**State of South Carolina**

**Candidate Cover Sheet**

**Please attach completed form as an additional document with the candidate resume in dotStaff™. This form is required for all IT staff augmentation positions with the State of South Carolina. If the required fields on this form are not completed, including additional forms such as the Sub Vendor Request form (linked below), candidate may be withdrawn from consideration.**

\***REQUIRED FIELD**

\***Posting Number:** Click or tap here to enter text.

\***Candidate Name:** Click or tap here to enter text.

**\*Candidate Availability for In Person interview:** Choose an item.

**\*Current Location of Candidate (City, State):** Click or tap here to enter text.

**If located out of state, is the candidate willing to relocate?** Choose an item.

**\*Is candidate through a sub vendor:** Choose an item.

**If yes, sub vendor name:** Click or tap here to enter text.

**If yes, have you submitted the sub vendor request form (found** [**here**](https://forms.dotstaff.com/en-US/tenants/SOSC/forms/2edb2431-31a6-4fd0-ba8c-bcfdf2814353)**)?:** Choose an item.

**\*Earliest availability to start if selected:** Click or tap here to enter text.

**\*Key engagements over the last two years:** Click or tap here to enter text.

**\*Has candidate ever worked at the State of South Carolina:** Choose an item.

**If yes, what Agency and Division:** Click or tap here to enter text.

**If yes, dates of employment at the State of South Carolina:** Click or tap here to enter text.

**\*Describe how past work experience relates to this position: Emily worked in a pizza shop after graduating college and hopes to g**

**Recruiter Notes: Emily is ending her contract at United HealthCare in two weeks and is actively looking for her next role. She is skilled at managing security audits, privacy assessments, vendor relationships, and implementing business strategies. Emily is local to Columbia, South Carolina and available to work on-site five days/week. Her previous managers have noted her positivity, ability to learn quickly, and motivational attitude in her past roles.**

**By typing my initials below, I have validated that all the information contained in the Candidate’s resume related to technical skills and experience is accurate.**

**Vendor’s Initials: [KH] Date: 09/03/2025**