

## **Background Check** Tips for Applicants

In accordance with University of South Carolina hiring procedures, **General Information Services, Inc. (GIS)** will be conducting your background investigation.

**To ensure your background check is completed in a timely manner, please be sure the following items are provided:**

- **ALL** the names you have used, including your maiden name (if applicable) and the name you used while in school
- Your employers complete information, including address, city, state, zip code and phone number for department to verify employment
- The dates of employment (month and year)

Please be advised that General Information Services, Inc. (GIS) may contact you to request information needed to process your background check. Please respond to all inquiries as soon as possible, as delays in your response time may hinder hiring decisions.

**The type of information that GIS may request includes but is not limited to the following:**

- Dated pay stubs or W-2's from previous employers that may have gone out of business
- 1099's for self-employment
- Additional information to complete verification such as maiden names or other names used
- Additional statewide or international releases

The phone number for GIS is 800-369-3640. If required, documentation may be faxed to GIS at 866-907-9607.

Thank you in advance for your cooperation with this matter. If you have any questions about background checks, please contact your USC hiring department or Margie Hammonds in the Office of Recruitment and Employment at 803-777-3821.

