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

↩ Reply all | ⌄   🗑 Delete   ⊘ Junk   Block   ⋯

Your Acme Background Screen

Orange Tree Employment Screening <CandidateConnect@otes.com>
Thu 6/17/2021 10:23 AM

Caution: This message was sent from outside your organization.

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.

Regards,

Orange Tree Employment Screening

[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.]

Orange Tree | A PBSA accredited national and global provider of comprehensive background screening services |

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.

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.

Step 3. Provide your personal information.

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 *
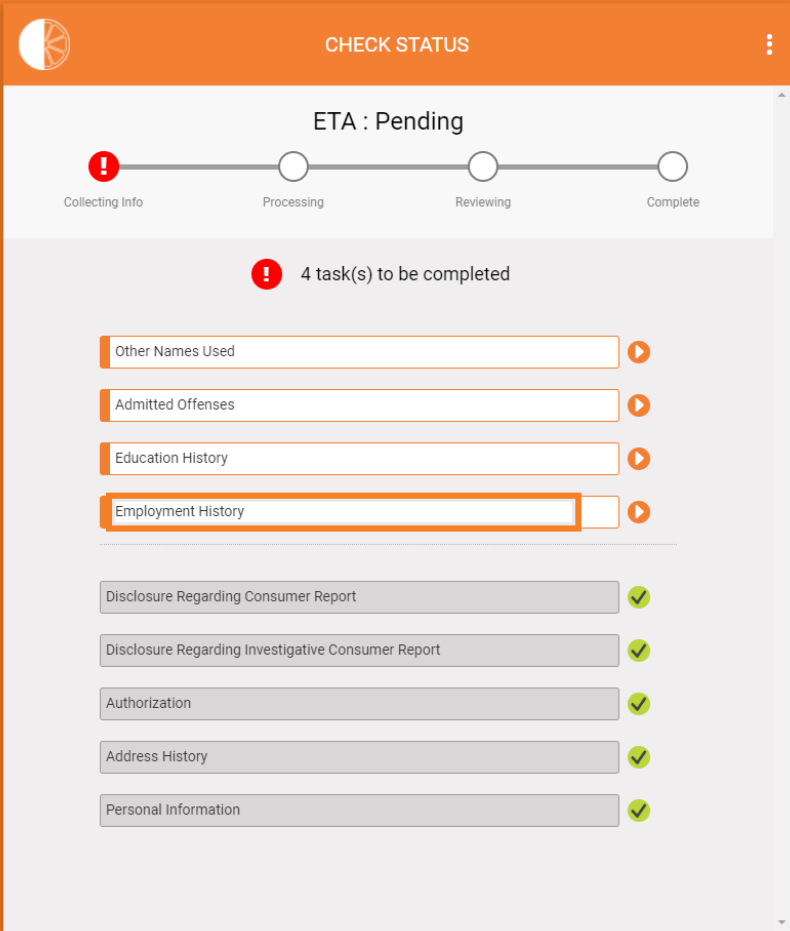
Mar | 05 | 1991

Social Security Number *

999-99-9999

BACK | SAVE | SUBMIT

Step 4. Provide your employment history.

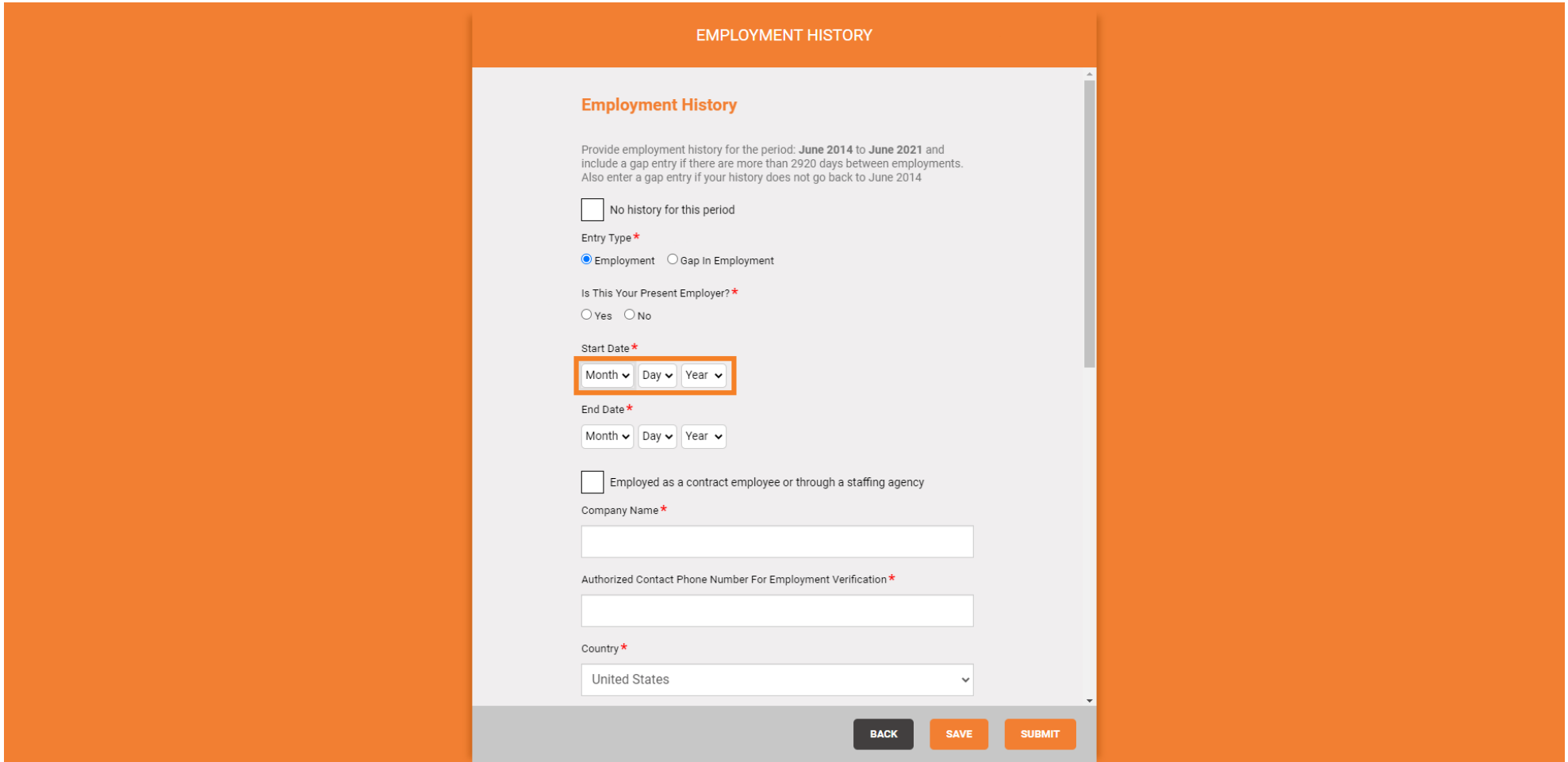Provide the month, day, and year you started working there.

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

Click to indicate if this is your current employer.

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

EMPLOYMENT HISTORY

Entry Type *   ✕
◉ Employment ◯ Gap In Employment

Is This Your Present Employer? *
◯ Yes ◉ No

Start Date *
[Feb ▾] [02 ▾] [2016 ▾]

End Date *
[Feb ▾] [02 ▾] [2019 ▾]

☐ Employed as a contract employee or through a staffing agency

Company Name *
[abc company 2]

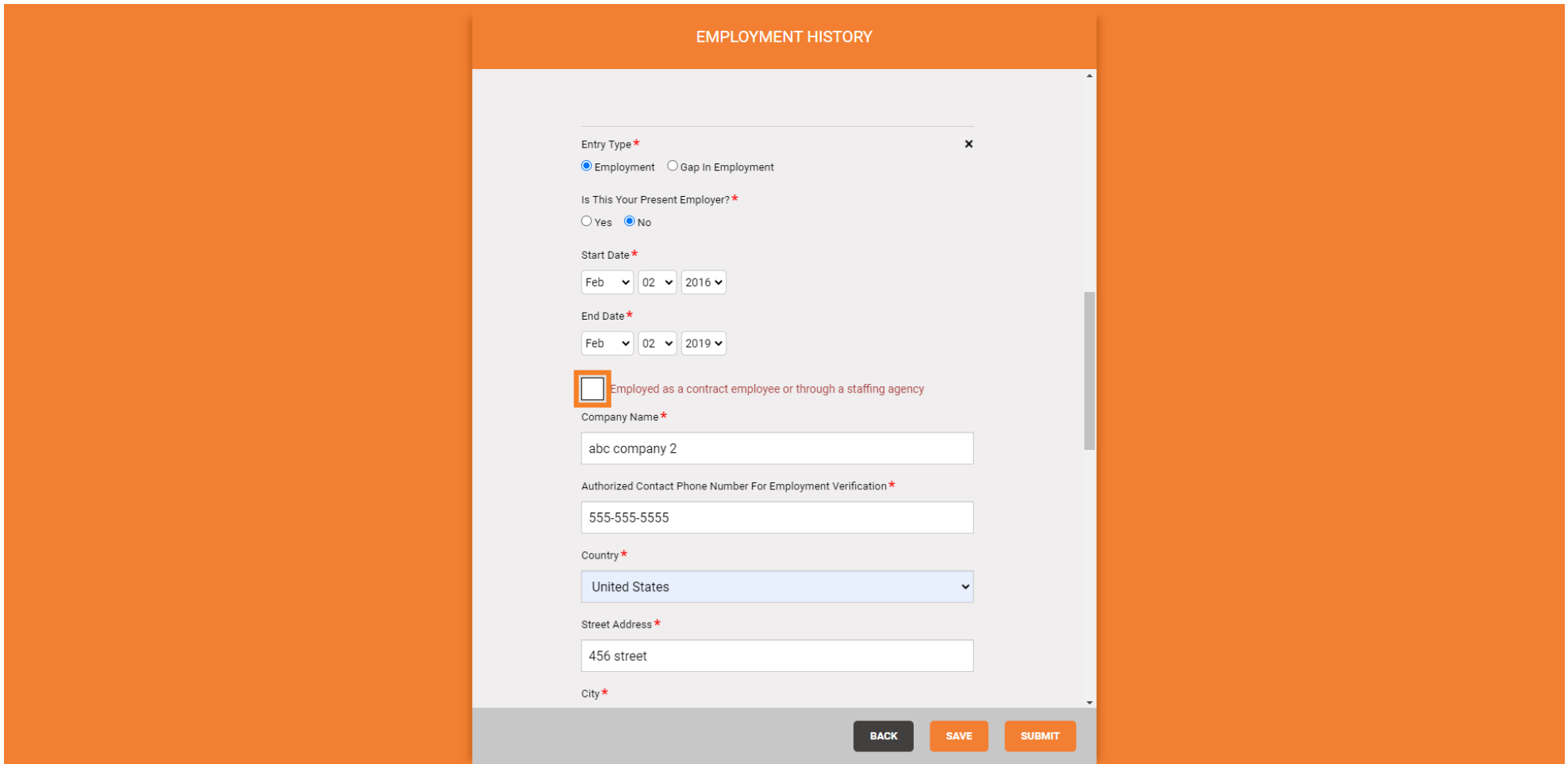Authorized Contact Phone Number For Employment Verification *
[555-555-5555]

Country *
[United States ▾]

Street Address *
[456 street]

City *

[BACK] [SAVE] [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

Orange Tree |

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.

The City.

And State.

Provide the title or position you held while employed there.

EMPLOYMENT HISTORY

Country
United States

Street Address *
123 street

City *
minneapolis

State/Province *
Minnesota

Title/Position While Employed *

Name While Employed *

Employee Number

+ Add

BACK   SAVE   SUBMIT

And your name while employed there.

EMPLOYMENT HISTORY

Country
United States

Street Address *
123 street

City *
minneapolis

State/Province *
Minnesota
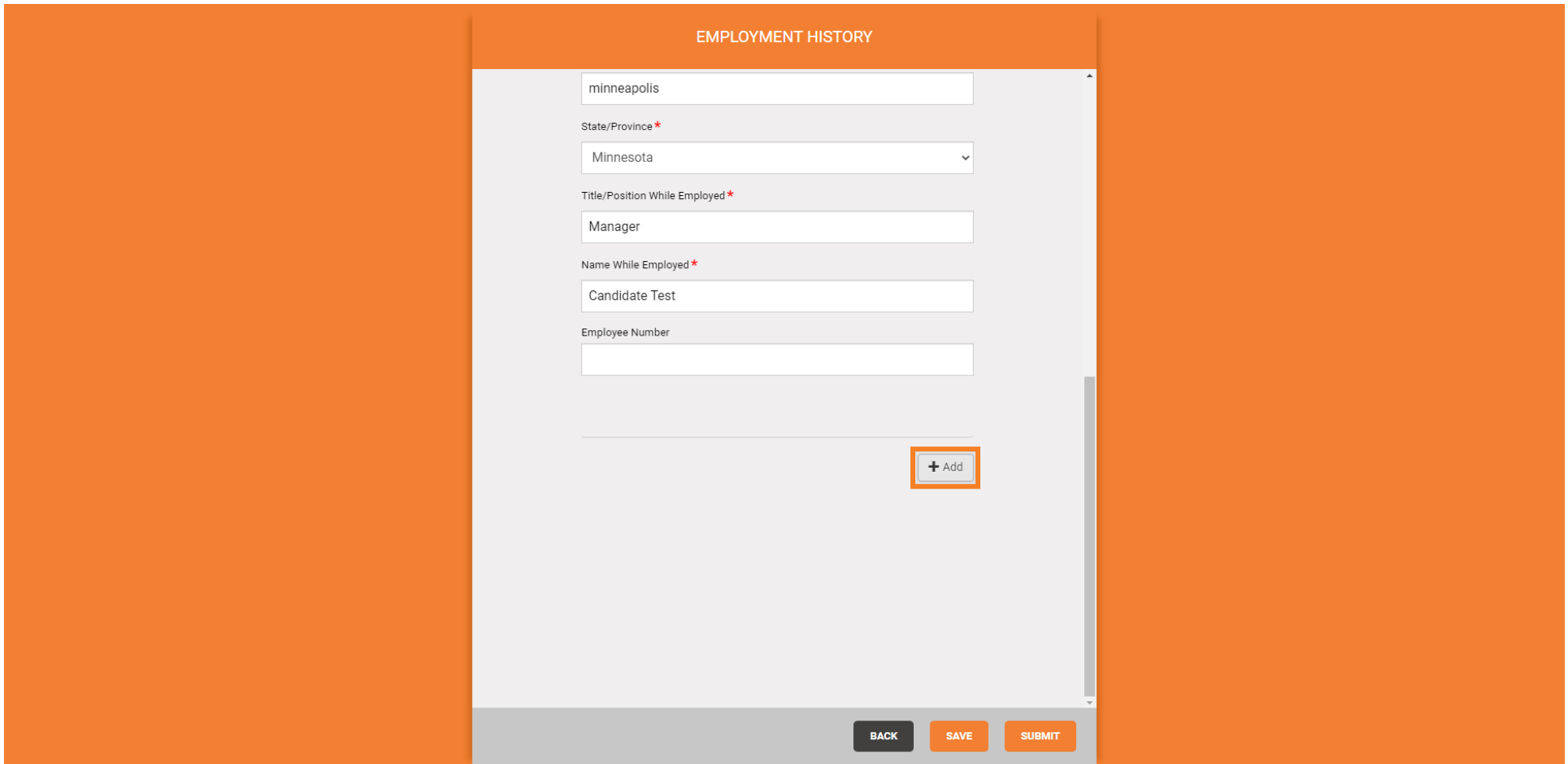
Title/Position While Employed *
Manager

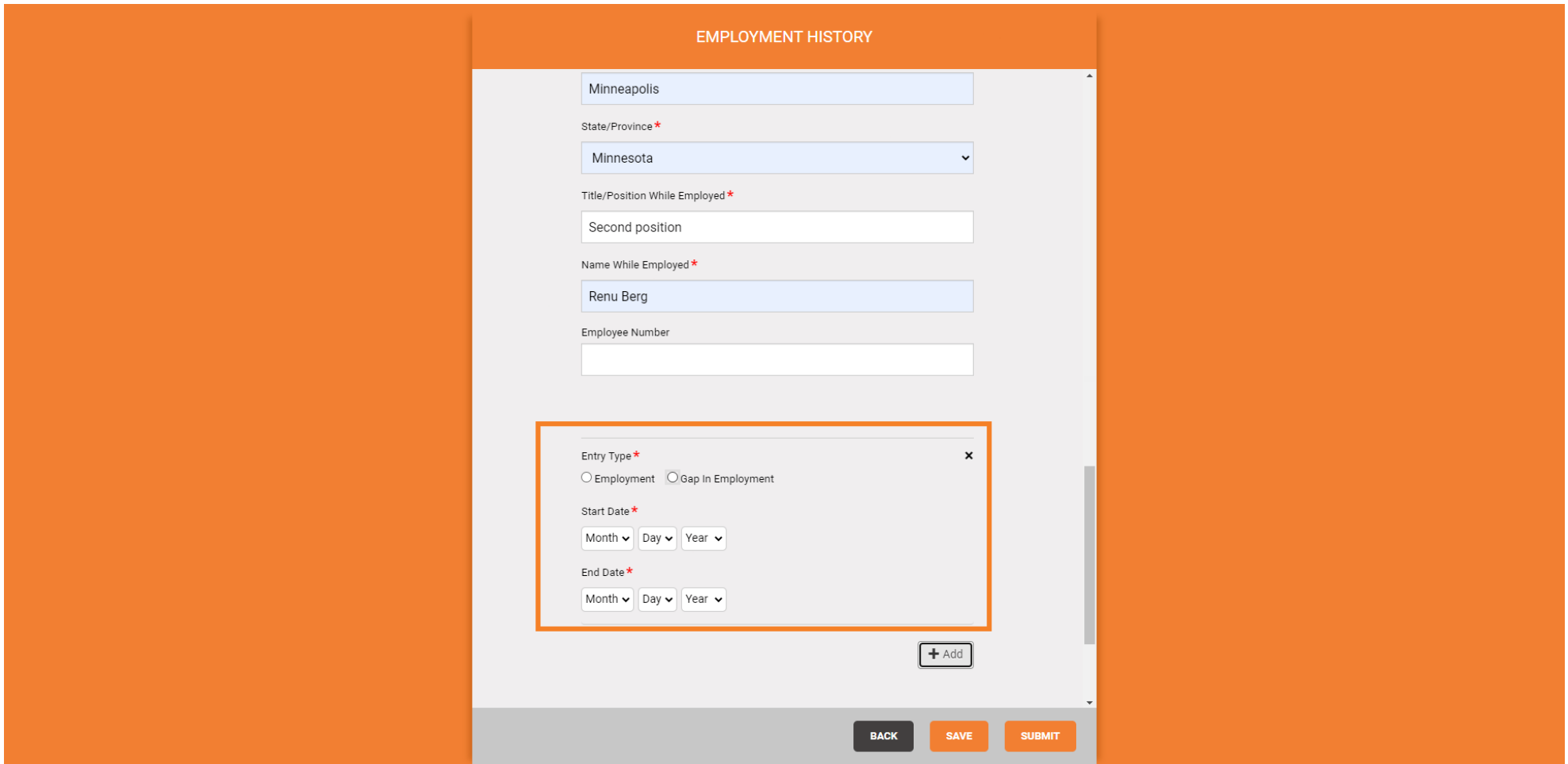Name While Employed *

Employee Number

+ Add

BACK   SAVE   SUBMIT

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

EMPLOYMENT HISTORY

minneapolis

State/Province *

Minnesota

Title/Position While Employed *

Manager

Name While Employed *

Candidate Test

Employee Number

+ Add

BACK   SAVE   SUBMIT

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

And provide an explanation for the gap.

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

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 *
Went to school at that time.

+ Add

BACK   SAVE   SUBMIT

Scan to go to the interactive player