SOUTH CAROLINA
HUMAN TRAFFICKING
TASK FORCE

NEW EMPLOYEE FORM

Attach this New Employee Form and Resume to Key Personnel Amendment Files.

To add staff during the grant year, a Key Personnel Amendment should be submitted in the AGO Grants Portal within 60 days of hire.

Organization Name	**Grant Number**
Employee Name	**Position/Role**
VSP Number	**Hire Date**

DETERMINATION OF SUITABILITY

Agency personnel, volunteers, consultants, and contractors who are reasonably likely to interact with a minor receiving grant-funded services must have a criminal background check **every five years**. Interaction includes, but is not limited to physical contact, verbal, and/or written communication and/or transmission of images and sound and may be in person or by electronic or similar means. All the requirements for this Award Condition can be found at https://ojp.gov/funding/Explore/Interact-Minors.htm. Please read the entirety of this Award Condition before completing this form and performing the criminal background checks. ***This should be completed at the beginning of each grant year or when a new staff member is hired.***

National Sex Offender Registry Search Date	State Sex Offender Registry Search Date	SLED Criminal Background Check Search Date	Fingerprint-Based Criminal History Search (Yes or No)	Next Review Date for Suitability

CIVIL RIGHTS CERTIFICATION

This employee has completed the civil rights training presentation through the South Carolina Human Trafficking Task Force website at https://www.scag.gov/human-trafficking/ht-grants/. *The required training video is the Overview of the Office for Civil Rights and Laws Enforced.*

This signature certifies that the employee has read, understood, and will comply with all items mentioned in the presentation, and that the agency as a whole understands that compliance is mandatory agency-wide if they receive any federal funds.

Employee Name	**Signature**	**Date**
Project Director Name	**Signature**	**Date**