



Candidate Disclosure Form (¶310.2b, 315.6 & 324.12)
Notarized Criminal Background Statement

Full Name (first middle last & suffix): _____ (spell out full middle name/no initials)

Complete Physical Address: _____

Complete Mailing Address (if different): _____

Date of Birth (month/day/year): _____ Email: _____

Best Contact Number: _____ Type of Number: _____ District: _____

Have you ever been convicted of a felony? ____ Have you ever been accused of a felony? ____
If "Yes" state in detail the nature of the conviction or accusation (add attachment if necessary).

Have you ever been convicted of a misdemeanor? ____ Have you ever been accused of a misdemeanor? ____
If "Yes", please state in detail the nature of the conviction or accusation (add attachment if necessary).

Have you ever been convicted of sexual misconduct? ____ Have you ever been accused of sexual misconduct? ____
If "Yes", please state in detail the nature of the conviction or accusation (add attachment if necessary).

Have you ever been convicted of child abuse? ____ Have you ever been accused of child abuse? ____
If "Yes", please state in detail the nature of the conviction or accusation (add attachment if necessary).

I _____, affirm that all the information provided by me on this form is true, correct and accurate.

I understand that if false information has been given, my application process in the South Carolina Annual Conference of the United Methodist Church will be terminated, and I will be subject to any disciplinary actions as set forth by said Annual Conference. By signing this I further grant permission for The Board of Ordained Ministry to conduct Criminal Background Investigations whenever needed.

"A past felony conviction is not an absolute bar to employments with the South Carolina Annual Conference of the United Methodist Church. It is our policy to consider: 1) The nature and gravity of the offense or conduct; 2) The time that has passed since the offense, conduct and completion of the sentence; and 3) The nature of the job held or sought. It is also our policy to use individualized assessments to consider more complete information to determine whether exclusions based on past criminal conduct are job related and consistent with business necessity."

Signature: _____ Date: _____

Notary Public Signature & Seal

State of _____ County of _____

Sworn before me on this _____ (date)

Notary Signature: _____

Notary Public of the State of _____ My commission expires: _____

You must pay \$20.00 for the criminal and credit background checks to be complete. There are three payment options. Select the option you will use by placing a check in the corresponding box.

- 1. Pay online at: <https://www.umcsc.org/backgroundcheckpayment/> . Select Option A – Change of Status Background Check or
- 2. Send a check with this form for \$20.00 made payable to the SC Conference Treasurer.
- 3. Pay online when you are completing the screening process described below.

Send this completed & notarized form to: Clergy Services, 4908 Colonial Dr., Columbia, SC 29203. (You may email a copy to speed the process while the original is mailed to Clergy Services (ClergyServices@umcsc.org).

Following the submission of this form to Clergy Services, a link from Trak-1/People Facts will be sent to your email address with instructions. If you selected payment option 3 above, you will pay for the background check through Trak-1 when you the instructions.

You must complete the Background/Credit Check to move forward.