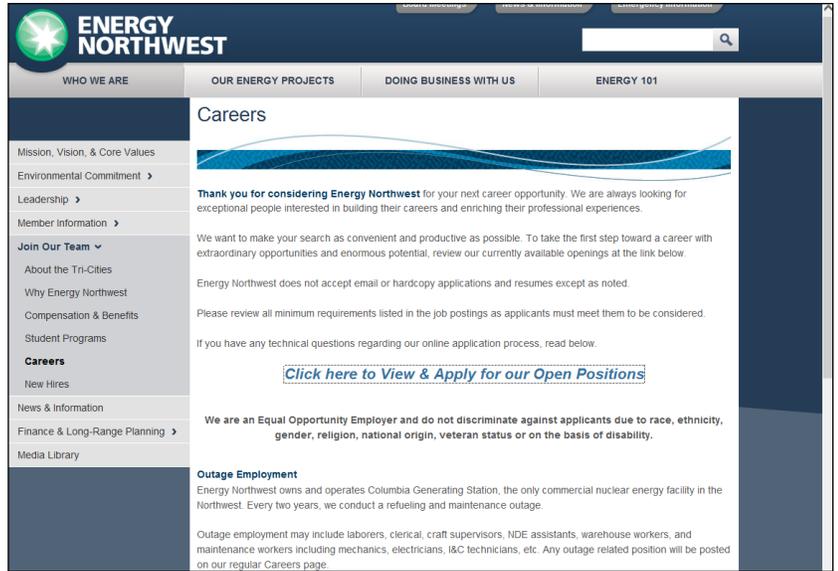


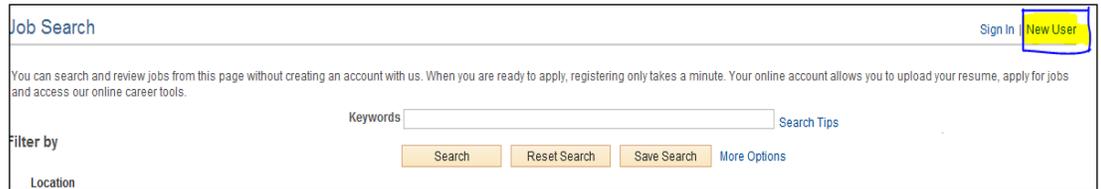
# How to Apply Online

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

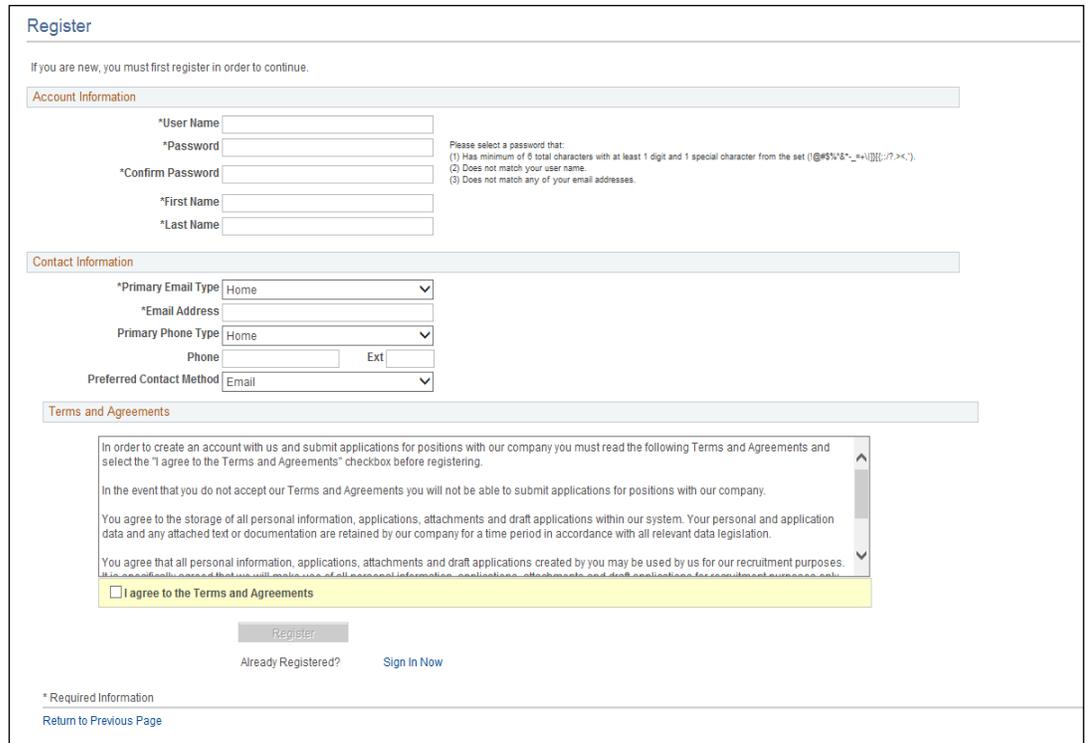
Step 2: [Click here to View & Apply for our Open Positions.](#) You will need to click on this link in order to apply for the position.



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 description for 'WBL Student - Temp - 2016/2017 School Yr'. At the bottom of the page, there are two buttons: 'Apply' and 'Email to Friend'. The 'Apply' button is circled in blue. Navigation links for 'Previous Job' and 'Next Job' are also visible at the top.

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. It includes a progress bar with steps: Start, Resume, Qualifications, Referrals, Self-Identify, and Review/Submit. The 'Next' button is circled in blue. Below the progress bar, there is a section for 'Agreements' with a checkbox that says 'I have read and agree to the above terms and agreements'.

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. It features a progress bar with the 'Resume' step highlighted. Below the progress bar, there are two buttons: 'Attach Resume' and 'Copy & Paste Resume'. The 'Attach Resume' button is circled in blue.

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. It displays a table with columns for 'View Resume', 'Resume Title', and 'Language'. The 'View Resume' button is circled in blue. Below the table, there is a yellow highlighted button that says 'Use Different Resume'.

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' section of an application form, specifically the 'Experience' step (Step 3 of 6). The user is applying for 'WBL Student - Temp - 2016/2017 School Yr'. The 'Experience' section is highlighted with a yellow box. Below it, there are three sections: 'Work Experience', 'Job Training', and 'References'. Each section has a message stating 'You have not added any [work experience/training information/references] to your application.' and a corresponding 'Add [Work Experience/Job Training/Reference]' button. The 'Add Work Experience' button is highlighted with a yellow box. The navigation bar at the top shows 'Start', 'Resume', 'Qualifications', 'Referrals', 'Self Identify', and 'Review/Submit'. The 'Qualifications' section is further divided into 'Experience', 'Education', 'Accomplishments', and 'Questionnaire'.

Step 10: Enter your education history.

The screenshot shows the 'Qualifications' section of an application form, specifically the 'Education' step (Step 3 of 6). The user is applying for 'WBL Student - Temp - 2016/2017 School Yr'. The 'Education History' section is highlighted with a yellow box. Below it, there are two sections: 'Degrees' and 'Add Degrees'. The 'Education History' section has a dropdown menu for '\*Highest Education Level' with 'B-Less Than H S Graduate' selected. The 'Degrees' section has a message stating 'You have not added any degrees to your application.' and an 'Add Degrees' button. The navigation bar at the top shows 'Start', 'Resume', 'Qualifications', 'Referrals', 'Self Identify', and 'Review/Submit'. The 'Qualifications' section is further divided into 'Experience', 'Education', 'Accomplishments', and 'Questionnaire'.

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' section of an application form, specifically the 'Accomplishments' step (Step 3 of 6). The user is applying for 'WBL Student - Temp - 2016/2017 School Yr'. The 'Accomplishments' section is highlighted with a yellow box. Below it, there are three sections: 'Licenses and Certifications', 'Language Skills', and 'Honors and Awards'. Each section has a message stating 'You have not added any [licenses and certifications/language skills/honors and awards] to your application.' and a corresponding 'Add [Licenses and Certifications/Language Skills/Honors and Awards]' button. The navigation bar at the top shows 'Start', 'Resume', 'Qualifications', 'Referrals', 'Self Identify', and 'Review/Submit'. The 'Qualifications' section is further divided into 'Experience', 'Education', 'Accomplishments', and 'Questionnaire'.

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.