



<b>TO:</b>	<b>DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT (DHRD)</b>
<b>REQUESTING DEPARTMENT:</b>	
<b>SUBJECT:</b>	<b>REQUEST FOR EMPLOYMENT SUITABILITY CLEARANCE</b>

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**A CONDITIONAL OFFER HAS BEEN MADE AND ACCEPTED?**

**PART I: Applicant/Selectee/Employee Information**

Name	
Selected For Position Title/Number	Employment Type
DHRO Authorization	Date
Phone Number	Requisition Number

**PART II: Required Attachments Checklist**

<u>Attachment</u>	<u>Note any pertinent information/comment.</u>	<u>Check Off</u>
1. Employment Application		<input type="checkbox"/>
2. Request for Criminal History Record/Clearance		<input type="checkbox"/>
3. Record Checks		<input type="checkbox"/>
4. Position Description (PD)		<input type="checkbox"/>
5. Authorization Certificate for Release of Employment Information (ACREI)		<input type="checkbox"/>
6. Reference Checks/Employment Vouchers		<input type="checkbox"/>
7. Additional Documents or Comments		<input type="checkbox"/>

**PART III: Issues/Concerns**

Issues/Concerns:

**PART IV: Department Contact:**

Completed by:

Date