



Summer Youth Employment Application

Office of the University Chief Diversity Officer
173 Ashley Avenue - CRI 104 - MSC 502
Charleston, South Carolina 29425

Date _____

Job Title:

Directions: Type or print in black ink. Answer all applicable questions.

PERSONAL INFORMATION

Last Name		First Name		Middle	Date of Birth
Address		City		State	Zip
Phone		Alternate Number		E-mail	Social Security Number
Driver's License Number	Licensing State	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>		Relatives Employed at MUSC? If yes, list relationship/name Yes <input type="checkbox"/> No <input type="checkbox"/> Name: _____	

EDUCATION (Please list high school and secondary programs attended)

Name of School	Class	Did you Graduate	Degree/Certification	Credits Earned
High:				
College/University:				

WORK EXPERIENCE

Employer Name	Job Title	Dates Employed	Supervisor's Name & Number	Reason for Leaving
Duties:				

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Duties:

Have you ever been convicted of a crime other than a traffic violation?

Yes ☐ No ☐

If checked yes, please explain. All offenses since your 16th birthday should be listed.

Special Skills/Talents

List computer and software knowledge

AGREEMENT

The information received by the Department of Human Resources Management as a result of signing this Release may be used to assist in a background investigation of you and may be used in conjunction with your application to evaluate your suitability for employment at MUSC. I hereby authorize the release to MUSC of information held by any parties regarding previous employment, my criminal history record, and/or record of convictions in state and local files for violation of any federal, state, local statutes or ordinances, military records, my credit history, worker's compensation history, driving record, and scholastic/educational records and hereby release said persons, schools, government agencies, court and law enforcement authorities from damage whatsoever for reusing this information. I hereby acknowledge that MUSC cannot vouch for or guarantee the accuracy of information provided by third parties.

I certify that all information given in this application, including attachments, is true and complete and agree that if the information given is found to be false, it shall be considered sufficient cause for denial of employment or discharge. Authorization is given to MUSC to verify my education record, employment history, and licenses/certifications, and to conduct a criminal record search, background search, and reference checks as required to verify my suitability for employment. I release MUSH/UMA/CFC and any former employer or anyone else from liability for seeking or providing this information. If I am selected for employment, I understand that my employment is conditional on the successful completion of all pre-employment requirements, to include a health screening (physical assessment and drug testing) and criminal record search. BY SIGNING BELOW, I certify that I have read and agree with these statements.

Signature: _____ Date: _____