



MEDICAL UNIVERSITY of SOUTH CAROLINA

NEW HIRE INFO SHEET

PLEASE CHECK ONLY ONE:

- Faculty, Temp Faculty, Post Doctoral Scholar, Resident (Paid), MUSC Grad Asst, MUSC Student, Student-Other Institution

Enter IIT Billing Information:

Entity: Account: Unit: Project: Reporting:

1. SSN, 2. Salutation Firstname M.I. Lastname, 3. DOB: mm dd yyyy

4. Address City State Zip, 5. Email:

6. Is this person currently employed at MUSC, University? Yes No, 7. Phone No.:

8. Will this person now or in the future require sponsorship for an employment visa? Yes No

9. Class Code: 10. Class Title:

11. 7-Digit Unit #: 12. Preferred Effective Date of Employment:

13. SALARY INFORMATION:

a) FOR MONTHLY-PAID (FACULTY, TEMP FACULTY, POST DOCS, RESIDENTS, GRAD ASSTS ONLY):

Annualized (Full-Time) Salary: \$ X % Time: = Actual Annual Salary: \$ 0.00

b) FOR BIWEEKLY-PAID (MUSC STUDENT, STUDENT-OTHER INST ONLY):

Hourly Rate: \$ NORMAL HOURS PER PAY PERIOD: / 80 (Attach memo for special circumstances)

14. What date(s) / time(s) have you confirmed that the employee is GUARANTEED to be available for a PRE-EMPLOYMENT PHYSICAL EXAM?

15. FOR PERM FACULTY, RESIDENTS, AND POST DOCS ONLY: What date(s) have you confirmed that the employee is guaranteed to be available for NEW EMPLOYEE ORIENTATION

FOR TEMP FACULTY, GRAD ASSTS, MUSC STUDENTS AND STUDENTS-OTHER INST ONLY: What date(s) have you confirmed that the employee is guaranteed to be available for NEW EMPLOYEE ADMINISTRATIVE SIGN-UP?

FOR FACULTY POSITIONS ONLY:

- 16. If faculty position, will it be funded at all by UMA?
17. If faculty position, will this individual have SUPERVISORY RESPONSIBILITIES?
18. If faculty position, will this individual have ADMITTING PRIVILEGES?

I certify that the information provided on this form is complete and deemed reliable, and that it is guaranteed to reflect the identical terms of employment on the PEAR:

19. Dept. Contact: (Please Print) 20. Phone #:
21. Signature/Certification 22. Date:

**MEDICAL UNIVERSITY OF SOUTH CAROLINA
FACULTY CRIMINAL RECORD SEARCH PROCESS**

1. The Dean's Office ensures that the finalist receives the MUSC Authority and Consent to Release/Obtain Background Information Form. The authorization form is available on the Human Resources Management web site for downloading.
2. The authorization form is completed by the finalist and forwarded to the Director of Human Resources Management.
3. The Department of Human Resources Management conducts the criminal record search and maintains written documentation of the results.

Criminal record searches are conducted through the South Carolina Law Enforcement Division (SLED) and /or Applicant Insight, a third party provider. Searches are conducted for those cities/states where a candidate has resided and/or worked. Information is transmitted to these agencies and results received via secure web site.

The INS has conducted criminal record searches on international faculty for the last two years. For faculty members hired before September 2001, INS performs a criminal record search when a request is made for a visa extension.

4. The Director of Human Resources Management, and in her absence, the Manager of Employment, Classification and Compensation, verbally informs the Chairperson, Dean or approved designee of the results of the criminal record search. Written documentation confirming the results of the criminal record search is also provided.
5. All inaccuracies, falsifications and other information that reflect on the candidate's suitability for employment are discussed with the department Chairperson or college Dean.
6. The Chairperson or Dean will inform a candidate of any information that could result in an offer of employment being withdrawn. Upon request, a candidate will be provided with copies of the criminal record search results. The Chairperson or Dean may allow a candidate to provide written clarification of the findings.
7. It is the decision of the Chairperson or Dean to recommend for employment an individual whose background investigation uncovers questionable findings.
8. The process for approval of faculty appointments, as outlined in the Faculty Handbook, is followed.

9. The Dean verifies the completion of the criminal record search and indicates the presence or absence of questionable findings in the faculty appointment request sent to the Provost.
 10. The cost of the criminal record search, which is incurred by the hiring college/department, is \$63.00 per candidate, with the exception of searches for former residents of New York and Florida, where it costs more to conduct criminal record searches. The Department of Human Resources Management will bill the appropriate college or department.
 11. For additional information please contact HRM at (843) 792-2121.
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MEDICAL UNIVERSITY OF SOUTH CAROLINA

Authority and Consent to Release/Obtain Background Information Form

The information received by the Department of Human Resources Management as a result of signing this Release will be used to assist in a background investigation of you and may be used in conjunction with your applicant information to evaluate your suitability for employment at the Medical University of South Carolina.

College/Department: _____

Name: _____
Last First Middle

Maiden or other names by which you may have been known: _____

*Date of Birth: ____/____/____

Social Security Number: ____/____/____

*(This information is needed for identification purposes *only*)

Gender: _____

Home addresses (excluding South Carolina) during the last 10 years:

Street City State Zip

Street City State Zip

Street City State Zip

Have you ever been convicted of a law violation other than a traffic violation? Yes No If "Yes" please explain, i.e., charges, dates, penalties, name and location of court, final disposition/status. Omit any offenses that occurred prior to your 17th birthday which were adjudicated in juvenile court under a youthful offender law. *A conviction itself does not constitute an automatic bar to employment. The seriousness of the crime and date of conviction will be considered.*

Charge(s)	Date(s)	Penalty	Where Convicted	Disposition/Status
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Are you in default on a student loan? Yes No

If "Yes," SC State law prohibits employment of individuals who are in default of educational/student loans.

I authorize the Medical University of South Carolina to conduct a criminal record search to verify my suitability for employment.

I hereby acknowledge that the Medical University of South Carolina cannot vouch for or guarantee the accuracy of information provided by third parties. Accordingly, I release the Medical University of South Carolina and its agents from any and all liability arising out of any errors or omissions regarding my background information. Any information obtained by the Medical University of South Carolina independently or through a consumer reporting agency shall remain confidential and no further disclosure to other parties shall result. The information obtained as a result of the investigation shall be used exclusively for the purpose of employment.

I _____ also certify that all statements and documents that I have submitted, or asked to be submitted on my behalf, in support of my candidacy are true. I understand that any misrepresentation will cause forfeiture of my rights to employment with the Medical University of South Carolina.

Candidate's Signature

Date

Send To:

Department of Human Resources Management
Medical University of South Carolina
19 Hagood Avenue, Suite 105
P. O. Box 250800
Charleston, South Carolina 29425

Phone: (843) 792-9825 Fax: (843) 792-2263

Individuals who dispute the results of the criminal record search must contact the State Law Enforcement Department and/or the consumer-reporting agency. The address and telephone number of the agency(ies) can be obtained by contacting the Director, Department of Human Resources Management. Notifications of any errors made by the reporting agency institutions must be submitted in writing to the Director, Department of Human Resources Management, for consideration and possible amendment of employment file.