



## **ATTENTION USC APPLICANTS**

Please be advised that the University of South Carolina (USC) utilizes the General Information Services' (GIS) E-Link program to conduct background checks. This program allows USC applicant's to enter personal information into a secure web based platform provided by GIS. Once your background check is initiated by USC, you will receive the email below from GIS. Please make sure you have the underlined information available before you begin the process.

**Dear Applicant,**

You are receiving this message because you have agreed to complete a background check screening as a condition of your candidacy for employment or in connection with a student, volunteer or affiliate capacity with the University of South Carolina. The university has asked General Information Services, Inc. (GIS) to conduct a background check to determine your eligibility and suitability for the position you are being considered for. We now need you to give your consent and provide information for the background check. For additional information regarding GIS, please visit [www.geninfo.com](http://www.geninfo.com).

The link in the How to Respond section below will guide you through a few screens where you will be asked to provide additional information and consent for the requested search. You will need to have the following information available before you click the link to begin:

1. Your social security number.
2. Your date of birth.
3. Your driver's license information.
4. Your current and previous addresses, including zip codes for the past 7 years.
5. Your current and previous employment history for the past 7 years.
6. Your current and previous employer's addresses, including zip codes for the past 7 years.
7. Your employment start and end dates, including month and year.
8. Your education history starting at the bachelor's level, unless instructed differently by your hiring department.

Our objective is to complete the searches quickly, so please make every effort to ensure the information you provide is accurate and error-free.

### **Additional Information**

- Respond immediately. If you do not respond within 7 days of the date of this message, the University of South Carolina may assume you are no longer interested in the opportunity and may not consider your application further.

### **How to Respond:**

**Click the link below to enter GIS' secure website. (If you are using text-formatted email, please copy and paste the entire link into your web browser to launch the correct page.)**

[Login to Applicant Site](#)

Thank you for your interest in employment with the University of South Carolina! If you have any questions concerning this email please contact your USC department contact or a Background Check Specialist with the Office of Recruitment and Employment at 803-777-3821.