University of South Carolina
Postal Service

Student Employment Application

***Federal Work Study Position*: Student Postal Clerk**

Date: _____

Employment Position: *Student Postal Clerk - Federal Work Study Position*

                Please confirm you have received a Federal Work Study award by checking the appropriate term below:

                     Fall 2020   ***Spring 2021***

1. Name _____
         Last   First   Middle

Home Address: _____
                            Street Address

_____
         City   State   Zip Code

USCID # _____   Contact Phone #: _____

USC Email Address: _____

Other Email Address _____

Currently Enrolled @ UofSC   ☐ Yes ☐ No   Term: ☐ Fall 2020   ☐ Spring 2021

                               ☐Freshman   ☐ Sophomore   ☐ Junior   ☐ Senior

Name of residence hall *if residing on USC-Columbia campus* _____

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Work Experience

Name of Employer _____

Employer's Address _____

Job Title: _____   Dates of Employment: _____

Duties: _____

Name of Employer _____

Employer's Address _____ _____

Job Title: _____   Dates of Employment: _____

Duties: _____

_____

Name of Employer _____

Employer's Address _____ _____

Job Title: _____   Dates of Employment: _____

Duties: _____

_____

Certificate of Applicant

I certify that all statements on this form are true and accurate. I understand any misrepresentation or omission of facts may result in my being disqualified for employment, or if hired, terminated from employment.

Applicant's Signature _____   Date _____

Direct Deposit

The UofSC requires all employees to participate in mandatory deposit of their pay check.

Background Check

If considered for Student Postal Clerk position, I understand University of South Carolina is required to conduct a background screening for employment purposes prior to offer of position.   You will receive an email from **HireRight** with a link to complete the applicant entry process for the background check.

Applicant's Signature _____   Date _____

I-9 Form - Employment Verification Eligibility

The Department of Homeland Security requires every employee working in the U.S. to complete an I-9 as proof of eligibility to work legally in the United States.

If an offer of employment is extended to you for the FWS Student Postal Clerk position, you need to bring the <mark>**original** **identification/employment eligibility verification documents**</mark> to USC Postal Service before will be allowed to begin work.

Description of acceptable documents can be found on the US Citizenship and Immigration Services website: https://www.uscis.gov/i-9-central/acceptable-documents.

It may be helpful to have the original identification/employment eligibility verification documents with you when you arrive on campus.

The University of South Carolina participates in E-Verify

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. If the Government cannot confirm that you are authorized to work, this employer is required to provide you with written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

Signature denotes I have received a copy of the "*This Employer Participates in E-Verify*" from USC Postal Service. ***Please remove and retain the attached copy before the submitting your application.***

Applicant's Signature _____   Date _____

TIMES AVAILABLE TO WORK

Monday   _____

                _____

Tuesday   _____

                _____

Wednesday   _____

                _____

Thursday   _____

                _____

Friday   _____

                _____

Saturday   _____

Please submit the completed application to RHSTUDMAILCTR@mailbox.sc.edu

or via mail to:

        UofSC Student Mail Center
        Attn: William Copeland
        1400 Greene St
        Columbia, SC 29225

This Organization Participates in E-Verify

E-Verify®

This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents you present for use on the Form I-9.

To determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo matching tool to match the photograph appearing on some permanent resident cards, employment authorization cards, and U.S. passports with the official U.S. government photograph. E-Verify also checks data from driver's licenses and identification cards issued by some states.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the employment eligibility verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 800-255-7688, 800-237-2515 (TDD) or at www.justice.gov/crt/osc.

E-Verify Works for Everyone

For more information on E-Verify, please contact DHS:

888-897-7781

www.dhs.gov/E-Verify

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

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