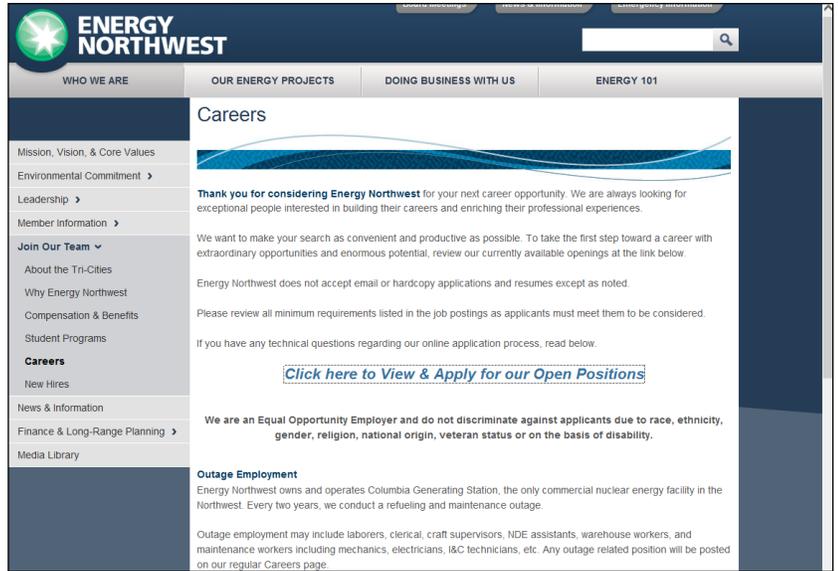


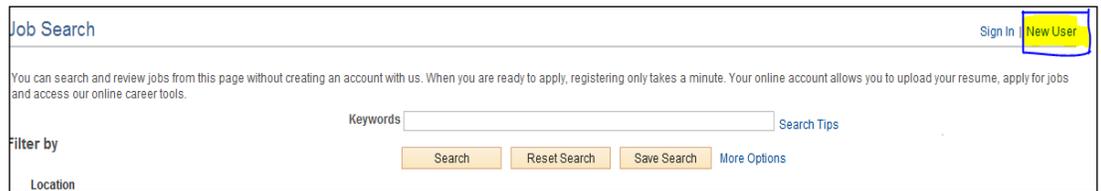
# How to Apply Online

Step 1: Go to: <http://www.energy-northwest.com/whoware/joinourteam/Pages/Careers.aspx>

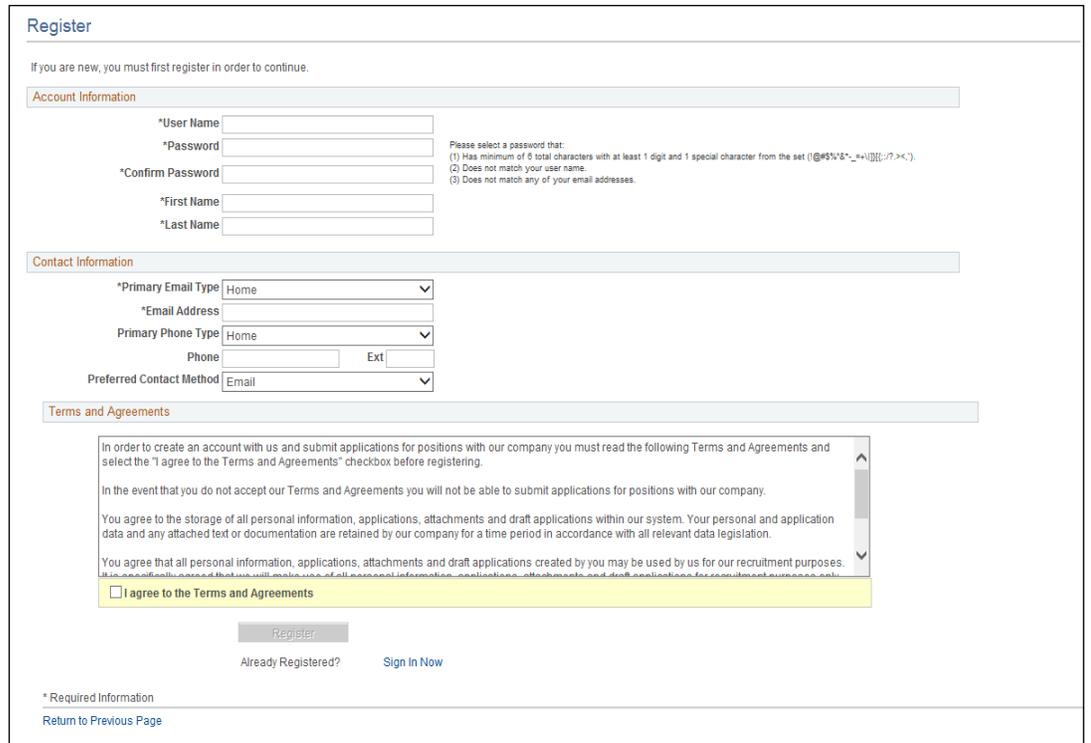
Step 2: [Click here to View & Apply for our Open Positions.](#) You will need to click on this link in order to apply for the position.



Step 3: Before applying, you will need to register as a new user. The button is in the Top right corner of the webpage. Click on 'New User'.



Step 4: Follow the instructions on the page completing all of the contact information including your full legal name, an email address you check daily and a phone number that has voicemail set up. This is very important!



Step 5: Once you are registered you can then apply for jobs. To apply, find the title of the job you are interested in (Work Based Learning Student for 2021-2022) and click on the job title.

Step 6: Once inside the job posting, you should click the APPLY button at the bottom of the page.

The screenshot shows a job posting page titled "Job Description". At the top, there are navigation links: "Job Search | My Notifications | My Activities | My Favorite Jobs | My Saved Searches | My Contact Information". Below this, there are navigation arrows for "Previous Job" and "Next Job". The "Job Details" section includes:
 

- Job Title: WBL Student - Temp - 2016/2017 School Yr
- Location: EnergyNorthwest
- Job ID: 5732
- Full/Part Time: Part-Time
- Regular/Temporary: Temporary
- Favorite Job: ☆

 The "Responsibilities" section contains a paragraph of text. Below that is the "Equal Employment Opportunity" section with two paragraphs. At the bottom of the page, there are two buttons: "Apply" and "Email to Friend". The "Apply" button is circled in blue. At the very bottom, there are more navigation links: "Return to Previous Page | Job Search | My Notifications | My Activities | My Favorite Jobs | My Saved Searches | My Contact Information".

Step 7: Complete the application process. From start to submit there are 6 steps. ALWAYS use the NEXT BUTTON to move to the next screen. Screen shots are below. Fill in as much information as possible in each of the areas.

The screenshot shows the "Start - Step 1 of 6" screen. At the top, there is a progress bar with six steps: "Start", "Resume", "Qualifications", "Referrals", "Self-Identify", and "Review/Submit". The "Start" step is highlighted with a blue square. Below the progress bar are navigation buttons: "Exit", "Previous", and "Next". The "Next" button is circled in blue. The main content area includes:
 

- Applying for: WBL Student - Temp - 2016/2017 School Yr
- Introduction text about the company's values and the application process.
- Section titled "Agreements" with a sub-section "Application Terms & Agreements".
- Text explaining that responses constitute a legal undertaking and that applicants will need to complete a pre-employment drug test and background check.
- A checkbox labeled "I have read and agree to the above terms and agreements".
- Navigation buttons "Exit", "Previous", and "Next" at the bottom right. The "Next" button is circled in blue.

Step 8: Attach a resume and any other information (transcript/cover letter) as a singular document, in Word or in PDF format.

The screenshot shows the "Resume - Step 2 of 6" screen. The progress bar at the top highlights the "Resume" step. Navigation buttons include "Exit", "Save as Draft", "Previous", and "Next". The main content area includes:
 

- Applying for: WBL Student - Temp - 2016/2017 School Yr
- Text: "Please provide us with your resume using one of the option buttons below:"
- Section titled "Resume Options" with two buttons:
  - "Attach Resume" with the instruction "Provide us with your resume"
  - "Copy & Paste Resume" with the instruction "Copy and paste your resume"
- Navigation buttons "Exit", "Save as Draft", "Previous", and "Next" at the bottom right.

View after attaching resume by clicking the name of your resume (circled below). To add a different resume or update your resume after you apply, you can click the yellow highlighted button (seen above) and add a different resume.

The screenshot shows the "Resume - Step 2 of 6" screen after a resume has been attached. The progress bar highlights the "Resume" step. Navigation buttons include "Exit", "Save as Draft", "Previous", and "Next". The main content area includes:
 

- Applying for: WBL Student - Temp - 2016/2017 School Yr
- Section titled "Current Resume" with a "View Resume" link.
- A table showing the current resume details:
 

View Resume	Resume Title	Language
Pretend_Resume.docx	Pretend_Resume.docx	English
- A yellow highlighted button labeled "Use Different Resume".
- Navigation buttons "Exit", "Save as Draft", "Previous", and "Next" at the bottom right.

Step 9: Next you must enter one employer. If you have not been employed, please enter your high school as your employer.

The screenshot shows the 'Qualifications: Experience' step, which is Step 3 of 6. The user is applying for 'WBL Student - Temp - 2016/2017 School Yr'. The 'Experience' sub-tab is active. There are three sections: 'Work Experience', 'Job Training', and 'References'. Each section contains a message stating that no information has been added and a corresponding 'Add' button. The 'Add Work Experience' button is highlighted with a yellow box. Navigation buttons at the top include 'Start', 'Resume', 'Qualifications', 'Referrals', 'Self Identify', and 'Review/Submit'. Below the tabs are sub-tabs for 'Experience', 'Education', 'Accomplishments', and 'Questionnaire'. At the bottom of the form are buttons for 'Exit', 'Save as Draft', 'Previous', and 'Next'.

Step 10: Enter your education history.

The screenshot shows the 'Qualifications: Education' step, which is Step 3 of 6. The user is applying for 'WBL Student - Temp - 2016/2017 School Yr'. The 'Education' sub-tab is active. There are two sections: 'Education History' and 'Degrees'. The 'Education History' section has a dropdown menu for '\*Highest Education Level' with 'B-Less Than H S Graduate' selected. The 'Degrees' section contains a message stating that no degrees have been added and an 'Add Degrees' button. Navigation buttons at the top include 'Start', 'Resume', 'Qualifications', 'Referrals', 'Self Identify', and 'Review/Submit'. Below the tabs are sub-tabs for 'Experience', 'Education', 'Accomplishments', and 'Questionnaire'. At the bottom of the form are buttons for 'Exit', 'Save as Draft', 'Previous', and 'Next'.

Step 11: On the next step, you will be asked to enter any licenses, certifications, languages, or accomplishments. Please move to the next page. The system isn't prepared to accept certifications or accomplishments information. If there is information you want the hiring managers to know please include it on your resume.

The screenshot shows the 'Qualifications: Accomplishments' step, which is Step 3 of 6. The user is applying for 'WBL Student - Temp - 2016/2017 School Yr'. The 'Accomplishments' sub-tab is active. There are three sections: 'Licenses and Certifications', 'Language Skills', and 'Honors and Awards'. Each section contains a message stating that no information has been added and a corresponding 'Add' button. Navigation buttons at the top include 'Start', 'Resume', 'Qualifications', 'Referrals', 'Self Identify', and 'Review/Submit'. Below the tabs are sub-tabs for 'Experience', 'Education', 'Accomplishments', and 'Questionnaire'. At the bottom of the form are buttons for 'Exit', 'Save as Draft', 'Previous', and 'Next'.

Step 12: The next screens are questions we ask of all potential employees and specifically Work Based Learning students. They ask about where you go to school, if you have signed up for the Work Based Learning program next year, and other questions.

Start Resume **Qualifications** Referrals Self-Identify Review/Submit

Experience | Education | Accomplishments | **Questionnaire**

Exit Save as Draft Previous Next

**Qualifications: Questionnaire - Step 3 of 6**

Applying for: WBL Student - Temp - 2016/2017 School Yr

**Application Questionnaire (Required)**

1. In accordance with the US Immigration Reform & Control Act of 1986, all candidates hired will be required to comply with the employment eligibility verification provisions as a condition of employment. Are you currently authorized to work in the United States?

Yes  
 No

2. Any offer of employment is contingent upon successful completion of a drug screen, background check and medical check (if applicable). Are you willing to submit to such?

Yes  
 No

3. Are you currently enrolled (for next year's school year) as a Work Based Learning Student?

Yes  
 No

4. What high school will you be attending next school year?

Hanford High School  
 Richland High School  
 Pasco High School  
 Chiawana High School  
 Delta High School  
 Connell High School  
 Kiona-Benton City High School  
 Kennewick High School

Step 13: Next you need to enter your referral source. It is usually your WBL coordinator at the high school but if it isn't please let us know the correct source.

Start Resume Qualifications **Referrals** Self-Identify Review/Submit

Exit Save as Draft Previous Next

**Referrals - Step 4 of 6**

Applying for: WBL Student - Temp - 2016/2017 School Yr

**Referrals**

How did you learn of the job? Other Source

Specific Referral Source WBL coordinator

Are you a former employee No

Exit Save as Draft Previous Next

Step 14: Self identify any Disability, Veteran Status, and Diversity. We are required to request this information and track it for reporting purposes to the government. It isn't looked at as part of the hiring process. Please complete it as you feel comfortable.

Start Resume Qualifications Referrals **Self-Identify** Review/Submit

Disability | Veteran | Diversity

Exit Save as Draft Previous Next

**Self-Identify: Disability - Step 5 of 6**

Applying for: WBL Student - Temp - 2016/2017 School Yr

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2017

**Why are you being asked to complete this form?**

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.<sup>1</sup> To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

Step 15: Finally, review your application for any errors (make sure you scroll down the full page), then press the submit button either at the top or bottom of the page.

Step 16: See Application Confirmation page stating you successfully applied for the Work Based Learning Student job opening.

### Application Confirmation

**Your job application has been successfully submitted.**

You have applied for the following job(s):

Jobs Applied For				
Job Title	Job ID	Location	Job Posting Date	Application Date
WBL Student - Temp - 2016/2017 School Yr	5732	Energy Northwest	03/01/2016	03/02/2016

Your application has been successfully submitted. If you need to update your job application, you will need to reapply. If you wish to view the status of this job application, select the link to return to the Job Search page and review the My Activities section.

[Return to Job Search](#)

[View Submitted Application](#)

Step 17: You should receive an email from Energy Northwest stating you successfully applied for the position. If you do not receive this email, you may not have successfully completed the application process or you may have mistyped your email address and you might not be considered for the position. Log back in and see if you can see your application and complete any incomplete information.

If you have any questions, please do not hesitate to contact your WBL coordinator at the high school or Nancy Olivera at 509-372-5446 or nyolivera@energy-northwest.com for assistance with the application process.