

# Job application support

You and your job candidates are important to us, so we've provided helpful tips below to answer any questions that might arise during the application process.

## Guide to applying at Amazon

### 01 | Choose the job and shift

The very first step is for the applicant to choose their preferred job, schedule, and location. After making their selections, they start the actual application by clicking "Apply".

### 02 | Create an account

If it's the candidate's first time applying with Amazon, they will be prompted to create a new account by doing the following:

- Select "Create One" below the login prompt.
- Enter their email address and a four to six digit password of their choice.
- Enter a one-time verification code that will be sent via text and email, which is separate from the password they create.
- We also recommend they document their password to easily log in the next time, by clicking "My Account" at the top of the page.

If the candidate has applied before, they will be prompted to enter their email or phone number.

### 03 | Start application

Once in the account, they can click "Create Application" and ensure all required information is provided before submitting. Please note, there is a three-hour time limit. If the application can't be completed in this time, they will have to go back and select their shift again to apply. The applicant's name must also be entered the exact same way on each section of the application.

### 04 | Contingent job offer

At this point, they will receive a job offer that is contingent upon a background check. If everything else looks good, they can click "Accept Offer". There is also an option to go back and review available shifts.

### 05 | Background check

This is where they read through the consent form for the background check and fill in personal information, such as work history, legal name, and address.

### 06 | Schedule a pre-hire appointment

They will need to select a date for an in-person, pre-hire appointment. This is NOT an interview. They should be prepared to complete a drug test, if applicable, and fill out a Form I-9. The appointment time isn't set until all steps are completed.

### 07 | Review and submit application

Then they simply click "Submit Application" to finish. All that's required of them at this point is showing up to the appointment and passing the required screenings.

### 08 | Complete your pre-hire activities

Before the appointment, we recommend they log back in to their account to check pre-hire details and watch the new hire video, or reschedule their appointment if needed. They have the option of completing the Form I-9 and submitting their badge photo in advance, or have it taken at the event. Once they've passed the required screenings, they will be Amazon's newest hire.



Apply now!

**Applicants  
can start here:**

[amazon.com/pwdhourlyjobs](https://amazon.com/pwdhourlyjobs)

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salciv@amazon.com**