

## USPS® Online Job Application System – Background Checks

**One of the questions in the Application asks if I have ever been convicted of a crime. If I answer yes, will I be disqualified?**

In fairness to applicants and in consideration of the Postal Service's obligations to the public and the workforce, the Postal Service™ individually evaluates the employability of each candidate with a criminal conviction or pending criminal charge. The Postal Service recognizes that many persons with criminal records have demonstrated successful rehabilitation and are capable of performing the duties of postal jobs. These applicants are entitled to compete for jobs on individual merits. It is Postal Service policy to evaluate the employability of each applicant with a criminal conviction record individually.

**I was arrested but am not sure if I was convicted since I only paid a fine and spent no time in jail. Should I omit this offense?**

The application states that you may omit: (1) any charges that were dismissed or resulted in acquittal; (2) any conviction that has been set aside, vacated, annulled, expunged, or sealed; (3) any offense that was finally adjudicated in a juvenile court or juvenile delinquency proceeding; and (4) any charges that resulted only in a conviction of a non-criminal offense.

**Do I need to report a misdemeanor conviction?**

All felony and misdemeanor convictions and all convictions in state and federal courts are criminal convictions and must be disclosed. Disclosure of such convictions is required even if you did not spend any time in jail and/or were not required to pay a fine.

**One of the questions in the Application asks if I have ever been fired from a job. If I answer yes, will I be disqualified?**

You will not be automatically disqualified. The Postal Service™ individually evaluates each candidate's employment history, paying close attention to a candidate's reasons given for leaving a job, being fired from a job, or for quitting in lieu of being fired.

**The Application indicates that a background check may be obtained. What information is requested?**

It is Postal Service™ policy to do a local criminal records check during the suitability screening process. A criminal record check and motor vehicle record check (if the vacancy for which you applied requires driving) may be obtained from a consumer reporting agency for the purpose of verifying your eligibility and suitability for U.S. Postal Service® employment. Prior to requesting such a report, you will receive an email message requesting consent and additional information. Failure to respond promptly could result in missed employment opportunities.

**Can I work for the Postal Service™ if I meet eligibility and suitability requirements but have resided outside the United States within the last five years?**

The Inspection Service criminal background check is conducted using United States information resources only (e.g., FBI fingerprint check, state and county checks). A criminal background check involves a 5-year inquiry for any location where the individual has resided, worked or gone to school within the United States or its territories. As a result of this limitation, the criminal background checks of individuals who have not resided in the United States or its territories for the preceding 5-years may not be considered complete. The Inspection Service may be able to process inquiries for U.S. Citizens only, but only if their time spent out of the country was spent as: a trailing spouse or dependent of someone working for the U.S. government (military or civilian), a missionary, a student attending school in a foreign country, a Peace Corps participant, or as an employee of a U.S.-based employer/company. If the Inspection Service is unable to perform a complete background check because of residency outside the United States, such individuals will be ineligible for Postal employment.

**What additional information might be required for a background check?**

You will be asked to verify your name including any suffix (e.g., Jr. or Sr.) that you use, as well as your current address and previous addresses. You will be asked to supply your driver's license number (if the vacancy for which you applied requires driving), and your date of birth and social security number so we can verify that records found belong to you. Finally, you will be asked to consent to the background check and to print, sign, and fax back a consent form immediately.

**How much time do I have to respond to a request for additional information for a background check?**

You must respond with your consent and the requested information within five calendar days or we will assume you are no longer interested in being considered for the position.

**I received an email from General Information Services, Inc. (GIS) asking for additional information and consent for a background check, but I could not open the link.**

Candidates who use text formatted emails will need to copy the link to the GIS site and go into a web browser to paste the link.