**Frequently Asked Questions:**

**1. What if I do not have a social security number?**

Please put the number 555-55-5555 for this place.

**2. What if I do not know my country identification number or my passport number?**

Please put the number 5 in the place holders. HireRight may contact you if a background check is initiated.

**3. What if I have never had a previous employer? What if I have not had at least 3 previous employers?**

Please put N/A in this section. For numerical questions (ex. Salary) please put 0. The application will not allow you to surpass this page unless you fill in the questions.

**4. What if I do not want to disclose my personal information?**

HireRight’s application is confidential. Your personal information will not be exposed. You must complete an application in order to move forward with the interview process at Cisco Systems.

**5. What do I do if the application webpage shuts down?**

Please wait a few minutes before trying to log back in. If you have attempted to log back in after a few minutes and cannot log-in, please contact your recruiter.

**6. What do I do if my log-in and/or password are not working?**

Please contact your recruiter.

**7. What if I have lived in more than the number of addresses the application provides?**

Please list the *most recent* permanent addresses you have lived in (does not include dormitories).

**8. Who can I contact for problems with the application?**

On the application page, there is a “Live Help” button where a HireRight representative is online to chat with you directly. You can also email HireRight at customerservice@hireright.com. If you have problems contacting HireRight, please contact your recruiter. **9. I filled out an application with HireRight a couple months ago (for my Cisco summer internship) and they already verified my degrees and other information. Do I have to fill out another application or can they use the information they have on file?** Cisco’s policy requires candidates to have a new application and background investigation on file no older than six months.  Since your last application is older than six months, you will need to submit a new one if you are interested in moving forward with Cisco.  HireRight may be able to use your prior information and they will reach out to you directly if they have any questions.  **10. What should I use as the requisition number on the application?** Please put N/A in this section**. 11. I interned for Cisco for the past two summers. Should I list this information in the employment history section?** Yes, this is part of your employment history.  Therefore, you should list this experience in the employment history section. **12. What is the deadline to complete the application?**  Please complete the application as soon as possible so there will not be any delays in the recruitment process. **13. How do I check the status of my application?**  Please contact HireRight directly. HireRight’s url is www.hireright.com. Their phone number is (866) 521-6995 (inside the US and Canada) or (949) 428-5804.