



## EMPLOYEE CANDIDATE CLEARANCE VERIFICATION FORM

### Step 1: C4 Hiring Official Instructions

A. Fill in contract information fields that candidate is being considered for and send to candidate.

**Contract Supporting:**

**Contract Position:**

### Step 2: Candidate Instructions

A. Candidate to complete **ALL highlighted fields ONLY.**

B. Minimum information candidate must provide is their SSN.

C. Candidate submits completed form to C4 Hiring Official: (Email to: [rebecca.sizemore@c4plans.com](mailto:rebecca.sizemore@c4plans.com))

#### Candidate Information:

**Date:**

**First Name:**

**Middle Name:**

**Last Name:**

**Cadency:** (Sr., Jr., II, etc.)

**SSN:**

**Date of Birth:**

**Place of Birth:**

#### Candidate Point of Contact Information:

**Email Address:**

**Home Phone:**

**Mobile Phone:**

**Address (Street):**

**City:**

**State:**

**Country:**

**Postal Code**

Step 3: C4 Facility Security Officer will validate candidate's clearance eligibility and complete clearance information fields including supporting or additional remarks and return clearance information results to hiring official.

#### Candidate Clearance Information:

Citizenship:	Clearance:	Clearance Date:	Granted By:	CE Date:	Investigation Date:	Investigation Type:

#### Remarks:

*The information from this clearance verification shall not be used for any purpose other than determining the candidate's current eligibility and that the information provided by the candidate is protected by Section 552a of title 5, United States Code, "Privacy Act of 1975".*