

Quick Reference Guide - Application Process

Click **Apply Online** to begin the application process.

Consent Agreement

- Click I Agree to move forward with the application or I Decline to terminate the process.

I Agree **I Decline**

Page One - Login

- If you are a First time candidate you must create an account. An Email Address is required in order to fill out the online application. If you do not have an email address you may create one by following the link provided to Yahoo.
- If you are a Returning candidate, enter your user name and password to login. If you can not remember your information, the Recruiter can assist in finding it.

Page Two – Resume Parsing

- You may fill out the application manually, or if you have an electronic resume you may click the **Browse...** button to attach it. The system will fill in part of the form automatically based on information listed in your resume.

Click **Save & Continue** and move to the next page.

Page Three – Personal Information – Work Experience – Education

- Required fields are marked with a Red Asterisk (*).
- Click each **Confirm** button to Save and Continue.
- You must specify at least two Work Experience entries. If you have never worked, or only have one employer, type NA in the required fields.
- You must specify at least one Education entry.

Click **Save & Continue** and move to the next page.

Page Four – Questions

- Answer all of the job specific questions.

Click **Save & Continue** and move to the next page.

Page Five – Attachments

- To attach a file click the **Browse...** button. Click **Attach** to complete.

Click **Save & Continue** and move to the next page.

Page Six – Background Disclosure

- Answer the following questions to authorize Background Check.

Click **Save & Continue** and move to submit your application.