BACKGROUNDS

* For your background you will need to disclose your criminal history back to your 18th birthday. You will need to disclose all criminal history even if it has been expunged or dismissed. Constellation will require documentation showing the charges and the disposition of those charges. You will be denied access if you are currently on probation.
* You will need to list residency for the last 7 years.
* If you were in the Military in the last 5 years you will be required to show your undeleted DD Form 214. This must be brought with you to in processing.
* You will need to provide 4 personal references. Let your references know ahead of time that they will be contacted by the background company. Choose references carefully and identify those that can in fact be contacted. You can not be related to these individuals. They can be friends, neighbors, or co-workers.
* You will need to provide 3 to 5 years’ worth of work history which is based off your criminal history. Your dates for your employment need to be accurate. You must list all contractors you have worked for. Do not list your home local as an employment period. If your hall dispatched you to work at Lyondell with Brieser, you must list Breiser as the employer. If you do not know your dates, you need to obtain them. Ways of obtaining could be from your tax forms, pay stubs, your hall or contacting the company you worked for. You will need to provide the address and phone number for each employer you worked. Easiest way to complete the work history is start with your most recent employments first and work backwards. Once you have completed the employments you will need to fill the gaps in with unemployment. The person you list for your unemployment reference should be a personal reference that can verify what you were doing while you were not working. It can be a spouse, significant other, parents etc. No dates can be overlapping.
	+ Example: you finished a job on 10/8/2020, your unemployment would start 10/9/2020. Your next job starts 11/10/2020 so your unemployment date would end 11/9/2020.
* Note: if you close the background and complete on another day you will need to change your dates in 2 places. 1st is your residence 2nd is your work history. Your dates need to be the date you are submitting your EPHQ to Exelon.
* The sooner you complete your ePHQ, the faster you will get badged. Do not wait to fill the ePHQ out the day before you start.