

## **Electronic 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. Once your background check is initiated by USC, you will receive an email from GIS requesting that you give your consent and provide information for the background check.

**To ensure your background check is completed in a timely manner, please be sure you provide the following information:**

- **ALL** the names you have used, including your maiden name (if applicable) and the name you used while in school
- Your social security number, date of birth and driver's license information
- All of your criminal convictions, locations and dates since the age of 18
- Your current and previous addresses, including zip codes for the past 7 years
- Your current and previous employment history for the past 7 years
- Your current and previous employer's contact information, including address, city, state, zip code and a phone number to verify employment
- Your employment start and end dates, including month and year
- Your education history starting at the bachelor's level, unless you have been instructed differently by your hiring department

Please be advised that GIS may contact you to request additional 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.

