**Applying for Parcel Assistant/Package Handler Positions in Maryland**

**(Same position, different title based on location)**

**-Available Shifts on Page Two-**

**PLEASE READ ENTIRE DOCUMENT BEFORE STARTING PROCESS**

**Registration, Application & Assessment**

* Go to **GroundWarehouseJobs.fedex.com**
* Leave “Keyword” box blank and type *“Maryland”* for “Location”, click “Find Jobs”.
* Find location and position of interest (Parcel Assistant or Package Handler). **NOTE: Parcel Assistant positions are only available at 4801 Hollins Ferry Road, Halethorpe, MD location. Shifts on other side are for this location only. Package Handlers do the same thing, just at other locations.**
* Click “Get Started” button.
* [Read text in red below before completing this step.] If you HAVE NOT applied to FedEx in the past, click “Register” (if you have applied and already have a User account, enter email and FedEx password used to previously register).
* Enter required information. **NOTE**: Password MUST contain at least 8 characters, with at least 1 “special character” such as **@#$%!**.
* A Virtual Job Preview (VJP) video will appear. View the video in its entirety.
* After completion of the video, click “Next” button. You will then be prompted to verify that you have viewed the video by checking the box. Click “Next.”
* Would you like to proceed? Select “Yes, I would like to complete an application.”
* “Notice to Applicants” screen appears. You can read the detailed EEO information (not required), but you must check the box next to “Continue”, then select “Next.”
* Answer all questions and follow instructions.
* A confirmation email will be sent **to the email address used to register** once the application process is complete.

**MUST BE ABLE TO ACCESS EMAIL ACCOUNT USED TO REGISTER TO RECEIVE VITAL INFORMATION FROM FEDEX DURING THE HIRING PROCESS (APPLICATION, BACKGROUND CHECK, AND ORIENTATION). If you forgot email password, we recommend creating a new email account specifically for the FedEx process that should be checked often until orientation is complete if hired.**

**Criminal Background Check**

* After your FedEx interview, you will receive an email to complete a Criminal Background Check (CBC) **to the email address used to register**.
* The email will contain 2 required forms for you to complete:

1. **Authorization and Acknowledgement form**- This form must be signed before you can complete the CBC form in Step 2.
2. **CBC form**

\*\*Both forms must be completed to move forward in the process.

**AVAILABLE SHIFTS FOR SEASONAL HIRES**

**\*\*\*4801 HOLLINS FERRY ROAD LOCATION ONLY\*\*\***

Full-Time shifts available:

Sunday-Friday: 12am-5am (1 hour break), 6am-11am

Monday-Saturday: 12am-5am (hour break), 6am-11am

PT shifts available:

Sunday-Friday: (12am-5am)

Sunday-Friday: (6am-11am)

Monday-Saturday: (12am-5am)

Monday-Saturday: (6am-11am)

Weekend ONLY shifts:

Sat/Sun: 12am-5am (1 hour break), 6am-11am

Sat/Sun: 6am-11am (1 hour break), 12pm-5pm

Sat/Sun: 12pm-5pm (1 hour break), 6pm-11pm

Sat/Sun: 6pm-11pm (1 hour break), 12am-5am

Please note that sort/shift times vary. Average shift is 3-5 hours, so it is possible to end a shift a little early or go over schedule.

Email fedexgroundbaltimore@yahoo.com with questions.