



Application for Temporary Employment

University of South Carolina

Date: _____

Return to: _____

Position(s) Desired: _____

Source of Referral: _____

A RESUME OF YOUR EMPLOYMENT WILL NOT BE ACCEPTED IN LIEU OF APPLICATION.

Instructions: Complete items 1 through 25—incomplete applications may be rejected.

1. Name _____
Last (Jr.,Sr.,Etc.) First Middle Initial

2. Home Address _____
No. and Street City County State Zip Code

3. Mailing Address _____
(If different from Home Address.) No. and Street City County State Zip Code

4. Social Security No. _____ Work Phone No. _____ Home Phone No. _____

5. E-mail Address: _____

6. Alternate Contact: _____ Phone: _____

7. Education: Indicate the highest number of years of secondary education and/or higher education completed:
 Secondary: _____ College: _____

8. If applicable complete the following:

Name of School <small>High School, Trade School, College</small>	City	State	Graduate		Degree/Major or <small>Diploma, GED, Certificate</small>
			Yes	No	

Are you currently enrolled: Yes No Major: _____ Other Education/Training: _____

READ CAREFULLY BEFORE COMPLETING THE FOLLOWING

If offered temporary employment at the University of South Carolina, all persons, including U.S. citizens, will be required to present original documents verifying identity and employment eligibility in compliance with the Federal Immigration Reform and Control Act of 1986.

8. WORK EXPERIENCE: Begin with your present or last job and describe in detail all periods of employment including self-employment. Include military service and part-time employment. (Attach DD-214 if you have military service.) Account for your time during any intervals of unemployment other than those when you were attending school.

Name of Employer: _____ From: Month _____ Year _____

Employer's Address: _____ To: Month _____ Year _____

Your Job Title: _____ Full-time Part-time

Specific Duties: _____ Last Salary: _____

_____ Supervisor's Name: _____

_____ Title: _____

Reason for Leaving: _____

Name of Employer: _____ From: Month _____ Year _____
Employer's Address: _____ To: Month _____ Year _____
Your Job Title: _____ Full-time Part-time
Specific Duties: _____ Last Salary: _____

Supervisor's Name: _____

Title: _____
Reason for Leaving: _____

Name of Employer: _____ From: Month _____ Year _____
Employer's Address: _____ To: Month _____ Year _____
Your Job Title: _____ Full-time Part-time
Specific Duties: _____ Last Salary: _____

Supervisor's Name: _____

Title: _____
Reason for Leaving: _____

Name of Employer: _____ From: Month _____ Year _____
Employer's Address: _____ To: Month _____ Year _____
Your Job Title: _____ Full-time Part-time
Specific Duties: _____ Last Salary: _____

Supervisor's Name: _____

Title: _____
Reason for Leaving: _____

Name of Employer: _____ From: Month _____ Year _____
Employer's Address: _____ To: Month _____ Year _____
Your Job Title: _____ Full-time Part-time
Specific Duties: _____ Last Salary: _____

Supervisor's Name: _____

Title: _____
Reason for Leaving: _____

Name of Employer: _____ From: Month _____ Year _____
Employer's Address: _____ To: Month _____ Year _____
Your Job Title: _____ Full-time Part-time
Specific Duties: _____ Last Salary: _____

Supervisor's Name: _____

Title: _____
Reason for Leaving: _____

Name of Employer: _____ From: Month _____ Year _____
Employer's Address: _____ To: Month _____ Year _____
Your Job Title: _____ Full-time Part-time
Specific Duties: _____ Last Salary: _____

Supervisor's Name: _____

Title: _____
Reason for Leaving: _____

9. Have you any objections to USC making inquiry of your present employer regarding your work habits and qualifications?
 Yes No
10. What type of temporary employment are you seeking? Full Time Part Time
11. If you are seeking part-time employment, what hours would you be available? _____
12. What date could you begin work? _____
13. Have you ever been employed by the University of South Carolina? Yes No
 If yes, in what position/campus? _____ Date(s) of Employment _____
14. Are you a United States citizen? Yes No If no, are you authorized to work in the United States? _____
15. Have you ever been discharged or forced to resign for misconduct or unsatisfactory service from any job? Yes No
 If yes, explain in detail on an attached sheet.
16. Have you been convicted of a crime other than minor traffic violations? Yes No
 A "yes" answer to this question will not necessarily bar you from employment. The nature, severity, and date of the offense in relation to the position for which you are applying are considered. If yes, please complete the following:

CHARGE	WHERE CONVICTED	DATE	DISPOSITION OR CURRENT STATUS
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16. Do you possess a valid S.C. driver's license? Yes No Number: _____

If offered a position at the University of South Carolina that requires you to operate a University vehicle, you will be required to furnish a statement of you current driving record. This statement can be obtained from the state highway department that issued your driver's license. You will not be allowed to start work until receipt of a statement of a satisfactory driving record.

17. List any career related organizations or societies to which you belong. _____
18. List professional/technical credentials (licenses, certificates, apprenticeships, etc). _____
19. Briefly explain any significant volunteer work you have done. _____
20. What foreign languages do you speak and/or read? _____
21. List any training, licenses, special skills or qualifications, not previously listed. _____
22. Please describe your supervisory experience. _____
23. List your computer software skills or experience (Microsoft Office, Microsoft PowerPoint, etc.). _____
24. List your experience with trades related equipment. _____
25. Number of credits/years in education beyond highest degree earned (if applicable): _____

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

In accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the University of South Carolina has prepared its Annual Security Report. The report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the University, and on public property within or immediately adjacent to and accessible from the campus. It also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. For a copy of this report, contact USC's Police Department, 1501 Senate Street, Columbia, S.C. 29208, telephone number (803) 777-4215, or go to: hr.sc.edu/employ/cleryact.html.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

CERTIFICATE OF APPLICANT — Read Carefully Before Signing.

1. If hired, I understand that I will be required to participate in mandatory direct deposit of my paycheck.

I certify that all statements on this form are true and accurate. Any misrepresentations or omissions of facts may result in my being disqualified for employment, or if hired, terminated from employment.

I understand that a routine inquiry or investigation may be made during initial or subsequent processing to provide information applicable to the job for which I am applying. I hereby grant the University of South Carolina permission to access those records that it deems necessary and release all parties from liability. I understand the information on this form will be treated in a manner consistent with the business needs of the University and the law.

I further understand that the position for which I am applying is temporary and that I serve at the will of the University. I agree that, if employed, the University reserves the right to terminate my employment at any time. I fully understand and agree that if accepted as a temporary employee, I will not be entitled to annual or sick leave, paid holidays, health or dental insurance, grievance rights, or other benefits normally associated with permanent employment.

Applicant's Signature _____ Date _____

2. South Carolina state law prohibits employment by any state agency of any person who has willfully defaulted on any of the student loans listed below. Such person may be considered for employment only after all overdue payments have been made or a voluntary agreement has been entered into with the lender after the default providing for terms of repayment of the debt.

Please check any of the following types of loans in which you are now in default:

- Guaranteed Federally Insured Student Loan
- Health Professions Student Loan
- Law Enforcement Education Loan
- National Direct Student Loan
- National Defense Student Loan
- Nursing Student Loan.

If in default, attach a separate sheet explaining what steps you are now taking to repay the loan.

**I certify with my signature that I have indicated all student loan defaults.
If no loan types have been checked, I certify with my signature that I am not
in default on any of the types of student loans listed above.**

Applicant's Signature _____ Date _____

