

## Initial Application Website address: [amazon.com/livoniajobs](https://amazon.com/livoniajobs)

### 1. Do you have a computer at home?

If not, please refer to the attached list of available computers located at selected libraries and Michigan Works! Service Centers.

### 2. Need help with your application?

See attached flyer for Michigan Works! Service Center locations where you can receive assistance with the application process. No appointment is necessary.

### 3. Be sure to bring all of the following:

- Cover letter and resume  
*If you don't have one, please come to a Michigan Works! Service Center ahead of time so we can help you create one.*
- Minimum of (3) References
- Social Security Number and two (2) forms of ID. Do you know your Social Security, Michigan ID or Driver's License numbers?  
If not, then bring your originals or copies of your cards.
- Active email address - Shared email addresses should not be used.  
*If you don't have one, Michigan Works! can help you create one.*

### 4. Be prepared to spend 45 to 60 minutes to complete your application.

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## After you have applied

### 1. Be sure to check your email daily.

Upon submission of your application, Amazon may email you within 24 hours of receipt with further instruction.

### 2. Example email

7/31/2017  
7:00 AM

*Address for interview will appear here.*

Congratulations on moving on to the next step in the hiring process! This invitation is to schedule your Hiring Event, NOT your New Hire Orientation. We are excited to extend you a **contingent** offer of employment for the position based on the online application and assessment you completed! You will need to attend the Hiring Event to continue the hiring process.

At the event, you will accept the offer, learn about Amazon's culture, and review key aspects of the role.

If you require any accommodations, such as an American Sign Language interpreter for the hiring event, please go to: [www.amazon.com/accommodations](https://www.amazon.com/accommodations) and chat with us to request an interpreter. Please contact us immediately upon scheduling your appointment. We need at least 48 hours prior to your appointment to make arrangements.

### 3. What to bring

**IDENTIFICATION AND WORK AUTHORIZATION DOCUMENTS:** Bring ORIGINAL and UNEXPIRED documents to complete the federally-mandated employment verification process. Proper documentation is REQUIRED to work at Amazon. You may need to bring more than one form of identification based on the type. Some examples of acceptable documentation are:

- U.S. Passport
- Photo ID AND Social Security Card
- Driver's License AND U.S. Birth Certificate

**TIP!** If you need to complete your application later, be sure to save. **DO NOT SUBMIT**

**TIP!** Amazon's help page with FAQ is very helpful!

**TIP!** Keep your ID and password in your phone or employment folder for use during the process.

**TIP!** Remember the time zone is Eastern!

**TIP!** An Email from Amazon does not mean you are hired! You must check email daily and complete all steps required to move to the next step in the hiring process!

Please review the complete List of Acceptable Documents and click on this link: ([https://ows01.hireright.com/designs/n-age/base/i9\\_employment\\_eligibility\\_form/pdf/Lists.pdf](https://ows01.hireright.com/designs/n-age/base/i9_employment_eligibility_form/pdf/Lists.pdf)) to see all of your options and carefully determine which forms of identification to bring.

## 4. Before your appointment

1. **Complete Section 1 of your I-9** by clicking on this link [https://ows01.hireright.com/oseserv/entry?entry=i9\\_kiosk&code=AMA170](https://ows01.hireright.com/oseserv/entry?entry=i9_kiosk&code=AMA170)

Additional I-9 Instructions:

- Follow the on-screen instructions carefully.
- You have not fully completed the I-9 until you see the screen that says **'Thank you for completing your federal I-9 Employment Eligibility Form'** and clicked on the **'Close'** button.

2. **Complete the Work Opportunity Tax Credit (WOTC)** screening by clicking on this link <https://wotc.adp.com/?amazon>.

Additional WOTC Instructions:

- Click continue under the Tax Credit Screening section.
- Select the correct location from the dropdown menu.
- On the Welcome page, click "Continue".
- Complete each page of the screening by filling out the required fields indicated by a red triangle until you reach the Finish page.

The WOTC information you supply will be used by Amazon to complete our federal and state tax returns, and in no way will negatively impact your employment with Amazon. Your responses to the questions will be confidential to Amazon's management and federal, state, and local agencies.

## After you have received a job offer

- Have you checked your email daily?
- Be sure to complete documents and ALL training videos.

## These are REQUIRED for your new position with Amazon.

- Amazon policies and procedures must be read completely and will take 45 minutes or more to complete.
- New hire orientation videos; will require 3+ hours of your time.
- Plan ahead! You need access to a laptop or desk top.
  - For free computer access, visit your local Michigan Works! Service Centers (see attached list).
- Give yourself enough time to complete all requirements! Start at least 2 days prior to reporting for your first day of work.

## Everything you will receive via email is time sensitive.

**TIP!** Even if you think you have received confirmation of hire, keep checking your email as you may be tasked 1-2 days prior to your first day.

Amazon provides a paperless hiring process and they will communicate via email.



[www.semca.org](http://www.semca.org)



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