

**Clemson University                      Consent Form - Criminal Conviction Check**  
**OFFICE OF HUMAN RESOURCES                      POLICIES AND PROCEDURES**

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**Applicant Information (Please print or type)**

All the names you use or have used

Last	First	Middle	Maiden

Social Security #	Date of Birth	Gender	Race

Physical Addresses: Present and Former Physical Addresses (**where you have resided for two consecutive years**)  
**(No Post Office Boxes)**

Address	City /State	Zip	Dates: From	To

Have you ever been convicted of any unlawful offense, other than a minor traffic violation? \_\_\_ No  
 \_\_\_ Yes **(A criminal conviction does not necessarily disqualify an applicant for employment consideration. Making untrue statements or otherwise failing to report criminal conviction will disqualify an applicant for consideration of that or any position at the University for a period of 12 months or longer for falsification of an application.)**

If yes, list the date of all conviction(s) and crime(s) for which you were convicted regardless of how minor or how long ago it may have been. **NOTICE: We conduct criminal conviction checks. Attach additional page if needed.**

Date	Location (county/state)	Crime

Are you in default on any of the following types of student loans: **National Direct Student Loan, National Defense Student Loan, Nursing Student Loan, Health Professions Student Loan, Law Enforcement Loan, or Guaranteed (Federally Insured) Student Loan?**                      \_\_\_Yes \_\_\_ No

**If yes, attach copy of repayment arrangements agreed upon by creditor.**

I hereby authorize Clemson University Office of Human Resources and/or its agents to make an independent investigation of my background, references, employment, education, credit history, and criminal or police records including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application or Resume and/or obtaining other information which may provide evidence to my qualifications or suitability for employment, promotion, transfer/reassignment or retention as an employee. I release Clemson University

**Candidate Initials:** \_\_\_\_\_

and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources.

I understand that I will be given opportunity to respond to any incorrect information provided by the company conducting the investigation. **In addition, I understand that it is the obligation of the employer to notify me if information contained in the consumer credit report is being used to deny me employment.**

I hereby certify that all information I have provided on this form, employment application, resume and/or other submissions is true and complete to the best of my knowledge and belief. I understand that by admitting to a conviction for any unlawful offense, I will not be automatically disqualified from consideration for employment. I understand that false or misleading information or documentation, or an omission or failure to include all relevant information, may result in rejection of my application, action up to and including termination if hired, and/or criminal prosecution. If hired, I understand the university may terminate me if false or misleading information is given in order to meet the requirements for the position involved.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**TO BE COMPLETED BY DEPARTMENT CONTACT - THIS PERSON WILL BE NOTIFIED OF RESULTS**

NAME	DEPARTMENT NAME	EMAIL ADDRESS	PHONE
<p>Applicant's Education Level: <input type="checkbox"/> High School <input type="checkbox"/> Some College or College Grad.</p> <p>Employee status: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Student <input type="checkbox"/> Volunteer <input type="checkbox"/> Intermittent</p> <p>Funding Source (Circle One): E&amp;G or Other</p> <p><b>Please list account number:</b> _____</p>			
<p>Department/Position Number/Job Opening #: _____/_____/_____</p>			

**HR BACKGROUND INVESTIGATOR VERIFICATION:**

DATE CRIMINAL CONVICTION CHECK PERFORMED: _____	NO ADDITIONAL CRIMINAL CONVICTION(S) FOUND: _____	ADDITIONAL CRIMINAL CONVICTION(S) FOUND: _____
DATE CRIMINAL CONVICTION CHECK REQUESTED: _____	DATE DEPARTMENT NOTIFIED WITH RESULTS: _____	
NOTIFIED BY: EMAIL OR PHONE		