



Dual Career Employment Services
Referral

Referrals may be made by the hiring department, the new employee, or the new employee's partner seeking assistance from Dual Career Employment Services. The partner also may skip this form and complete the Dual Career Employment Services Questionnaire to request assistance in their job search.

Partner of New USC Employee

Name: _____

Current Mailing Address: _____

Current Home Phone: _____ Current Work Phone: _____

Mobile Phone: _____

USC Employee Information

Name: _____

Title: _____

Department/Office: _____

Employment Beginning Date: _____

Relocation Information (if available)

Columbia Home Phone: _____

Columbia Work Phone: _____

Estimated Date of Relocation to S.C.: _____

Please send the completed form to the Office of Recruitment and Employment at 1600 Hampton Street, Suite 117, Columbia, SC 29208 or email it to April Davis at ruffad@mailbox.sc.edu.