



Clemson University Disclosure Statement for Limited Break in Service (Rehire)

This form should be completed by individuals rehired by Clemson University within one calendar year of the date of their original clear background check. Such individuals must self-disclose any criminal conviction or any charges (misdemeanor or felony) and, if required by a job description, moving traffic violations. Do not use this form for individuals with any break in employment greater than one calendar year of the date of their original clear background check (as well as all new employees/volunteers), as a new background check will be required.

Name: _____ Position Title: _____

I am an employee/former employee in: _____
(department name)

Date of last cleared Clemson University background check (if last cleared University background check was within the last 365 days): _____

Please complete the following questions. Each question must have an answer. If you have not been charged with or convicted of any crimes or moving traffic violations, please indicate "none" in response to the question.

1. Since the date of the last cleared Clemson University background check, I have been charged with committing the following crimes (include all misdemeanor and felony charges, the name and location of the entity that charged you, and the date of each charge):

2. Since the date of the last cleared Clemson University background check, I have been convicted of the following crimes (include all misdemeanor and felony convictions, the name and location of the entity that convicted you, and the date of each conviction):

3. Since the date of the last cleared Clemson University background check, I have had the following moving traffic violations (e.g., speeding tickets, accidents, DUI, etc.): (NOTE: Response only required if your job description includes driving a state-issued vehicle. If not required by your job description, state "Not Applicable.")

4. If you would like to provide any explanation or further information regarding your response to items 1, 2, and 3 above, please do so below or indicate if further information is being attached:

A charge or conviction will not necessarily disqualify you from rehire with the University. As explained more fully in the background check policy, the University may consider a variety of factors in determining whether rehire is appropriate in any given situation.

I certify that the foregoing information I have provided is true and correct. I understand that information from this disclosure form may be used in whole or in part in making an adverse decision. I also understand that Clemson University may choose in its sole discretion to require a more detailed background based on information provided in response to this form or as otherwise required by applicable law or policy. Completion of this form in no way guarantees rehire by the University.

Signature

Date

TO BE COMPLETED BY DEPARTMENT/PROGRAM CONTACT – THIS PERSON WILL BE NOTIFIED OF RESULTS

NAME	DEPARTMENT NAME	EMAIL ADDRESS
------	-----------------	---------------