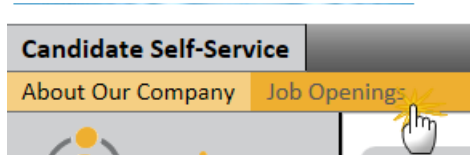


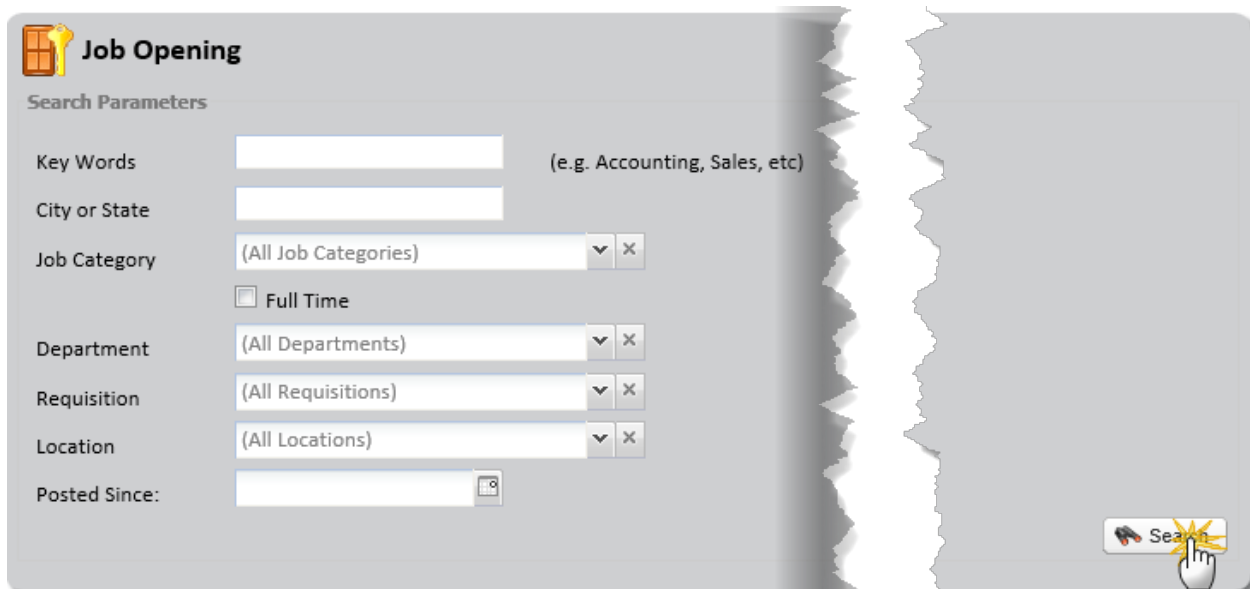
Applying for a position at SJRA

This document is intended to help an external candidate apply for a posted position at SJRA.

1. On SJRA Career locate the Candidate Self-Service and Click on “**Job Openings**”.



2. Click the “**Search**” button in the bottom right hand corner of the screen. If you like, you can first limit your search using the selection filter on the left side of the screen.



3. After locating the position for which you want to apply, there are two ways to begin the application process.

Job Category...	Position / Job	Requisition...	Location	Posting Date	Full Time	Grade	Pay Range	Details	Apply
Operations	SCADA Technician 2	38	General Admi...	4/10/2014	✓	NE14		①	
Operations	Maintenance Technicia...	52	Lake Conroe...	5/7/2014	✓	NE8	A	①	
Operations	WO Utility Operator 520...	63	Woodlands W...	5/28/2014	✓	NE11		①	
Technical S...	Engineer 1	18	General Admi...	3/5/2014	✓	E15		①	

Page 1 of 1

Displaying records 1 - 4 of 4

- A. Click on the “i” in the details column, this will show the job description for this position. Click the “Apply” button in the upper left hand corner of the Job Opening Details screen.

Or

- B. Click the pencil in the “Apply” column
4. If you are a first time user, click on the “Apply for the first time” button. If not, enter your previously selected user name and password and then click on the “Log On” button.

5. Enter your user name and password. The password must have a minimum of 8 characters with at least one uppercase letter, one lower case letter, one number, and one symbol.

Candidate Self-Service
About Our Company
Job Openings
New Applicant User

Login
* User Name
* New Password
* Confirm Password
The minimum requirements are as follows: 8 characters minimum, 1 uppercase letter (A-Z), 1 lowercase letter (a-z), 1 number (0-9), and 1 symbol (@!*&\$)?%

Name
Salutation
* First/Given Name
Middle Name
* Last/Family Name
Suffix
Former Last Name
Nickname
Pronunciation

Email
* Personal Email
If your email address already exists in the system, please cancel out of this task, and use the 'Forgot Password' button on the front page to retrieve your user information.

Note: Please enter a current email. We may use this email address to contact you.

- Use the buttons in the upper right hand corner to move the application to the next page or to the previous page or to cancel.

Previous
Next
Cancel

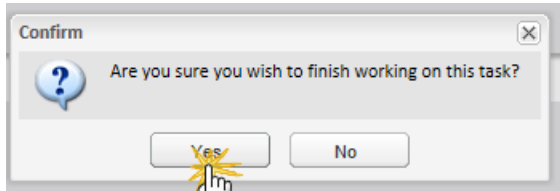
- Fill in all contact information as indicated on the screen. Click the “Submit” button in the upper right hand corner of the screen.

New Applicant User
Previous
Submit
Cancel

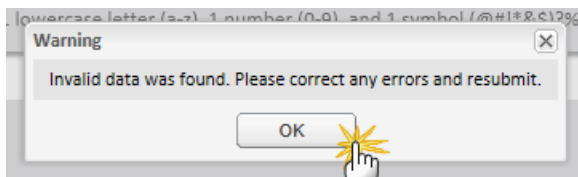
Home Phone
* Country
United States of America (US)
Area Code
Phone Number
Extension

Cell Phone
* Country
United States of America (US)
Area Code
Phone Number
Extension

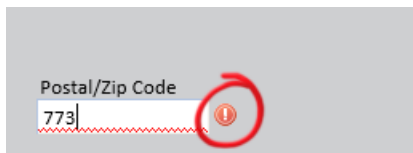
8. Click “Yes” to indicate you are finished with this task. If not, click “No” to return to the previous screen.



- a. If you have entered invalid data or the format of your information is not the same format the system is using you will get the following error. Click “OK.”



- b. The invalid format will show as a “!” If you roll your cursor over the “!”, the system will indicate the field format need for that field.



9. Fill in the requested information using the below format for all phone numbers.

New Applicant User

Home Phone		
* Country		
United States of America (US) ▼		
Area Code	Phone Number	Extension
888	277-0632	

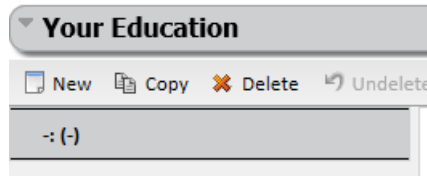
10. Fill out each field request, then click the “Next” button to progress through the application.



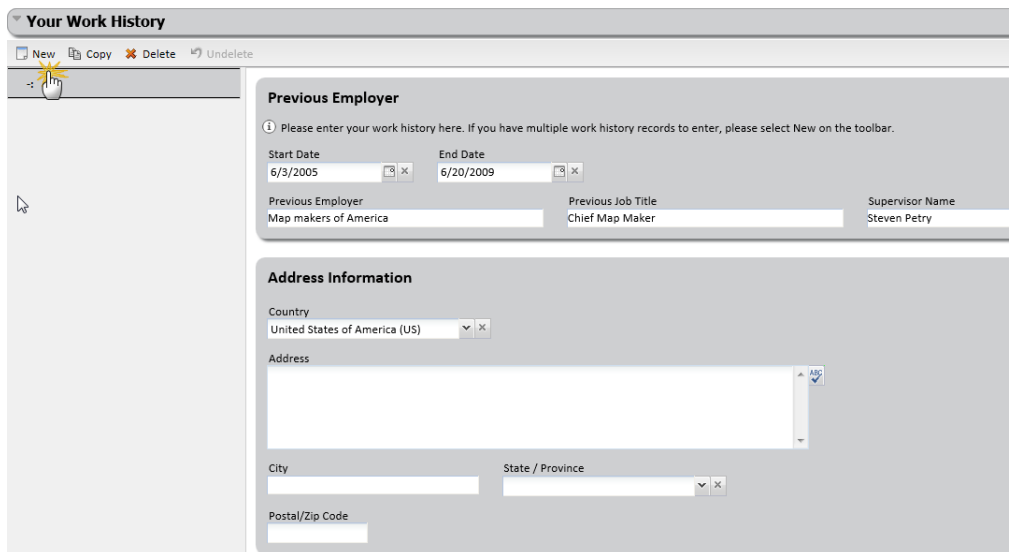
11. Fill out the form as indicated using the drop down fields where required.

A screenshot of a web application form. The top bar has icons for 'New', 'Copy', 'Delete', and 'Undelete'. Below it is a sidebar with a tree view showing a single item '-: (-)'. The main content area has two sections: 'Education' and 'Details'. The 'Education' section has a text field for 'University of Ohio', a dropdown for '* Degree' with 'Bachelor of Science (BS)' selected, and a dropdown for '* Major' with 'Agriculture (AG)' selected. The 'Details' section has two text fields for 'Credits Required' and 'Credits Completed', a text field for 'GPA', a dropdown for '* Education Status' with '-: (-)' selected and a list of options (Completed class or course (C), Enrolled in classes (E), Incomplete (I), Withdrew (W)) visible, and a checkbox for 'Graduated'.

- a. If additional fields for education are needed, click the “New” button to get another field to fill out.



12. Fill in your most current job history then click the “New” button. Repeat to enter as many previous employers as necessary.



13. Enter your certifications and licenses that are applicable to the position for which you are applying. Upload a copy of your certificate if desired. After you have selected a file, click the “Upload” button.



14. The last page is “Your Application.” Many of these fields are mandatory; the application will not be complete until all fields have been filled out.

Your Application

Application

Available Start Date

☐ Part Time ☐ Temporary ☐ Full Time

*** Are there any hours or days you cannot work?**

If yes, please explain.

*** Would you work overtime if asked?**

*** Currency** **Amount** *** Frequency**

*** Referral Source** **Enter name of employee referred by or other referral source**

15. Please read carefully and use the drop down feature to indicate you agree with the statement.

Please Read Carefully

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and I authorize SJRA to verify their accuracy. I hereby release SJRA from any/all liability of whatever kind and nature which, at any time could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

If employed, I understand that I may be subject to immediate termination if I become uninsurable due to traffic violations, irrespective of fault, during the course of my employment with the San Jacinto River Authority, and that a Motor Vehicle Report will be requested to determine insurability.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules, and regulations of employment of the SJRA. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the SJRA may terminate my employment at any time with or without notice or cause.

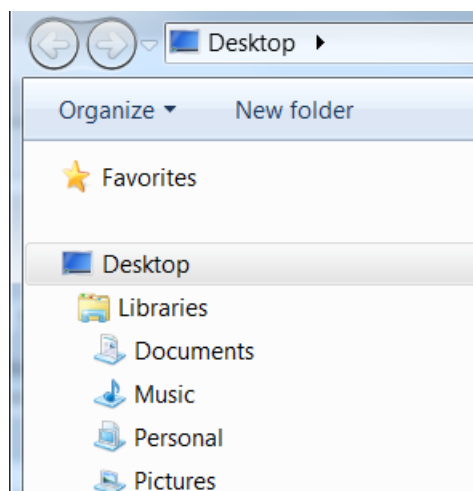
*** Do you Agree to the statements listed above?**

16. Your resume or other applicable attachments may be uploaded by following the instructions below. Click “**Select a file**”.

The screenshot shows a web interface titled "Your Resume & Attachments". At the top, there is a toolbar with buttons for "New", "Copy", "Delete", and "Undelete". Below the toolbar is a search bar. The main content area is titled "Attachments" and contains the following elements:

- An information icon and text: "Please upload your resume here. If you have any additional documents to upload, please select New on the toolbar. Do not include data related to age, race, ethnicity, religion or family status."
- A table with two columns: "* Attachment Type" and "Description". The first row shows "Resume (RES)" and "Resume for CBlossom".
- An "Attachment" section with a "File:" label, a "Select a file" button (with a document icon), and a "Click here to search for your document" callout box.
- "Upload" and "Remove" buttons.
- A "Comments" section with a text input field and a small "ABC" icon.

- a. You will then be able to find a file on your computer such as a resume or cover letter. After you have selected the file you want up upload, click the “Upload” button indicated above.



- b. If you have successfully uploaded a file, it will be indicated and labeled on the left side of your screen. One or more files may be uploaded.

▼ Your Resume & Attachments

New

Copy

Delete

Undo

Resume - Resume for [redacted]

Attachments

Please upload your resume here. If you have any additional documents to upload, please select New on the toolbar. Do not included data related to age, race, ethnicity, religion or family status.

* Attachment Type

Resume (RES)

Description

Resume for [redacted]

Attachment

Link: [redacted]

File: C:\fakepath\U-0087-01_[redacted].doc

Upload

Remove

Comments

17. After you have filled out all information requested and uploaded all desired attachments, click the “Submit” button in the upper right hand corner of the screen. The following window will appear.

Task Summary

Results

The task has been successfully submitted to the database and all changes were committed.

End of task

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