

Conditional Hire Request Form

There are times when required clearances are not returned to a prospective employee prior to their start date. In these situations, the hiring of an individual will need careful review and consideration. This form is to be used by the Hiring Manager, in collaboration with the HR Strategic Partner and Youth Program Compliance in the conditional hiring process to document all requirements are followed and is to be filed in the employee's clearance file.

TO BE COMPLETED BY THE HIRING MANAGER

Date:		Department/Unit:	
Employee Name:			Start Date:
Person Requesting Conditional Hire:		Supervisor of employee while in Conditional status:	
Employee Role:			
Rationale for Conditional Hire:			
<p>Conditional Hiring will not be approved if the applicant has not applied for the required clearances. Please indicate below which clearances have been submitted to HR or, if not, please provide the date of the clearance application - as evidenced by making a copy of the appropriate completed request forms/receipts (to be placed in the file) provided by the prospective employee.</p>			
Clearance	Submitted to HR?	If No, Date of Clearance Application	
Standard (First Advantage)	<input type="checkbox"/> Yes <input type="checkbox"/> No	____/____/____	
PA Criminal	<input type="checkbox"/> Yes <input type="checkbox"/> No	____/____/____	
PA Child Abuse	<input type="checkbox"/> Yes <input type="checkbox"/> No	____/____/____	
FBI Fingerprint	<input type="checkbox"/> Yes <input type="checkbox"/> No	____/____/____	
Hiring Manager Initials			
	The applicant has applied for the three required clearances and they have provided a copy of the completed forms to their hiring manager for reimbursement. Penn State requires proof of payment (receipts from prospective employee) if a Purchasing Card is not used to pay for the clearances.		
	The hiring manager has no knowledge of information pertaining to the applicant which would disqualify them from employment.		
	The applicant has affirmed in writing, using the DHS Disclosure Statement , that they <u>are</u> not disqualified from employment pursuant to the grounds for denying employment or has not been convicted of an offense of a similar nature to those crimes under the laws or former laws of the United States, or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.		
	If the information in the clearances obtained reveals that the applicant is disqualified from employment in a youth program, activity or service, the hiring manager agrees that, if no other work is available in the future, the conditional employee may need to be dismissed by University.		
	While in Conditional status, the Hiring Manager agrees that the employee will be assigned a role that does not include direct contact with children.		

Conditional Hire Request Form - Page 2

Prospective Employee Name: _____ **Date:** _____

Signed DHS Self-Disclosure completed and attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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APPROVAL SIGNATURES

Hiring Manager Name:	
Hiring Manager Approval Signature:	
Date:	
HR Strategic Partner Name:	
HR Strategic Partner Approval Signature:	
Date:	
Youth Program Compliance Name:	
Youth Program Compliance Approval Signature:	
Date:	
Prospective Employee Name:	
Prospective Employee Signature:	
Date:	

To be completed when outstanding clearances are submitted to HR by the Employee

Clearance	Date Received by HR	If clearances were not submitted to HR within 45 days, please document what actions were taken to obtain the clearances and what actions were taken with the employee: _____ _____ _____
PA Criminal	____/____/____	
PA Child Abuse	____/____/____	
FBI Fingerprint	____/____/____	
Received By:		
Signature:		
Date:		

Further guidance can be provided by the Youth Program Compliance Specialist (814) 865-8785.