



## Dual Career Employment Services Referral

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Referrals may be made by the hiring department, the new employee, or the new employee's partner seeking assistance from the 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.

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### 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 Talent Acquisition at  
1600 Hampton Street, Suite 117, Columbia, S.C. 29208.