**EFNEP Candidate Background Check Information email**

**Immediately after interviews are conducted in a county and the search committee has ranked their top three candidates, NPS sends Katie one email with all three candidates’ information:**

**Email Subject Line:** (County Name) CountyTop 3 candidates

**Body of the Email:**

**Candidate #1:**

**First Middle and Last Names of the Candidate**

**Reason for Request (*New hire, promotion, transfer, or volunteer*)**

**Number & Name of the Department
Employee Type**

**Position Title and Number (*if applicable*)
Checks to be Performed (*Criminal history only, motor vehicle only or both criminal history and motor vehicle*)
Email Address**

**Tentative Start Date
Supervisor
Department Head**

**Example:**

**Subject Line:** Larimer County top 3 candidates

**Body of the Email:**

**Maria Blanco
New Hire
CSU Extension 4040
Non-student hourly
Nutrition educator n/a**

**Criminal History and Motor Vehicle****mariab@gmail.xxx** **January 6th, 2014**

**Sally Supervisor
Dr. Lou Swanson**

**Candidate #2:**

(Include same information)

**Candidate #3:**

(Include same information)