CURTISS-WRIGHT

Completing Your Sterling Background Check

The Process

Congratulations on accepting your Curtiss-Wright offer of employment! The next step is to successfully complete your background check. Please note your background check must be completed and cleared before you start date can be confirmed. The date noted on your offer letter is targeted start date.

1. You will receive an invitation email from Sterling, a leading consumer reporting agency, to perform the check. This will be sent to the email address on your application to start the background process. You may also receive notifications from CW’s TA Coordinator at any time during the background screening process.

2. Start gathering your documents:
   - Employment documentation for the past 7 years (*only* first and last pay stub per employer or W2)
   - Education documentation (certificate of completion, transcripts, degree, diploma, etc.)
   - Social Insurance Number/ Social Security Number

3. Submit your documentation to Sterling through the portal. Best practice is to have all your documentation ready to go and then submitting documents all at once. Employment verification is usually the step that takes the longest.

4. Complete your drug test, if applicable, as soon as possible. If you are unable to go to the lab listed on the invitation, there is an option to choose an alternate location.

5. Once your Talent Acquisition Partner receives the completed results from Sterling, they will reach out with next steps to confirm your start date.

Talent Acquisition Centre of Excellence TA_COE@curtisswright.com
Home Page | Career Page

Sterling Background Check

Frequently Asked Questions

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Employment:

1. An organization I worked for was bought out by another company and the name was changed. How can I prove I worked at the previous company?
    - Please inform your Talent Acquisition (TA) partner, or TA Coordinator, of the current and former name of the company, along with the dates of employment. Your first and last paystub, or tax slip (W2, T4, etc.) will need to match the former name of the company. TA will inform Sterling of the multiple names.
2. I do not want Sterling contacting one of my employers. How do I proceed?
    - Select the "Do Not Contact" option in Sterling. Documentation (tax papers, first and last paystubs, etc.) will still need to be provided.
3. The organization I worked for is no longer in business. How do I proceed?
    - Please provide your first and last paystub, or a tax slip, from the company.

Education:

1. What information do I need to supply?
    - A copy of your Degree/Diploma or Transcript
2. Where can I find my Diploma/Degree?
    - If you do not have your own copies you can contact your school or alumni program
3. What if my school has shut down?
    - Look to see if the school board still operates for its contact information.
4. Where do I submit my certificates?
    - You will need to submit your documentation directly to Sterling.

Drug Test:

1. When should I do my drug test?
    - **As soon as possible.**
2. Does my drug test expire?
    - Yes, the drug test expires within 48hours. If your drug test expires, TA can order a further test but this delay may impact your start date.
3. How long does it take for the drug screening results to come through?
    - 5 – 8 Business days on average
4. How can I prepare for my drug test?
    - Please limit all liquids 30 minutes before taking your test. This will help avoid a dilute result.

- Take your prescription medication (along with the prescription itself) to the drug test lab if you are concerned that a medication may show up in the results.

ID Check (Social Insurance Number, Social Security Number):

1. What should I do if my name has changed? i.e. My name is different on my ID.
    - Let TA know that your name has changed along with any applicable details.
    - Record your previous name in Sterling's "Alternative Names" section.

Sterling Communication:

1. I keep receiving emails from Sterling asking me to provide information/documentation I have already submitted.
    - These are autogenerated emails, and the information submitted needs to be manually checked by Sterling before being cleared.