

**Rehire Instructions**

For applicants who have previously created an account and completed a full temporary application in USC Jobs Online, the application may be edited at any time.

For applicants who choose to reapply for temporary employment in this update format, certain conditions apply. This Temporary Employment Application Update Form may be completed under the following circumstances:

1. The applicant must be a returning former temporary USC employee who has been employed by the University within one (1) year from today's date and has a completed temporary application on file.
2. The job to which the employee is applying must include the same job duties and responsibilities that were previously performed in the last temporary appointment and the job must be located in the same department.

If the job duties that will be performed by the temporary employee have changed or the employee is moving to a different department, the full temporary application on USC Jobs Online must be completed.

If any additional information is needed to fully update the applicant's previous temporary application such as completion of education, specialized courses or certifications, or other work experience, please attach a separate sheet to the update form.

Any employee who has over a one year break in service will require a new Employment Eligibility (I-9 Form) and E-verify.

If hired, you understand that you will be required to participate in mandatory direct deposit of your paycheck.

**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.

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 your 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.

**The language used in this document does not create an employment contract between the employee and the University. This document does not create any contractual rights or entitlements. The University reserves the right to revise the content of this document, in whole or in part. No promises or assurances, whether written or oral, which are contract to or inconsistent with the terms of this paragraph create any contract of employment.**

## University of South Carolina Temporary Employment Application Update

Personal Information									
Last Name:			First Name:				Middle:		
USC ID:		Date of Birth:			E-Mail:				
Address:				City:		State:		Zip:	
Home No.:		Work No.:			Cell No.:				
Education									
Education Level:									
Certifications Held:									
Additional Applicant Information									
Last Date of Employment with USC:					Years of Experience:				
Are you currently employed with another department or campus within the University of South Carolina?			Yes:	No:	If yes, how many hours per week do you work in that position?				
Do you have any relatives employed with the University of South Carolina?			Yes:	No:	If yes, provide the name(s), relationship, department and campus:				
Are you a United States Citizen?			Yes:	No:	If no, are you authorized to work in the U.S.?		Yes:	No:	
Do you possess a valid S.C. driver's license?			Yes:	No:	If yes, provide:		Number:		Exp. Date:
Have you ever been discharged or forced to resign for misconduct or unsatisfactory service from any job?			Yes:	No:	If yes, explain:				
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.									
Conviction:		Where Convicted:		Date:		Disposition or Current Status:			
Certification of Applicant – Read Carefully before Signing:									
<p>If hired, I understand that I will be required to participate in mandatory direct deposit of my paycheck.</p> <p>I certify that all statements on this form and my previous temporary application are true and accurate. Any misrepresentations or omissions of facts may result in my being disqualified for employment or, if hired, terminated from employment.</p> <p>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.</p> <p>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, grievance rights, or other benefits normally associated with employment in a permanent FTE position based on state guidelines. However, health insurance will be extended if I am eligible based on the Affordable Care Act (ACA) and University guidelines.</p>									
Applicant's Signature:					Date:				
Student Loan Information									
South Carolina state law prohibits employment by any state agency of any person who has willfully defaulted on any 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 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.									
Applicant's Signature:					Date:				