



**SPARTANBURG METHODIST COLLEGE**

**NEW EMPLOYEE INFORMATION FORM**

_____		_____	
Full Name		Position	
_____		_____	_____
Preferred Name		Social Security Number	Date of Birth
_____		_____	_____
Home Mailing Address		City	State      Zip Code
_____		_____	
Home Phone #		Cell Phone #	
_____		_____	
<b>Gender:</b> Male      Female	<b>Married:</b> Yes      No	<b>U.S. Citizen or Permanent Resident:</b> Yes      No	
		<b>Non-Resident Alien:</b> Yes      No	

\*\*\*\*\*  
**EMERGENCY CONTACT INFORMATION**

_____		_____	
Full Name		Relationship	
_____		_____	_____
Home Phone #		Cell Phone #	Work Phone #

**Racial/Ethnic Group:** Check all that apply from the following list:

Are you of Hispanic, Latino or other Spanish Origin?    Yes      No

In addition, please select one or more of the following racial categories that are applicable to you:

- |                                   |   |
|-----------------------------------|---|
| African American/Black            | Native Hawaiian or Other Pacific Islander |
| American Indian or Alaskan Native | White                                     |
| Asian                             | Prefer not to specify                     |

\*\*\*\*\*  
**SOUTH CAROLINA PREGNANCY ACCOMMODATIONS ACT:** Effective May 17, 2018, the South Carolina Pregnancy Accommodation Act protects individuals from employment discrimination for medical needs arising from pregnancy, childbirth, or related medical conditions. The Act, which amended the South Carolina Human Affairs Law, also requires the employers to provide reasonable accommodations for medical needs arising from pregnancy, childbirth, or related medical conditions. Should you have questions about this please contact Jenny Dunn, Executive Director of Human Resources & Title IX at 864-587-4271. A Reasonable Accommodation request form is located in the Policies & Procedures Manual which is available on SMC Infostop.  
\*\*\*\*\*

**EMPLOYMENT AT WILL**

ALL NON-FACULTY EMPLOYEES OF SPARTANBURG METHODIST COLLEGE ARE EMPLOYED ON AN AT-WILL BASIS. NOTHING IN THESE DOCUMENTS OR IN ANY OTHER MATERIALS OR INFORMATION DISTRIBUTED BY THE ORGANIZATION CREATES A CONTRACT OF EMPLOYMENT BETWEEN A NON-FACULTY EMPLOYEE AND SPARTANBURG METHODIST COLLEGE. THIS MEANS THAT THESE EMPLOYEES ARE FREE TO RESIGN THEIR EMPLOYMENT AT ANY TIME, FOR ANY REASON AND SPARTANBURG METHODIST COLLEGE RETAINS THE RIGHT TO RELEASE AN AT-WILL EMPLOYEE AT ANY TIME AND FOR ANY REASON. NO STATEMENTS TO THE CONTRARY, WRITTEN OR ORAL, MADE EITHER BEFORE OR DURING AN INDIVIDUAL'S EMPLOYMENT CAN CHANGE THIS. NO INDIVIDUAL SUPERVISOR, MANAGER OR OFFICER CAN MAKE A CONTRARY AGREEMENT, EXCEPT FOR THE PRESIDENT OF THE COLLEGE, AND EVEN THEN, SUCH AN AGREEMENT MUST BE SET FORTH IN A WRITTEN EMPLOYMENT CONTRACT WITH THE EMPLOYEE, SIGNED BY THE PRESIDENT OF THE COLLEGE.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Employment \_\_\_\_\_ Status: FT    PT    Exempt    Non-exempt

Director of Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_