

## Department Request for Background Check

To Be Completed by Department	
Date:	From:
Department:	Phone #:
Fax #:	Requester Email:
Name of Employee, Candidate or Student (must be identical to the name on the Background Check Authorization and Disclosure forms):	
Position of Candidate, Student, Volunteer or Affiliate:	
<p>Please conduct a background check/drug test on the employee, candidate, student, volunteer or affiliate named in the Background Check Authorization and Disclosure forms. The selections below indicate applicable checks to be performed on which type of employee:</p> <p>Standard Background Check – Conducted for all individuals covered by the university’s <a href="#">Job Reference and Background Checks Policy HR 1.90</a> – to include:</p> <ul style="list-style-type: none"> <li>Criminal Conviction Check – County, State and Federal</li> <li>National Criminal Insight Check (includes Sex and Violent Offender Registry Check)</li> <li>Social Security Verification Check</li> <li>Employment Reference Check (to be completed by department – see Section E of HR 1.90)</li> <li>Employment Verification</li> </ul> <p>Optional Background Checks – Select the appropriate optional background check. These are usually for key leadership, finance and access positions, or positions which require a professional license/certification.</p> <ul style="list-style-type: none"> <li>Professional License/Certification Verification – Check this box if this position requires a Professional License/Certification Verification</li> <li>Credit History Check – Check this box if this position requires a Credit Check</li> <li>Education Verification – Check this box if this position requires a bachelor’s degree or above               <ul style="list-style-type: none"> <li>List the Degree to be Verified:</li> </ul> </li> <li>State Driver’s License Verification – Check this box if this position requires an applicant to drive a university vehicle.</li> </ul> <p><b>Employee Type:</b></p> <ul style="list-style-type: none"> <li>Faculty/Staff</li> <li>Volunteer/Affiliate</li> <li>Student</li> </ul> <p>Current Employee (current employees who are promoted, demoted or reassigned will require a limited statewide SLED criminal background check or a more extensive check when the new assignment is defined as a “key leadership, finance or access position” (Section II, 2, or HR 1.90)</p>	
<p>The candidate requires a pre-employment drug test consistent with <a href="#">HR Policy 1.95</a>.</p> <p>The candidate is an attorney licensed to practice law in S.C.</p> <p>The candidate requires irradiator access. Please note that an Education Verification must be completed in addition to the Standard Background Check.</p>	
Department # to be Charged:	Fund:
Signature of Person Requesting the Background Check:	
<p><b>Please send this form to Margie Hammonds, Employment Office, through the secure fax line 803-777-5589, or mail it to 1600 Hampton Street, Suite 101. For questions, please call 803-777-3821.</b></p>	