Instructions for Completing the I-9 Verification and Authorizing a Background Check

These two items, Section A of the I-9 form and authorizing a background check, need to be completed online at: www.applicationstation.com

The order in which they are completed does not matter. However, after completing the first one, you will need to log out and log back into www.applicationstation.com to complete the second one.

Begin each process by entering its code, either CSCCI9 (I-9 not nineteen), or CSSDS in all caps.

You do not need to provide copies of the completed forms for Human Resources’ use. You may print copies for your personal use.

Columbus State Community College is an E-Verify employer. The code CSCCI9 will initiate the process for completing section A of the Department of Homeland Security’s I-9 form. This form serves as proof that the College verified your eligibility to work in these United States. Human Resources will complete the form (section C) online when you bring your identification documents and paperwork in to our office.

The code CSSDS initiates the process that authorizes a criminal background check to be performed. To complete this process you will need to provide background information (past addresses over 10 years) for verification purposes.

If you have any questions, please call Human Resources at (614) 287-2408.