Request to Discontinue Investigation

Date:__________________________

Investigator: ________________________________________________________

Name/Facility

Applicant: __________________________________________________________

Name/Position Applied For/Facility or Location of Position

This request to discontinue the background investigation on the above referenced applicant is submitted for the following reason (s): (check all that apply and provide narrative)

___ Applicant does not meet the qualifications or standards for employment (i.e. lacks the education or professional licensure(s), disqualifying criminal record, disqualifying sexual abuse allegations, no valid driver's license):

________________________________________________________________

________________________________________________________________

___ Applicant withdrew from consideration (attach a letter indicating withdrawal from applicant)

___ Applicant unable or unwilling to meet work requirements (i.e., immediately start work, work shifts/weekends/holidays, etc.)

___ Applicant has been untruthful, falsified information, or failed to cooperate with investigator:

________________________________________________________________

________________________________________________________________

________________________________________________________________

___ A credible source (identified below) indicates that applicant is unsuitable for employment due to conduct which would endanger or disrupt the workplace (i.e. past instances of workplace violence, sexual or racial harassment, theft from employer, expressed intolerance for minorities):

________________________________________________________________

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________________________________________________________________

Applicant does not meet criteria per state statute for CLEET certification.

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________________________________________________________________

Signature of Investigator                                       Signature of Appointing Authority

Approved ___ Yes ___ No ______________________

(R 8/13)