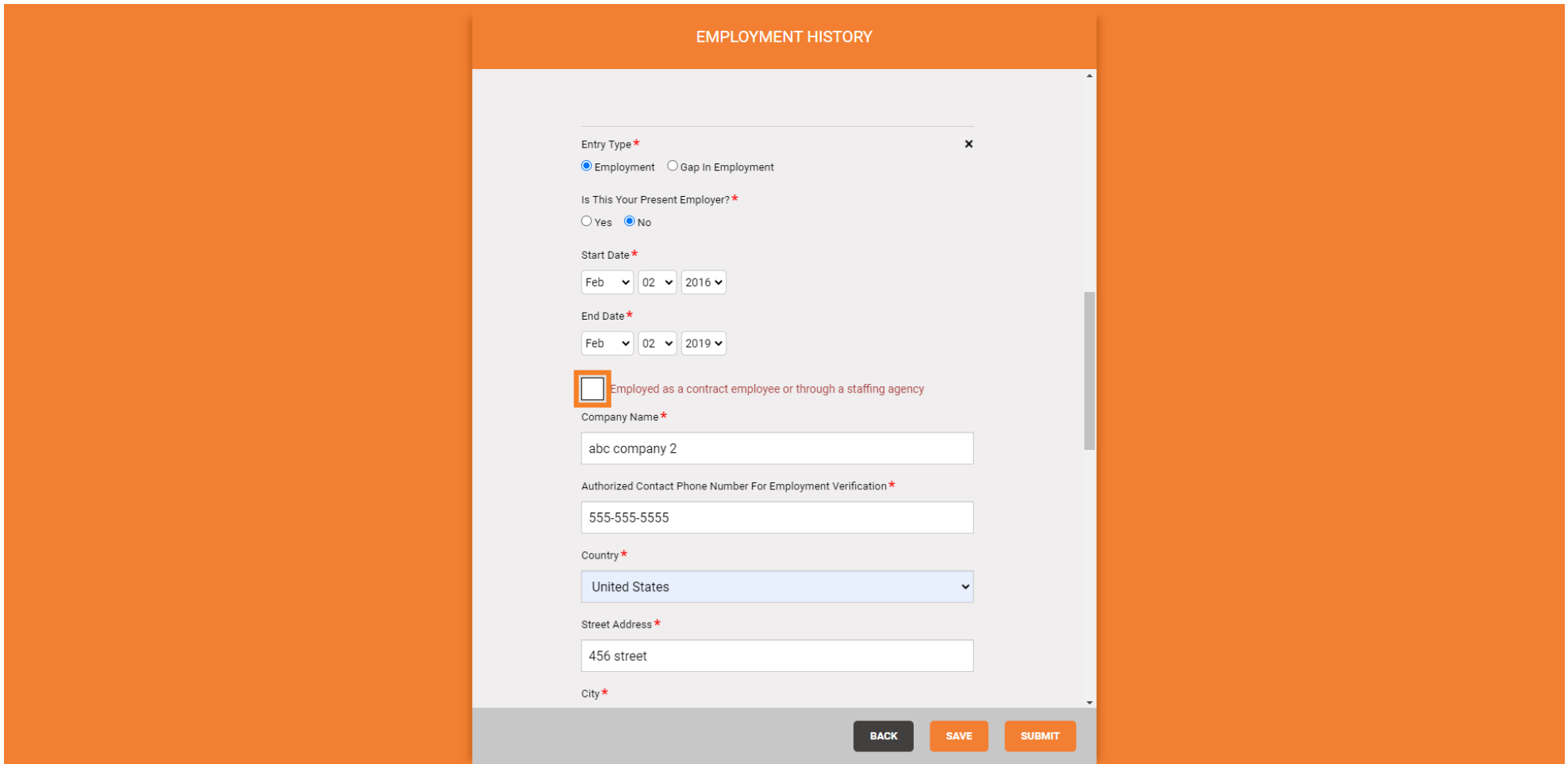
555-555-5555

Country*

United States

BACK SAVE SUBMIT

 And if you were employed as a contract employee or through a staffing company.



The screenshot shows a web form titled "EMPLOYMENT HISTORY". The form contains the following fields and options:

- Entry Type***: Radio buttons for "Employment" (selected) and "Gap In Employment".
- Is This Your Present Employer?***: Radio buttons for "Yes" and "No" (selected).
- Start Date***: Date picker with month "Feb", day "02", and year "2016".
- End Date***: Date picker with month "Feb", day "02", and year "2019".
- Employed as a contract employee or through a staffing agency**: A checkbox that is currently unchecked and is highlighted with an orange box.
- Company Name***: Text input field containing "abc company 2".
- Authorized Contact Phone Number For Employment Verification***: Text input field containing "555-555-5555".
- Country***: Dropdown menu showing "United States".
- Street Address***: Text input field containing "456 street".
- City***: Text input field (empty).

At the bottom of the form are three buttons: "BACK", "SAVE", and "SUBMIT".



Provide the company name.

EMPLOYMENT HISTORY

Employment History

Provide employment history for the period: **June 2014 to June 2021** and include a gap entry if there are more than 2920 days between employments. Also enter a gap entry if your history does not go back to June 2014

No history for this period

Entry Type*

Employment Gap In Employment

Is This Your Present Employer?*

Yes No

Start Date*

Feb 02 2019

End Date*

Feb 02 2021

Employed as a contract employee or through a staffing agency

Company Name*

Authorized Contact Phone Number For Employment Verification*

Country*

United States

BACK **SAVE** **SUBMIT**

Phone number for the individual Orange Tree should call for the verification.

EMPLOYMENT HISTORY

Employment History

Provide employment history for the period: **June 2014 to June 2021** and include a gap entry if there are more than 2920 days between employments. Also enter a gap entry if your history does not go back to June 2014

No history for this period

Entry Type*

Employment Gap In Employment

Is This Your Present Employer?*

Yes No

Start Date*

Feb 02 2019

End Date*

Feb 02 2021

Employed as a contract employee or through a staffing agency

Company Name*

Abc Company

Authorized Contact Phone Number For Employment Verification*

Country*

United States

BACK SAVE SUBMIT



The street address for the company.

EMPLOYMENT HISTORY

Is This Your Present Employer? *

Yes No

Start Date *

Feb 02 2019

End Date *

Feb 02 2021

Employed as a contract employee or through a staffing agency

Company Name *

Abc Company

Authorized Contact Phone Number For Employment Verification *

555-555-5555

Country *

United States

Street Address *

1

City *

State/Province *

BACK SAVE SUBMIT



The City.

EMPLOYMENT HISTORY

Is This Your Present Employer? *

Yes No

Start Date *

Feb 02 2019

End Date *

Feb 02 2021

Employed as a contract employee or through a staffing agency

Company Name *

Abc Company

Authorized Contact Phone Number For Employment Verification *

555-555-5555

Country *

United States

Street Address *

123 street

City *

State/Province *


BACK SAVE SUBMIT

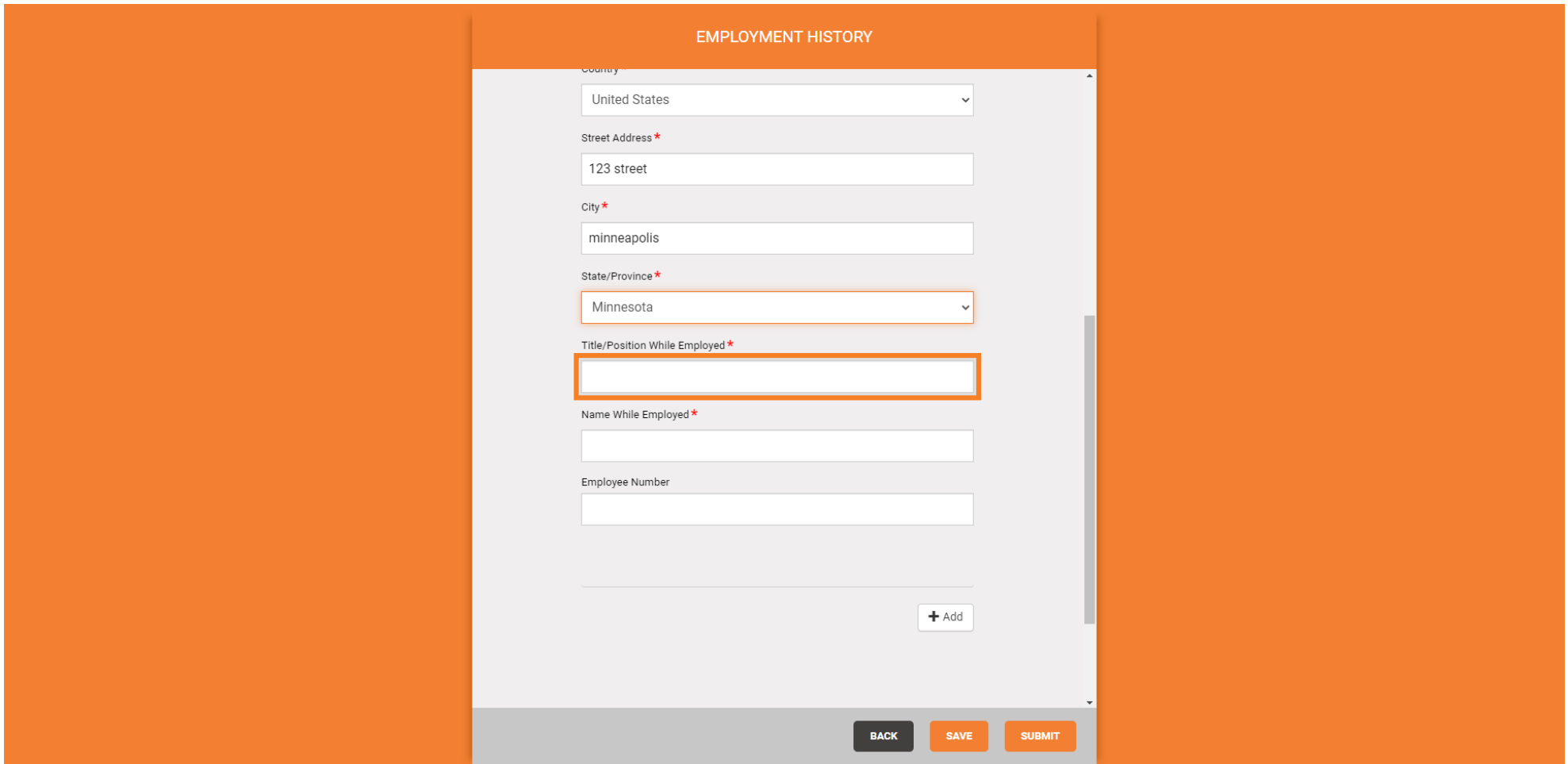
And State.

The screenshot shows a web form titled "EMPLOYMENT HISTORY" with the following fields and options:

- Is This Your Present Employer? ***
 Yes No
- Start Date ***
Feb | 02 | 2019
- End Date ***
Feb | 02 | 2021
- Employed as a contract employee or through a staffing agency
- Company Name ***
Abc Company
- Authorized Contact Phone Number For Employment Verification ***
555-555-5555
- Country ***
United States
- Street Address ***
123 street
- City ***
minneapolis
- State/Province ***
[Dropdown menu]

At the bottom of the form are three buttons: "BACK", "SAVE", and "SUBMIT".

 Provide the title or position you held while employed there.



The screenshot shows a web form titled "EMPLOYMENT HISTORY" with the following fields:

- Country: United States (dropdown menu)
- Street Address*: 123 street
- City*: minneapolis
- State/Province*: Minnesota (dropdown menu)
- Title/Position While Employed*: (empty text box, highlighted with an orange border)
- Name While Employed*: (empty text box)
- Employee Number: (empty text box)

At the bottom right of the form is a "+ Add" button. Below the form are three buttons: "BACK", "SAVE", and "SUBMIT".



And your name while employed there.

EMPLOYMENT HISTORY

Country
United States

Street Address *
123 street

City *
minneapolis

State/Province *
Minnesota

Title/Position While Employed *
Manager

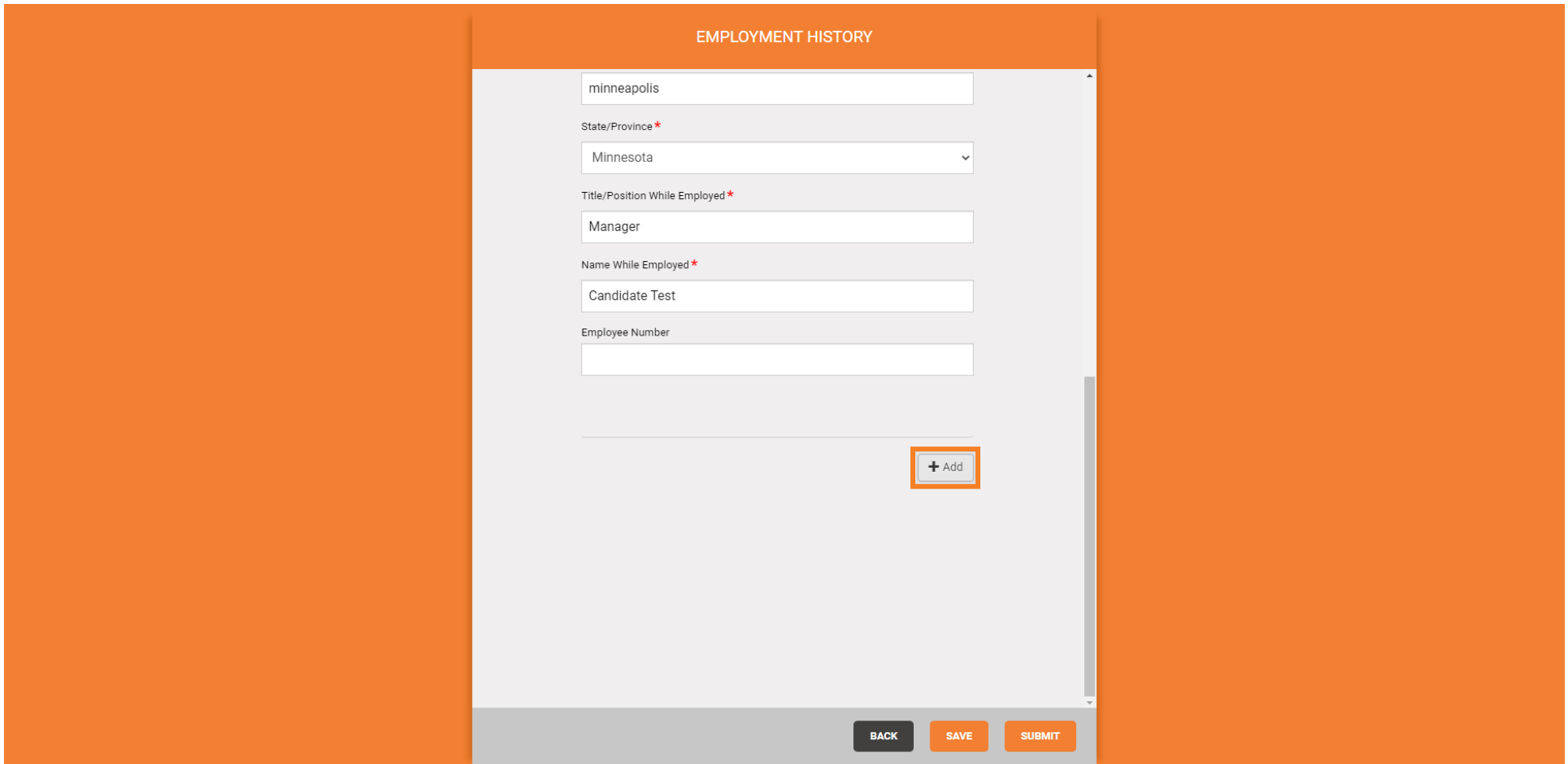
Name While Employed *

Employee Number

+ Add

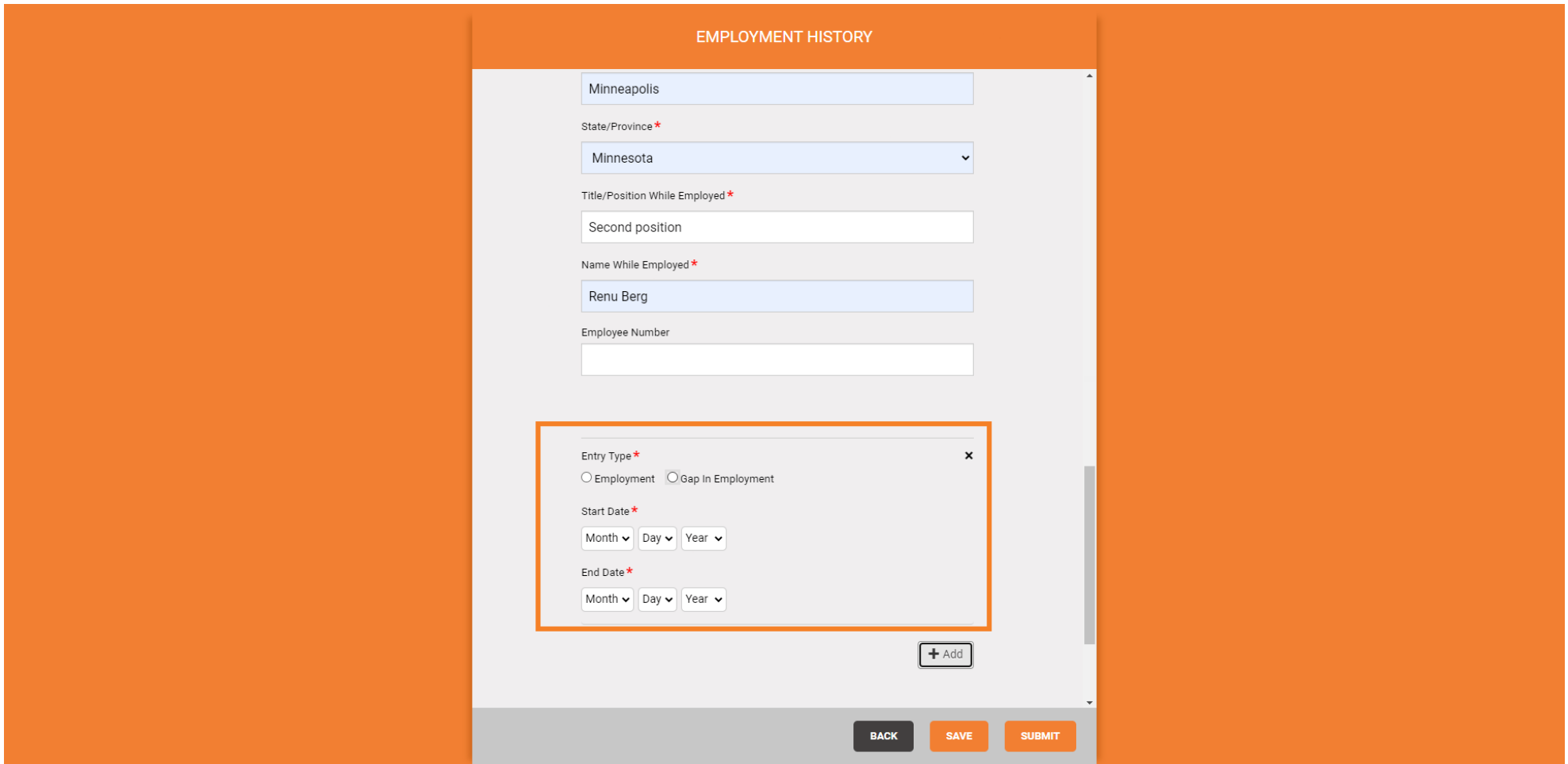
BACK SAVE SUBMIT

 If you have additional employments, click the + sign to display more fields.



The screenshot shows a web form titled "EMPLOYMENT HISTORY" with an orange header. The form contains several input fields: a text field with "minneapolis", a dropdown menu for "State/Province" with "Minnesota" selected, a text field for "Title/Position While Employed" with "Manager", a text field for "Name While Employed" with "Candidate Test", and an empty text field for "Employee Number". A "+ Add" button is highlighted with an orange border. At the bottom of the form are three buttons: "BACK", "SAVE", and "SUBMIT".

 If you had any gaps in your employment history. You can provide how long the gap was for.



The screenshot shows a web form titled "EMPLOYMENT HISTORY" with the following fields: "City" (Minneapolis), "State/Province" (Minnesota), "Title/Position While Employed" (Second position), "Name While Employed" (Renu Berg), and "Employee Number". A modal window titled "Entry Type" is open, showing radio buttons for "Employment" and "Gap in Employment", and date pickers for "Start Date" and "End Date". The modal is highlighted with an orange border. At the bottom of the form are "BACK", "SAVE", and "SUBMIT" buttons.



And provide an explanation for the gap.

EMPLOYMENT HISTORY

Entry Type* ✕

Employment Gap in Employment

Are You Currently Unemployed?*

Yes No

Start Date*

Feb ▾ 02 ▾ 2014 ▾

End Date*

Feb ▾ 02 ▾ 2019 ▾

Explanation*

Once you are finished, click submit. Thank you for taking this tutorial.

The screenshot displays a web form titled "EMPLOYMENT HISTORY" with a light gray background. The form contains the following fields and options:

- Entry Type***: Radio buttons for "Employment" and "Gap in Employment" (selected).
- Are You Currently Unemployed?***: Radio buttons for "Yes" and "No" (selected).
- Start Date***: Three dropdown menus showing "Feb", "02", and "2014".
- End Date***: Three dropdown menus showing "Feb", "02", and "2019".
- Explanation***: A text input field containing the text "Went to school at that time|".
- + Add**: A button located below the explanation field.
- Navigation Buttons**: At the bottom right, there are three buttons: "BACK" (dark gray), "SAVE" (orange), and "SUBMIT" (orange with a white border).



Scan to go to the interactive player