



## New Part Time Faculty - Background Check Consent

As part of the process for hiring part time faculty, FIT’s policy required you to complete a background check in order to teach at FIT. You will *not* be charged any fee for this service.

FIT uses professional and secure third party associates to complete routine background checks. At some point in the first semester following your hire, you will receive an email to your FIT email account from one of our background check associates (currently this is either “*TalentWise Solutions LLC*” or “*American Background, Inc.*”).

This email will provide you with a secure login and password to their site to complete the background check information online. The background check will review the following:

- Employment Verification (10 years prior to hire date)
- Educational Verification (All degrees)
- Criminal and Sexual Offender Database search
- Credit Check (**only if your position will involve handling significant funds**)

Please note you will have five (5) business days to respond to this email from the background check vendor, and enter your background check information, or the background check initiated for you will expire. You must respond within this timeframe to prevent the process from automatically expiring.

***\*Please note that you will still need to contact your educational institution(s) to provide Human Resources with a verified official transcript as this process will only confirm the granting of educational degrees, and will not provide a transcript.***

### **You must comply with FIT College policy and complete this background check in order to be eligible to teach in any future semesters.**

Please do not hesitate to contact FIT’s Human Resources department (212-217-3650 or [humanresources1@fitnyc.edu](mailto:humanresources1@fitnyc.edu)) with any questions you may have.

Please acknowledge below your understanding of these terms of employment:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name