Dear New Hire:

The final step in the employment process at Baldwin Wallace University is completing a background check. Baldwin Wallace University uses the National Center for Safety Initiatives to conduct background checks for all new hires and volunteers. The cost of the background check is covered by the university. Satisfactorily completing a background check is a condition of employment and should be completed before starting to work. Failure to complete a background check may lead to the termination of your employment/assignment.

BW has taken important steps to ensure the highest level of safety within our programs. One of these steps is the use of a standardized approach to background screening for prospective employees and volunteers. This includes a comprehensive background screening program using NCSI's Full Service product and a "CLEAR or PASSED and FAILED or FLAGGED" clearance report in accordance with the criteria chosen by BW.

Simply go to https://baldwinwallaceuniversity.quickapp.pro/apply/applicant/new/12774 and start to input you information in the areas provided. Complete 3 easy steps.

➢ Applicant Info and Address History
➢ State of residence and the state of requested employment
➢ Electronically sign where indicated

The "CLEAR or PASSED and FAILED or FLAGGED" results will be sent to Baldwin Wallace University. National Center for Safety Initiatives will contact you directly if there are any questions, problems or issues related to your specific information. An email address is required when completing the background check as our contact with you will largely be electronic. Please be sure to add @ncsisafe.com to your list of acceptable domains in your email program to receive notifications from us.

It is important when entering your name, that you use your full legal name matching your ID. Using nicknames or failing to type a correct social security number may delay or invalidate your background check.

If you have any questions or problems submitting your information, please call the National Center for Safety Initiatives at (866) 833-7100.

Once you have submitted your information you will receive a confirmation page. The background check generally takes 10 business days to complete. Thank you for participation and your cooperation in this important process. We are looking forward to having you on campus in the near future. If you have any questions, please contact the payroll department at 440-826-2220 or hr@bw.edu

Sincerely,

Payroll

Payroll