



UNITED STATES APPLICANT TIP SHEET

Congratulations on your offer to join Travelers!

The next step in the hiring process is to have you complete a background check which will be facilitated by HireRight.

This document is designed to give you an overview of the background check screening process, how we may need your assistance in order to complete the required checks, as well as answer some common questions. Our goal is to reduce any possible delays in the process by providing you with helpful tips.

You will be asked to complete the HireRight application in sections. Each section is designed to gather all information necessary to complete the background check as quickly as possible. Providing the information completely and accurately will help the turnaround time of your background check. You will be asked to provide information regarding the following:

- Basic contact info (name, address, phone, SSN, DOB)
- Education (highest level achieved and if you attended other schools but did not receive a degree)
- Employment (history of the last three years, minimum)
- Criminal (candidates are required to admit to any felony OR misdemeanor (in the last 10 yrs) not covered by state disclosures; this includes any pending charges)
- Credit history
- Any license (nursing or attorney)
- Driver's history/Motor Vehicle Record (MVR)

Once the background check has been submitted, it cannot be updated without partnering with the Travelers/ESU staffing representative. This can only be done BEFORE the background verifications have been started. If HireRight is unable to verify any information, you may be contacted by a Travelers/ESU staffing representative or a member of the HireRight team to further discuss and verify the necessary information. If you are asked for documents, please provide them as quickly as possible so that the background check is not delayed. We also want to acknowledge there will be some instances where you may be contacted by more than one individual to verify information.

DOCUMENTATION

For any documents you are asked to submit, please be sure that they are clear and legible. You can upload documents at any time while completing the application and any time after by visiting the HireRight candidate portal. If you do not have scanned copies of the documents requested at the time of online completion, you will be able to provide the documents to the HireRight agent working on your case or to the Travelers/ESU staffing representative. There are several options where you may send documentation such as:

1. You can always contact your Travelers/ESU staffing representative via phone or email
2. You can respond directly via email to the HireRight researcher who requested information
3. You can send it via email to **documentation@hireright.com** or by fax to **+949-224-6064**

Documents that may be required to complete an **education verification:**

1. Copy of degree/diploma/certificate
2. Transcripts, unofficial or official
3. Contact information of the School/College/University and Student ID

Documents that may be required to complete an **employment verification:**

1. Copy of your first and last paystubs
2. Tax forms that verify your start and end date of employment
3. Copy of a recent paystub from current employer

➤ Enter complete information for **ALL** employers for the last 3 years

- Job Title, Start & End Dates must be entered
- Employer's Contact
- We recognize the importance of confidentiality and that you may still be with your current employer. If that is the case, please make sure that you select "**No**" for the "**May we contact your employer?**" question.
Note: You will only have this option for current employment.

Documents that may be required to complete a **criminal verification:**

1. Court paperwork
2. Expungement records
3. Police reports

BEFORE answering the candidate self-reported information, please make sure you have read the instructions if you reside in or are applying for a position in the states listed in the application. A criminal record will not necessarily disqualify you from employment with Travelers and criminal convictions will only be considered in relation to specific job requirements. Failure to disclose requested information about your criminal background may be an omission or misrepresentation of fact that could result in the denial of application for employment or immediate termination.

Documents that may be required to complete a **credit verification:**

1. Bank statements
2. Screenshots of bill history
3. Divorce Decree

Documents that may be required to complete a **MVR verification:**

1. Driver's Abstract
2. State Specific Authorization form

You may monitor the status of your background at any time by logging in to the HireRight portal. Once you have logged into HireRight, you will see a general overview of where you are in the process. **If you have any questions, please reach out to your Travelers/ESU staffing representative. You can find their email address or phone number on the signature line of the Travelers Offer Letter and Supplemental Documents email you received with your offer letter.**