ACTION BEHAVIOR CENTERS

Illinois



Completing your background check at ABC!

Welcome to ABC, we're so glad you're joining the team!

A background check is required for employment at ABC. Below you'll find some helpful information on your background check.

In order to ensure a timely and successful onboarding process, please complete these steps immediately.

You must complete these steps **within 3 days** of your start of employment to avoid delays in your employment with Action Behavior Centers.

Standard Background Check

- [ ] You will receive an email from Sterling, First Advantage (our background check vendor).
  - [ ] This is sent to your personal email through which you applied.
  - [ ] This is sent from NoReply@us.sterlingcheck.app
  - [ ] This is sent after your offer has been signed.
- [ ] Follow the instructions to create an account.
- [ ] Follow the prompts and enter all your information - complete all fields correctly.

Since you're joining our Illinois team, this background check includes an **Abuse and Neglect Tracking System (CANTS)** background check, conducted by the State of Illinois, Department of Children and Family Services.

To initiate this search, please follow the steps below:

NOTE: No payment is required, ABC covers the cost - please disregard any mention of a fee in the instructions or notes. If you submit a payment, you are responsible for that payment, and are not eligible for reimbursement.

Step 1

Access the Illinois Consent form (attached)

- [ ] You will be required to complete the attached form and return to us.

Step 2

Prepare your information

- [ ] Have your personal info and any previous names/aliases ready.

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Step 3

Complete the form, be mindful of the following instructions

Complete all fields. Do not leave any spaces or fields blank - if something doesn't apply, just write "N/A."

Hand-signed "wet" signatures are required (eSignature, digital or typed signatures are NOT acceptable).

Affix your signature and indicate the date when you signed the document.

Step 4

Return the completed form to First Advantage, use one of the following options:

- ☐ **Option 1:** Email it to CARSupport-ST@fadv.com
- ☐ **Option 2:** Upload Signed Form Electronically to First Advantage Candidate Hub. Please also confirm receipt by emailing a copy to CARSupport-ST@fadv.com
  - ☐ Upload a copy on the "Documents" tab as part of the background check.
- ☐ You are **not** permitted to mail the form.

Important Information you will need to know:

- Do not edit any information in the "Agency" portion of the document. This has been completed.
- A sample form is attached for your reference *(Do not edit the sample form)*.
- ***Incomplete forms will be returned***
  - Incomplete forms will **not** be submitted for processing and will be returned.
  - Returned forms will **delay** the completion of your background check.

Should you have any questions, please contact help.fadv.com or CARSupport-ST@fadv.com

Note: If we do not receive a response within 30 business days, we will close the search. Failure to complete these steps within the first 3 days of employment may result in a delay in your start date with Action Behavior Centers.

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