

# How to Apply - External


Step	Instructions								
1	<p>Click the Job Title of the position you wish to apply for.</p> <p>Job Search Results</p> <table border="1"><thead><tr><th>Date Posted</th><th>Job Title</th><th>Job ID</th><th>Location</th></tr></thead><tbody><tr><td>01/25/2017</td><td><a href="#">Electrician (Substation Maintenance) - 505766</a></td><td>505766</td><td>TN - OAKFILED</td></tr></tbody></table>	Date Posted	Job Title	Job ID	Location	01/25/2017	<a href="#">Electrician (Substation Maintenance) - 505766</a>	505766	TN - OAKFILED
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01/25/2017	<a href="#">Electrician (Substation Maintenance) - 505766</a>	505766	TN - OAKFILED						
2	<p>Scroll to the bottom of the posting description and click Apply Now.</p> <p>regarding equal employment opportunities. Any applicant or employee who believes s/he has discrimination claim (including harassment or retaliation) must contact TVA's Equal Opportunity Compliance office within 45 calendar days of the event or action s/he believes to constitute discrimination, harassment, or retaliation.</p> <p><a href="#">Apply Now</a></p> <p><a href="#">My Job Applications</a></p> <p>View the status of your job applications or add resumes and other documents.</p>								
3	<p>Step 1 of 9: Review the requirements and click Continue</p> <p>STEP 1 OF 9</p> <p><b>Terms and Agreements</b></p> <p>Applicants who are offered employment with TVA will be required to successfully complete a pre-employment drug test, an employment and education background check and a criminal investigation.</p> <p><b>Individuals' Access to their Data</b></p> <p>The Privacy Act of 1974 protects the personal information the federal government keeps on individuals in Systems of Records (SOR). Please note that the Privacy Act does not cover all information collected online. More detailed information concerning the Privacy Act, including a listing of TVA Systems of Records Notices (SORNs), can be found at: <a href="http://www.tva.com/Information/Freedom-of-Information/Privacy-Act-Regulation">www.tva.com/Information/Freedom-of-Information/Privacy-Act-Regulation</a>.</p> <p><b>OMB Details</b></p> <p>OMB# 3316-0063</p> <p>Expiration Date 31/01/2020</p> <p><b>Burden Estimate Statement</b></p> <p>(Pursuant to 5 CFR 1320.21)</p> <p>Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this burden, to Agency Clearance Officer, Tennessee Valley Authority, 1101 Market Street, Chattanooga, TN 37402; and to the Office of Management and Budget, Paperwork Reduction Project (3316-0063), Washington, DC 20503.</p> <p><a href="#">I AGREE TO THESE TERMS</a></p>								


- 4 Step 2 of 9: Add your resume but clicking the button that applies to you - Upload, Build, Facebook, Google+, Indeed, Dropbox, Google Drive, or One Drive.


STEP 2 OF 9


Share your resume with us using one of the following methods:

- 1. Upload a resume/CV file.**
  - Approved formats include MSWord Doc, DocX, PDF, RTF, or HTML
  - The file should be less than 10MB
- 2. Use a Social Network.**
  - You must authorize us (via the Social Network's authorization page) to be able to use your details to apply for the job
  - Please use the social network that contains information you have entered about your contact details, job history and education history.

 UPLOAD A RESUME/CV

 BUILD MY RESUME

 USE FACEBOOK PROFILE

 USE GOOGLE PROFILE

- 5 Step 3 of 9: Ensure your legal name as it appears on your ID is entered. Your name pulls from your resume, so you may need to update this.

Ensure your address, email, and phone are correct and click Next.

STEP 3 OF 9


**\*\*Please ensure you use your legal name as it appears on your ID. In the case you are hired in, the application will need to match all other official documents.\*\***

### Contact Details

First Name \*  
Monica

Middle Name

Last Name \*

 **NEXT**

6 Step 3 of 9: Work History - the system will parse out your work history from your resume. If something is not complete, the system will turn the text red and ask you to fill in the missing section before continuing. As long as everything is complete, click Next.

**\*\*Note: The system may jumble the order of your work history. Do not be alarmed. The resume is the official document for review. As long as your work history is on your resume, you are okay to click Next and continue.**

STEP 3 OF 9

**\*\*Please ensure you use your legal name as it appears on your ID. In the case you are hired in, the application will need to match all other official documents.\*\***

### Work History

+ ADD NEW WORK HISTORY

Tennessee Valley Authority - Acquisition Consultant  
2016-03 - Current

EDIT DELETE

Tennessee Valley Authority - Recruiter II

NEXT

Step 3 of 9: Education History - the system will parse out your education history from your resume. If something is not complete, the system will turn the text red and ask you to fill in the missing section before continuing. As long as everything is completed, click Next.

**\*\*Note: The system may jumble the order of your education history. Do not be alarmed. The resume is the official document for review. As long as your education history is on your resume, you are okay to click Next and continue.**

STEP 3 OF 9

**\*\*Please ensure you use your legal name as it appears on your ID. In the case you are hired in, the application will need to match all other official documents.\*\***

### Education History

+ ADD NEW EDUCATION HISTORY

University of Tennessee at Chattanooga - B.Sc

EDIT DELETE

NEXT

Step 4 of 9: Respond to the questions (only the County you currently live in is required) and click Next.

STEP 4 OF 9

Willing to Relocate

No

Yes

Willing to Travel?

No

Yes

Regular vs. Temp

Desired Shift

Desired Compensation

Desired Pay Frequency

Choose the county you currently live in \*

NEXT

7

Step 5 of 9: Respond to the questions (those required are denoted with an asterisk). Check the Licenses and Certifications you hold, as well as the Association & Memberships you are affiliated with and click Next.

STEP 5 OF 9

The information you enter on this page will be used for Federal employment considerations.

Are you authorized to Work in the US \*

No

Yes

Under which of the following are you authorized to work in the US

Are You a Current Federal Employee \*

No

Yes

Please select your list of Licenses and Certifications

BOILERMAKERS

CERTIFIED ADMIN PROFESSIONAL

Please select your list of Association & Memberships

Am Soc Nondestructive Testing

Amer Academy of Env Enns

NEXT

8

Step 6 of 9: Complete the Veterans' Preference page by responding to the listed questions and click Next.

STEP 6 OF 9

**How to Claim Vet Preference**

**PLEASE NOTE:** Please submit your military documents each time you apply for a position.

If you are currently on active duty and would like to be considered preference-eligible for the purposes of your employment application to TVA, BEFORE THE JOB POSTING CLOSING DATE please upload all supporting documentation to your account, including your Form DD214 (member 4 copy), a Veterans Disability Rating Letter from the VA (if applicable) and a completed TVA Form 3595. If you will not get your DD214 until you are separated or retired, you can request a Statement of Service through your military personnel office. The Statement of Service will need to list your dates of military service, character of service, expected date of separation and any service-connected disability rating that you have been awarded from your branch of military service.

\*If you are an external applicant and you are currently serving in the U.S Military or you are a U.S. Military Veteran, do you want to be considered a preference - eligible veteran for the purposes of your employment application to TVA?

No

Yes

NEXT

9 Step 7 of 9: Answer the job related questions. These questions may include some Self-Identification questions that are strictly volunteer and in **no** way impact your application on the vacant position. However, we must ask these questions in order to comply with federal reporting requirements. Your response is greatly appreciated and this data is used for federal reporting/compliance purposes only.

This list of job specific questions (such as work experience) may vary each time you apply.

Click Next.

STEP 7 OF 9

Are you the spouse of an individual currently serving in the U.S. Military or a U.S. Military Veteran?

No

Yes

The next question addresses disability and serious health conditions. Your responses will ensure that our outreach and recruitment policies are reaching a wide range of individuals with physical or mental conditions.

Autoimmune Disorder

BLOOD DISEASES

Do you consider yourself a member of the Lesbian, Gay, Bisexual, and/or Transgender (LGBT) community?

No

Yes

Are you 18 years or older?



NEXT

8 Step 8 of 9: Upload any additional documents you would like to submit with your application. This is not required. Click Submit.


STEP 8 OF 9


Use this page to upload any documents such as a military documents, cover letter, reference letter, etc. You may add up to 5 files on this page. The max file size is 25MB total, divided by the number of files; it is not a collective limit. For example, 3 files could be a maximum of 8.33MB in size each.

Note: You may upload more documents after you have submitted your application for this job by clicking the Manage My Applications link

SHOW ALLOWED FORMATS

Document 1

 SELECT FILE



Step 9 of 9: Additional Self Identification Details - These are strictly voluntary, but again, are used for reporting purposes. Your response will in no way impact your application for the vacant position. Click Submit.

STEP 9 OF 9

**Self Identification Details**


Qualified applicants are considered for and treated during employment without regard to race, color, religion, national origin, citizenship, age, marital status, ancestry, physical or mental disability, medical condition, veteran status or sexual orientation.

Solely to help us comply with federal and state Equal Employment Opportunity record keeping, and other legal requirements, we invite you to complete the following information.

Please note that completion of this information is voluntary. Refusal to complete this information will not subject you to adverse treatment. The information you provide is confidential and will be kept separate from your other applicant information. This information will be used for data reporting requirements and will not be considered in making any employment decisions.

Gender

Ethnicity



9 You will receive a green checkbox, meaning you have completed the application process. This does not necessarily mean your application was submitted successfully. Once the green check mark disappears, you will receive the following screen. Follow the instructions listed to ensure your application was submitted successfully.

## Next Step: Ensure Your Application Was Submitted Successfully

In order to ensure your application was submitted successfully, you will receive a confirmation email within one hour of applying. If you *do not* receive the email, the application *did not* submit successfully.

We appreciate your interest in growing your career with TVA.