



Department Request for Background Check E-Link Affiliate, Student, Volunteer, Special Circumstance Form Only

To Be Completed by Department		
Date:	From:	Department
Phone #:	Fax #:	Requester Email:
Person to be Screened		
Name:	Type of Person:	
Phone #:	Email:	
If Special Circumstance was chosen, please explain the reason:		
<i>*Examples of special circumstances are re-certifications, audit, summer camp, and employees working with minors.</i>		
The selections below indicate applicable checks to be performed:		
<p>Standard New Hire Background Check – Conducted for all individuals covered by the university’s Job Reference and Background Checks Policy HR 1.90 – to include:</p> <ul style="list-style-type: none"> Criminal Conviction Check – County, State and Federal National Criminal Insight Check (includes Sex and Violent Offender Registry Check) Social Security Verification Check Employment Reference Check (to be completed by department – see Section E of HR 1.90) <p>Optional Background Checks – Select the appropriate optional background check. These are usually for faculty and key leadership, finance and access positions, or positions which require a professional license/certification.</p> <ul style="list-style-type: none"> Professional License/Certification Verification – Check this box if this position requires a Professional License/Certification Verification Credit History Check – Check this box if this position requires a Credit Check Education Verification – Check this box if this position requires a bachelor’s degree or above List the Degree to be Verified: State Driver’s License Verification – Check this box if this position requires an applicant to drive a university vehicle. Employment Verification 		
<p>The student requires a Drug Screen for school practicum or externship. What panel is required?</p>		
Provide complete PeopleSoft Funding information:		
Operating Unit		
Department		
Fund		
Account		
Class		
Project		
Proj. Costing Bus Unit		
Cost Share		
Signature of person requesting the background check:		
Please submit this form to the Background Screening Office , by emailing background@sc.edu . If you have specific questions or concerns that our team can help you address, please contact the Background Screening Office by calling 803-777-3111.		