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

☐ Yes ☐ No

Approved to discontinue background investigation?

_______________________________
Signature of Appointing Authority

_______________________________
Date

(R 06/21)