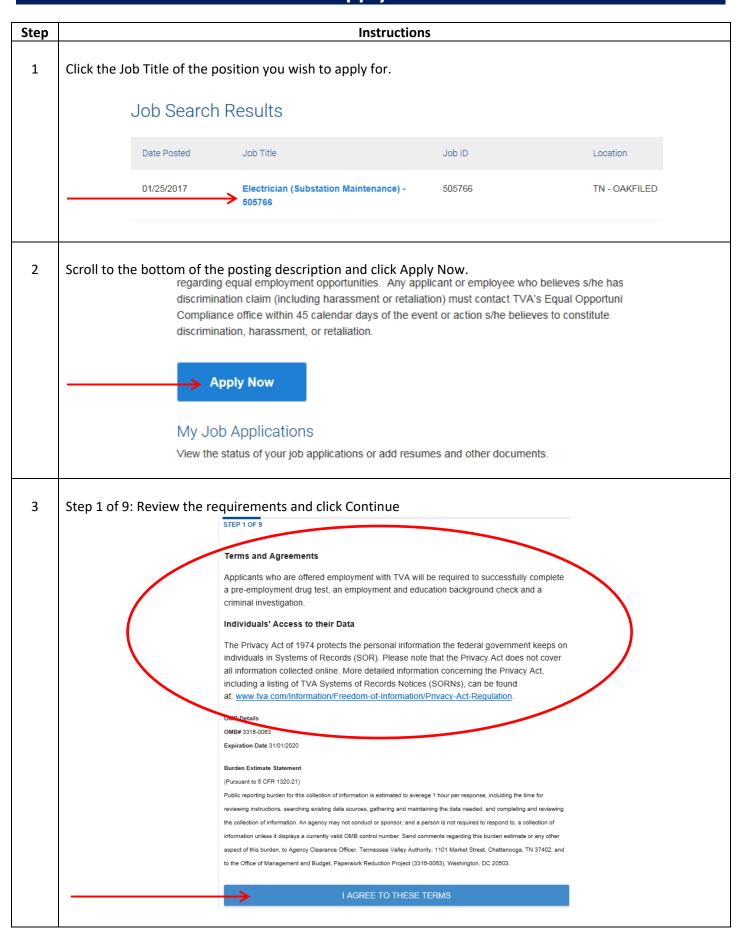
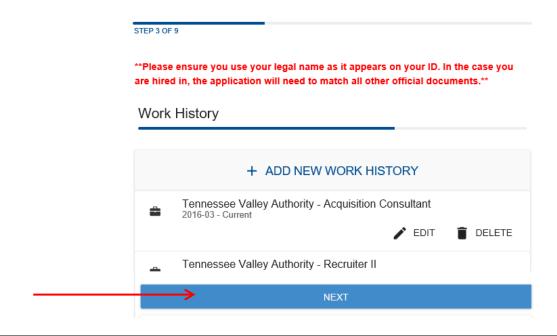
How to Apply - External



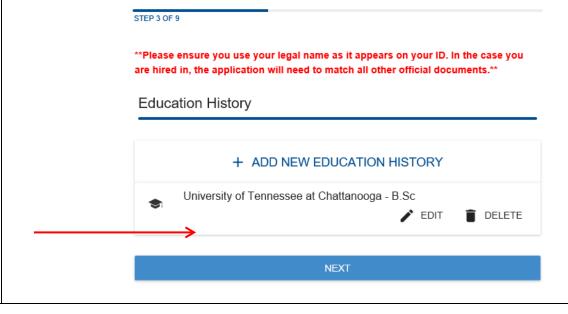
4 Step 2 of 9: Add your resume but clicking the button that applies to you - Upload, Build, Facebook, Google+, Indeed, Dropbox, Google Drive, or One Drive. STEP 2 OF 9 Share your resume with us using one of the following methods: 1. Upload a resume/CV file. · Approved formats include MSWord Doc, DocX, 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 * Middle Name Monica Last Name * **NEXT**

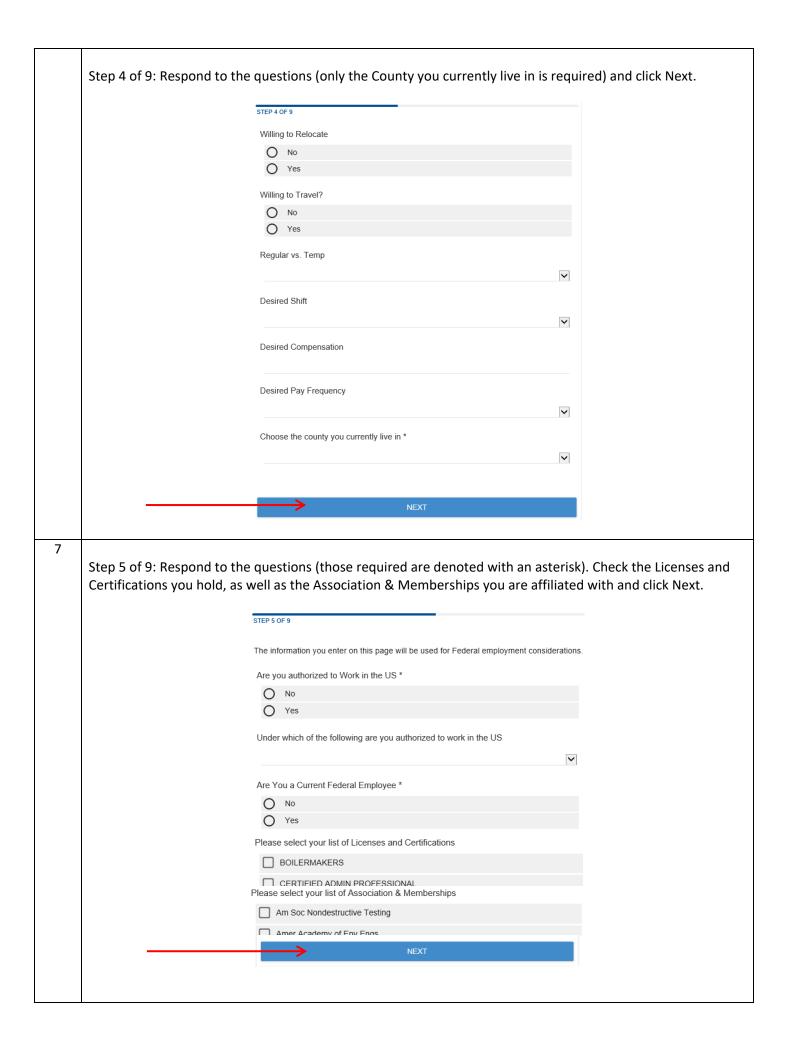
- Step 3 of 9: Work History the system will parse out your work history from your resume. If something is not complete, the system will turn the text red and ask you to fill in the missing section before continuing. As long as everything is complete, click Next.
 - **Note: The system may jumble the order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

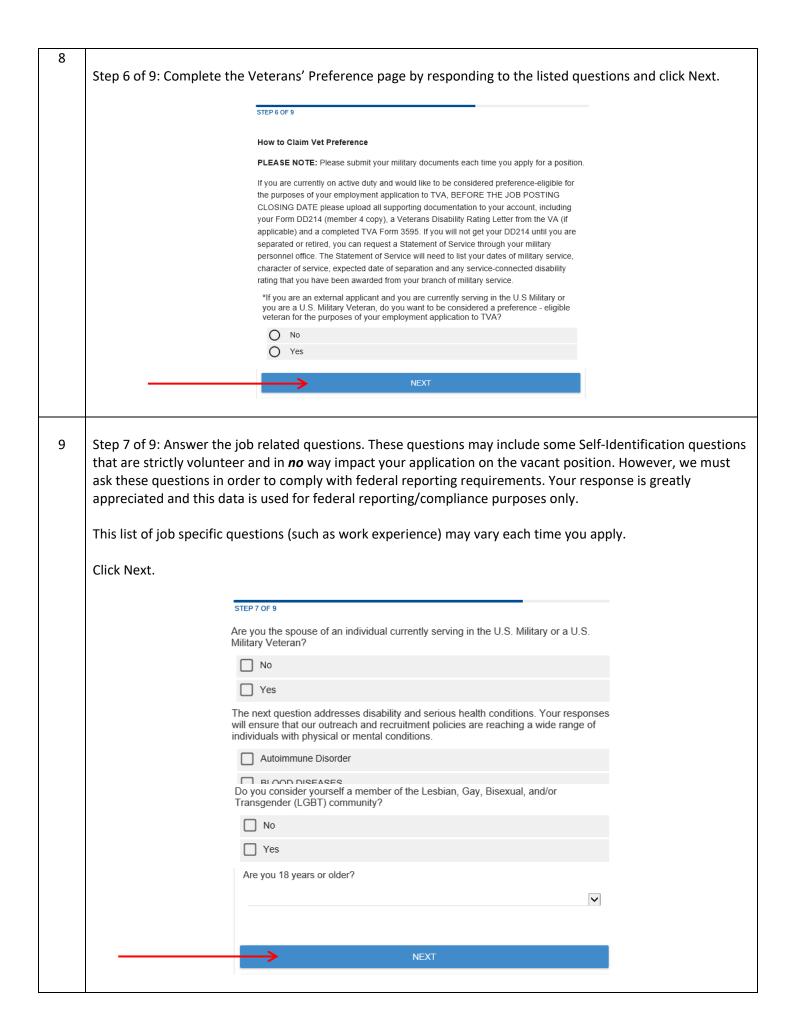


Step 3 of 9: Education History - the system will parse out your education history from your resume. If something is not complete, the system will turn the text red and ask you to fill in the missing section before continuing. As long as everything is completed, click Next.

**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.







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 (I) 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 BACK 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