



SILTON SWIM SCHOOL
1701 ATLANTIC AVENUE • MANASQUAN, NJ 08736
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BACKGROUND CHECK

All employees, both new hires that are 18 or older and previously hired employees who have turned 18 since last summer or will be turning 18 this summer, are required to get a background check. Once you have scheduled your appointment, please hold on to your receipt and email siltonstaff@gmail.com the date of your appointment.

You will be applying for the following: **Personal Employer Request-PER-State Only**

Setting up your appointment

Please use this link to begin setting up your fingerprint appointment:

<https://uenroll.identogo.com/workflows/2F1BF3>

There are 9 sections to complete. Most will be your personal information. Below are the sections and the info you will have to know for sections 2 & 3.

1. Essential Info
2. Employer- (**Silton Swim School 1701 Atlantic Ave. Manasquan, NJ 08736**)
3. Additional Info- (**Contributor Case Number- EMPLOYER**)
4. Citizenship
5. Personal Questions
6. Personal Info
7. Address
8. Documents
9. Location
10. Final page is a confirmation page (print or screenshot this page)

*****IMPORTANT*****

After your appointment- you will be given or emailed a TCN or PCN number. I need that number ASAP! It is how I will get the results of your background check. This number will expire, please get this number to us within 2 weeks. If you fail to get this number to us before it expires, you will have to do the background check and pay the fee again.

PLEASE CONTACT KERRIN IN THE OFFICE FOR HELP IF NEEDED.