

**CRIMINAL BACKGROUND CHECK AND REPORTING POLICY**

The Athletic Training Program (AT Program) conducts criminal background checks for Athletic Training Students as required by the University of South Carolina and/or Clinical Affiliated Sites. A criminal conviction or pending criminal charge may be a factor in your position within the AT Program and/or clinical site placement. The information request to conduct a criminal background check will not be used for any other purpose.

Discrimination based on age, gender, race or any other protected class status is prohibited by University policy. A record of conviction and/or pending criminal charges is not an absolute bar to the AT Program or clinical site placement. Such information will be considered only if there is a substantial relationship between the circumstances of the conviction and/or pending charge and the position within the AT Program. Your completion of this form is part of your participation in the AT Program. Athletic Training Students must fill out the form accurately and completely, to the best of their knowledge, disclosing all convictions and/or pending criminal charges for any felony or misdemeanor. Individuals who fail to complete and return the form in a timely fashion will not be further considered or remain within the AT Program. All students must also complete University of South Carolina *Acknowledgement and Authorization for Background Check* ([www.hr.sc.edu/forms/Authorization\\_Background\\_Check.pdf](http://www.hr.sc.edu/forms/Authorization_Background_Check.pdf)) and the Personal Information Supplemental Form for Background Checks ([http://hr.sc.edu/forms/Personal\\_Information\\_Supplemental\\_Form.pdf](http://hr.sc.edu/forms/Personal_Information_Supplemental_Form.pdf)).

*An athletic training student's failure to accurately and completely disclose his or her criminal conviction history may be grounds for removal from the AT Program.*

Please print the following information clearly:

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*First Name*

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*Middle Name*

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*Last Name*

Other Names You Have Used: \_\_\_\_\_

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*Date of Birth*

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*University of South Carolina VIP Number***NOTIFICATION OF PREVIOUS OR PENDING CONVICTIONS**

**Have you ever been convicted of a felony or misdemeanor?** *Note: Failure to disclose a conviction for any crime (meaning a felony or misdemeanor) may be considered an intentional omission. (Check one)*

Yes  No *If yes, indicate below:*

1. Nature of Offense

Date of Conviction: \_\_\_\_\_ Name and Location of Court: \_\_\_\_\_

2. Nature of Offense

Date of Conviction: \_\_\_\_\_ Name and Location of Court: \_\_\_\_\_

3. Nature of Offense

Date of Conviction: \_\_\_\_\_ Name and Location of Court: \_\_\_\_\_

*Attach Additional Sheets if necessary.*

**Do you have any charges (felony or misdemeanor) pending against you?** (Check one)

Yes  No *If yes, indicate below:*

4. Nature of Offense

Date of Conviction: \_\_\_\_\_ Name and Location of Court: \_\_\_\_\_

*Attach Additional Sheets if necessary.*



**UNIVERSITY OF SOUTH CAROLINA BACKGROUND AND EMPLOYMENT VERIFICATION CHECKS (EXCERPTS FROM POLICY HR 1.90)**

Background and employment verification checks include a number of inquiries into the background of the applicant or current employee (paid or unpaid) and may include any or all of the following based on position type authority and responsibility assigned to the position.

Standard Background Check-conducted for all individuals covered by this Policy:

- Criminal Conviction Check - County, State and Federal
- Sex and Violent Offender Registry Check
- Social Security Verification Check
- Driving Record Check
- Employment Reference Check (to be completed by Department - See Sec. II.E.)
- Employment Verification (optional for non-academic and student affiliates)

**EVALUATION OF RESULTS**

The following are among the factors that Human Resources will consider when evaluating the results of the applicable checks:

- Nature, gravity and number of the offenses or conduct
- The facts and circumstances surrounding the offense or conduct
- Age at the time of conviction or release from prison
- The length and consistency of employment history before and after the offense
- Rehabilitation efforts (e.g. education/training)
- The nature of the job sought and relevancy of the offense to the position
- The nature and extent of credit history problems
- The nature and extent of employment history issues
- Professional license/certificate issues and disputes

A previous criminal conviction does not automatically disqualify an applicant from consideration for employment with the University provided such conviction is divulged as required in the application process.

**APPLICANT RIGHTS**

Before an adverse action is taken based upon background check information obtained from the University’s vendor, The Human Resources Employment Office or the outside vendor will send the applicant a pre-adverse action notice that includes a copy of the outside vendor’s report and a copy of “A Summary of Your Rights Under the Fair Credit Reporting Act.” An applicant will be provided an opportunity to inform Human Resources of additional information that the applicant believes should be considered or clarified regarding the outside vendor’s report.

If the University takes adverse action based upon information in the outside vendor’s report, the Human Resources Employment Office will send the applicant an adverse action notice containing information required by the Fair Credit Reporting Act.

If the applicant disputes the results of the public record information, the applicant is directly responsible for contacting the reporting authorities for the correction of any erroneous records.

*HR 1.90 can be reviewed in entirety at [www.sc.edu/policies/hr190.pdf](http://www.sc.edu/policies/hr190.pdf).*

**AT PROGRAM NOTIFICATION OF CHANGE IN CRIMINAL RECORDS**

Incoming students are expected to truthfully and accurately share any information related to their criminal record as part of the admission and enrollment process. Current students are expected to notify the AT Program immediately if an event impacting the status of their criminal history occurs while enrolled at the University of South Carolina.

**ATHLETIC TRAINING STUDENT VERIFICATION**

I have received, read, and reviewed the AT Program Policy and Procedures listed above for Background Checks while participating in the AT Program. I understand that I have access to this document and all other Policy and Procedures for the AT Program through Blackboard at any time during my tenure within the AT Program. My signature indicates that I have received, read, reviewed, and agree to abide by all these policies and procedures of the AT Program. I understand that if I violate any of the Policy and Procedures of the USC AT Program I am subject to disciplinary action, which may include dismissal from the AT Program and forfeit of all tuition and fees.

By signing this policy and disclosure statement I am indicating that I:

1. Have truthfully and accurately reported your criminal record (if any) to the University of South Carolina and AT Program.
2. Understand that my criminal history may impact my position in the AT Program, progression, and/or future athletic training licensure status.
3. Agree to notify the AT Program immediately if a change in my criminal record occurs while attending enrolled in the AT Program.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature, Athletic Training Student

\_\_\_\_\_  
Signature, Parent/Guardian  
(If student is under 18)

\_\_\_\_\_  
Name, Parent/Guardian (Print)