



VETERANS' EMPLOYMENT AND TRAINING SERVICE
UNITED STATES DEPARTMENT OF LABOR

Date: 4/30/2014

Good morning Ms. Patel:

This will confirm our offer and your acceptance of employment with the U.S. Department of Labor, Veterans' Employment & Training Service (VETS), under the Student Voluntary Internship Program: Duty Station - Philadelphia, PA.

Please report using the following information:

Reporting Time: 9:00 a.m.

Reporting Date: 05/19/2014 (Monday)

Contact: Carolyn Applewhite, M.B.A. [\(215\) 861.5391](tel:2158615391)
Administrative Officer/ Program Specialist II

Report To: LaCarole Faulkner (215) 861-5390
Recruiting/Veterans Program Specialist
U.S. Department of Labor - VETS
Curtis Center, Suite 770 West
170 S. Independence Mall West
Philadelphia, PA 19106

Your appointment is subject to meeting all requirements for Federal employment, the successful completion of a security investigation, and the granting of the appropriate security access required for your position. **You will receive instructions for completing your security investigation prior to your reporting date from Jysaira Martinez Human Resources Consultant, OASAM.** If you have any questions please contact her at [\(215\) 861-5054](tel:2158615054) (if applicable).

You must bring documentation sufficient to prove your identity and eligibility for employment. If you fail to do so, you will not be allowed to begin working. The reverse side of the Department of Homeland Security (DHS) Form I-9 (“Employment Eligibility Verification”) provides a list of the acceptable documentation for this purpose. PLEASE NOTE that if you choose to provide documentation from “List B” you must also provide documentation from “List C” of the Form I-9 to establish your identity. The documentation from “List B” must contain a photograph. The I-9 form is attached, please complete the form and bring it with you when you report along with the required documentation.

In accordance with Federal law, the documentation you present for purposes of completing the Form I-9 will be verified through the DHS “E-Verify” system, and you will be obligated to take affirmative steps to timely resolve any discrepancies identified by the “E-Verify” system as a condition of your continued employment. See Office of Management and Budget Memorandum M-07-21 (Aug. 10, 2007); Publ. L. 104-208 (Sept. 30, 1996).

Please bring the 306 (Declaration of Federal Employment) that you previously signed and I-9 with you on your first day along with required proof of citizenship documents.

To facilitate the new employee processing, please download and complete the employment documents that are checked on the enclosed New Employee On-Boarding Checklist and follow any corresponding instructions. These documents are available on the Department of Labor website and may be accessed using the following webpage address: www.dol.gov/oasam/orientation/forms.htm

Please bring the completed employment documents when you report for processing. You may contact Cathy Gross at (215) 861-5042 and/or gross.cathy@dol.gov should you need assistance with the employment documents.

Our agency is awaiting your arrival. Good Luck in your Full Time Summer Internship with the Department of Labor!

Marcus K Wardlaw

Deputy Regional Administrator

Philadelphia Regional Office

U.S. Department of Labor – VETS

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