

To conduct a background check for a minor (South Carolina law states that a minor is under the age of 18), the university must obtain parental or legal guardian consent to authorize the background check.

Applicants are required to disclose all criminal convictions on the application for employment. Convictions will be reviewed on a case-by-case basis, considering the nature of the position, the seriousness of the offense, the date of the conviction, and the honesty of the applicant in completing the application form.

The applicant will be required to complete a form which authorizes the University to have a criminal conviction check performed. If convictions are found, the job relatedness of the convictions will be determined by the Associate Vice President for Human Resources in consultation with the Provost, the appropriate Vice President (hiring supervisor, optional), and President or designee. The decision will be documented in writing. The University's decision will be based on the following factors:

- The nature or gravity of the offense or conduct;

- The time that has passed since the offense or conduct occurred.

If the result of the credit check is negative, before taking any adverse action, the University must provide the candidate with a copy of the report and a list of the individual's rights. Applicants shall be granted five days to contest the accuracy of the credit information the University has received.

Upon evaluation of the background checks, the acceptance or rejection of the candidate's final offer will be determined by the Associate Vice President for Human Resources in consultation with the Provost, the appropriate Vice President (hiring supervisor, optional), and President or designee. The decision will be documented in writing and retained in the Office of Human Resources.

SPECIAL NOTE

The advance notice duties do not apply when an employer requests an investigative consumer report for purposes other than verifying a job candidate's credit history and financial trustworthiness. In particular, FCRA exempts employers from any duty to provide advance notice when a report is requested to investigate possible employee misconduct, such as workplace thefts, sexual harassment complaints, theft, or other criminal activity. (15 U.S.C. § 1681b(2)(B); 16 CFR § 644.6(a)(1)).

**Letter to Applicant When a Pre-employment Background Check
Discloses Information That May Prevent Hire**

Date _____

Name _____ Address _____ City _____
State _____ Zip _____

Dear _____:

As you authorized in your employment application, Claflin University has recently completed a pre-employment background credit check as part of our employee selection process. The purpose of this letter is to inform you that there is information in the report we received which, if accurate, would prevent us from offering you employment at this time. A copy of the report is enclosed.

After reviewing the report, (1) if you believe that information contained in it is inaccurate and/or (2) you want to know what information in the report falls outside of our guidelines, we ask that you contact us directly within five days. Otherwise, we will assume that you no longer wish to pursue employment with us.

This report was furnished to us by _____. Please understand that while _____ provided the report, they did not make this decision, and they are unable to provide you the specific reasons why Claflin University made this decision.

Enclosed along with the report is a description of your rights under the Federal Fair Credit Reporting Act. Under the law, you have the right to dispute, directly with _____ (vendor), any information in this report. They will reinvestigate the disputed information free of charge and either record the current status of the disputed information or delete the item(s) within 30 days of receiving your dispute. If the information is found to be inaccurate or incomplete or cannot be verified, they will promptly delete that item or modify it. They will provide notification of the dispute to any person who provided the information within five business days of receiving your notice of dispute. The enclosed Summary of Rights provides additional information about your rights.

You have the right to obtain an additional free copy of the enclosed report if you request it from _____ (vendor) within 60 days of when you receive this notice.

Sincerely,

Associate Vice President for Human Resources

Enclosures: Credit Report
Summary of Rights

CLAFLIN UNIVERSITY

**DISCLOSURE TO EMPLOYMENT APPLICANT REGARDING PROCUREMENT
OF A CRIMINAL RECORDS CHECK AND/OR CREDIT REPORT AND/OR
EDUCATIONAL ATTAINMENT**

In connection with my application for employment with Claflin University, I hereby
authorize Claflin University to obtain:

Criminal Records Check

You will need to complete the Criminal Records Check Address Form Below

Credit Report

You will receive a summary of the Fair Credit Reporting Act

_____ Report Verifying Educational Attainment (as indicated below)

You will need to complete the Educational Attainment Form Below

Signature

Date

Position applying for: _____

IDENTIFICATION INFORMATION

Name: _____

(PLEASE PRINT) Address: _____

City / State / Zip code: _____

Signature ID 33-BDC q0.0110(en)11(t)8-24(F)6(o)6(r)-10(m)-10(B)-7(el)6(w)8)JTJET0020092 0 612 79 r112 79 reW* nBT / F

*Date of Birth:

*Federal and state law protects you from discrimination in employment on the basis of age, sex, and

(Country if other than United States)/ Dates of Residency

EDUCATIONAL ATTAINMENT VERIFICATION FORM

Name of College or University _____

Address: _____

Type of Degree Received: _____

Year Degree Received: _____

Name of College or University _____

Address: _____

Type of Degree Received: _____

Year Degree Received: _____

PLEASE USE ADDITIONAL PAGES OF THIS FORM AS NECESSARY

