Sample Application Station email

Background Check Request from The University of Tennessee

To: Robinson, Audrey (Robinson, Audrey)

Dear Audrey,

University of Tennessee-Knoxville has requested you provide authorization to TrueScreen, Inc. to complete a background investigation. This investigation will NOT be started until you provide this information. If you have questions about why you have received this e-mail, please call UT Human Resources at 955-074-6642.

To complete the forms, please follow the instructions below:

1. Click https://applicationstation.true-screen.com or type applicationstation.true-screen.com into your browser if the link doesn’t open.
2. Create an account using the Sign Up Now Button.
   NOTE: If returning, please skip this step and use the account you created originally.
3. Sign in using the account information you created in step #2.
4. Enter your Application Station code: UNIVOFENKNOXVILLEAR to continue.
5. When asked for your Case Reference Number, please use 6890921.
6. Follow the online instructions on the Application Station Web Site, which will guide you through the process.

If you have questions about the information you are being asked to provide, please contact your representative at University of Tennessee-Knoxville.

If you experience technical issues logging on to the Application Station Site, please contact Application Station Support at 888-291-1369 x2006.

Thank You,
Application Station