



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

Full Legal Name (First Middle Last, Suffix)  
 Full Residence Street Address (No PO Box), City, State Zip Code  
 Mailing Address if different from residence address  
 Conference Email Address:  
 Best phone number to reach you  
 Date of Birth

*Following the submission of this form to Clergy Services, a link from Trak-1/People Facts will be sent to your conference email address with instructions on completing and paying for your required criminal background and credit checks. You must complete the Background/Credit Check to move forward.*

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).

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/or 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 \_\_\_\_\_

Notary Signature: \_\_\_\_\_

Notary Public of the State of \_\_\_\_\_

My commission expires \_\_\_\_\_

Complete this form, sign and have the form notarized, then email a copy to Clergyservices@umcsc.org.  
 Then mail original to: Clergy Services, 4908 Colonial Dr. , Columbia, SC 29203