

Request to Discontinue Investigation

Date: _____

Investigator: _____

Facility/Unit/Division: _____

Applicant: _____

Position/Location: _____

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

- Applicant does not meet the qualifications or standards for employment as indicated below:

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

- Applicant unable or unwilling to meet work requirements as indicated below:

- Applicant has been untruthful, falsified information, or failed to cooperate with investigator as indicated below:

- 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):

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

Signature of Investigator

Date

Approved to discontinue background investigation? Yes

No

Signature of Appointing Authority

Date