How to Apply - External

Step	Instructions
1	Click the Job Title of the position you wish to apply for. **Job Search Results** | Date Posted	Job Title	Job ID	Location
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01/25/2017	Electrician (Substation Maintenance) - 505766	505766	TN - OAKFILED	
2	Scroll to the bottom of the posting description and click Apply Now. regarding equal employment opportunities. Any applicant or employee who believes s/he has discrimination claim (including harassment or retaliation) must contact TVA's Equal Opportuni Compliance office within 45 calendar days of the event or action s/he believes to constitute discrimination, harassment, or retaliation. **Apply Now** **My Job Applications** View the status of your job applications or add resumes and other documents.
3	Step 1 of 9: Review the requirements and click Continue STEP 1 OF 9 **Terms and Agreements** 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. **Individuals' Access to their Data** 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: www.tva.com/Information/Freedom-of-Information/Privacy-Act-Regulation. OMB Details OMB# 3316-0063 Expiration Date 31/01/2020 Burden Estimate Statement (Pursuant to 5 CFR 1320.21) 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. **I AGREE TO THESE TERMS**

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
f	USE FACEBOOK PROFILE
G	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.

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.

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 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.

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

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