

## 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): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Signature of Investigator      Approved \_\_\_ Yes \_\_\_ No \_\_\_\_\_  
Signature of Appointing Authority