

University of South Carolina Academic Personal Information

Note: Read carefully before completing this form. A resume of your employment is not an acceptable substitute.

In order to complete your employment process and to insure compliance with Federal and State reporting requirements, it is mandatory that this form be fully completed before the University can initiate the paperwork to place you on the University payroll.

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

Home Phone: _____ Email Address: _____

Home Address: _____
 Street & No. City State Zip Code

Mailing address: _____
 Street & No. or P.O. Box No. City State Zip Code

Emergency Contact: _____ Phone: _____

Previous Employment: Include all full-time and part-time employment. Begin with last employer. Give full detail, i.e., dates, breaks in continuity of service and exact rank. Use additional sheet if necessary.

Employer: _____ **From:** _____ **To:** _____

Department: _____ Last position: _____

Address: _____

Employer: _____ **From:** _____ **To:** _____

Department: _____ Last position: _____

Address: _____

Employer: _____ **From:** _____ **To:** _____

Department: _____ Last position: _____

Address: _____

Employer: _____ **From:** _____ **To:** _____

Department: _____ Last position: _____

Address: _____

Employer: _____ **From:** _____ **To:** _____

Department: _____ Last position: _____

Address: _____

References: List the names and addresses of three personal references.

1. _____

2. _____

3. _____

Additional Information:

List learned societies of which you are a member. (Use additional page if necessary)

List your collegiate honors, organizations, and activities. (Use additional page if necessary)

Publications – List most recent or important. (Use additional sheet if necessary)

List any professional certifications you may have. (Use additional page if necessary)

Education: List educational institutions attended subsequent to secondary school.

Institution: _____ **From:** _____ **To:** _____

Degree: _____ **Major:** _____

Address: _____

Institution: _____ **From:** _____ **To:** _____

Degree: _____ **Major:** _____

Address: _____

Institution: _____ **From:** _____ **To:** _____

Degree: _____ **Major:** _____

Address: _____

Personal Data:

Are you a United States citizen? Yes No If no, are you authorized to work in the United States? _____

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.

Have you ever been convicted of any offense other than a minor traffic violation? This includes felonies or misdemeanors, even if you paid a fine or received a suspended sentence. An example of a common misdemeanor is... "Worthless Check"... Yes No

If yes, list every conviction since you were 18 years of age or older even if you believe you made restitution, paid a fine, etc. You must list all convictions. 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 will be considered.

<u>CONVICTION</u>	<u>WHERE CONVICTED</u>	<u>DATE</u>	<u>DISPOSITION OR CURRENT STATUS</u>

Do you have any relatives employed with the University of South Carolina? Yes No

If yes, please provide the name(s), relationship, department and campus. _____

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 persons 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 circle any of the following types of loans in which you are now in default:** National Direct Student Loan, National Defense Student Loan, Guaranteed-Federally Insured Student Loan, Nursing Student Loan, Health Professions Student Loan, Law Enforcement Educational Student Loan. If in default, attach a separate sheet explaining what steps you are now taking to repay the loan.

_____ Check here if you are **not** in default on any of the student loans listed above.

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.

Applicant's Signature:

Date: _____

Academic Personal Information
Additional Page 1

Name: _____

A large, empty rectangular box with a thin black border, occupying the majority of the page below the name field. It is intended for the student to provide additional information or details.

Academic Personal Information
Additional Page 2

Name: _____

FOR HIRING DEPARTMENT ONLY

**If hired, the following must be completed by the hiring department and the newly hired employee.
Applicants should NOT complete this section.**

1. For completion by newly hired employee:

Do you consider yourself to be either Hispanic, Latino or of Spanish origin? Yes No

Please select one or more of the following groups with which you identify:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Pacific Islander
- White

2. For completion by hiring department:

Gender: _____ Marital Status: _____ Date of Birth: _____

Spouse's Full Name: _____ Is spouse employed by the State of South Carolina? Yes No

Does this employee have a disability: Yes No

Education Data:

Degree: _____ Major: _____ Date: from _____ to _____

Degree: _____ Major: _____ Date: from _____ to _____

Degree: _____ Major: _____ Date: from _____ to _____

FOR DIVISION OF HUMAN RESOURCES ONLY

1. Highest Level of Education (REQUIRED FOR ALL POSITION TYPES)

Education Code		M	M	Y	Y	Date of Highest Education	

**2. Degrees (REQUIRED FOR FTE, RGP, TL, AND TFAC POSITIONS ONLY).
NOT NEEDED FOR TEMPORARY POSITIONS**

Institution					Program				Deg/Dip/Cert	M	M	Y	Y						
Institution					Program				Deg/Dip/Cert	M	M	Y	Y						
Institution					Program				Deg/Dip/Cert	M	M	Y	Y						
Institution					Program				Deg/Dip/Cert	M	M	Y	Y						
Institution					Program				Deg/Dip/Cert	M	M	Y	Y						

3. Other Information (REQUIRED FOR ALL POSITION TYPES):

Geogr				Visa			Spouse Emp	Sex/Mar	Veteran Status		County of Residence								
Date First Hired					Date Last Rehired				E-Verify Ind	M	M	D	D	Y	Y				
USC PO Mailing Codes				Mailing Codes for Operations Use Only						Personnel I-9 Date Signed by Dept.									
Main	Reg	Admin	Acad	Admin	Dean	Aff	HD/D	HD/D	Council	Council	Council	Council	Council	Council	Council	Council	Council	Council	Council