




Your Touchstone Energy® Cooperative 

If you are a first time user and you wish to apply on-line, you must register before applying. If you have previously registered, just enter your email address and password to apply for posted jobs on-line. It is company practice that we only accept resumes for current posted positions. In addition to our corporate website, please watch for job advertisements in your local newspapers, Monster.com or at your State Department of Employment Services for job opportunities that may become available.

Big Rivers Electric Corporation is an equal opportunity employer.

Thank you for your interest in employment opportunities with

Big Rivers Electric Corporation.

<https://employment.bigrivers.com>

The screenshot shows the Big Rivers iRecruitment website interface. At the top left is the Big Rivers logo and 'iRecruitment' text. A 'Job Basket' link is at the top right. Below the header are 'Home' and 'Jobs' navigation buttons. The main content area is divided into three sections:

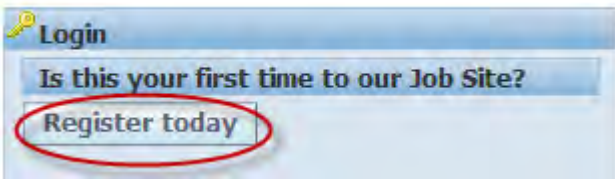
- Welcome to our Job Site:** Includes a link to 'Go to Company's Website to view instruction manual'.
- Job Search:** Features a search form with fields for 'Keywords' (with an example: 'Marketing Java DBA'), 'Date Posted' (a dropdown menu), and 'City Location' (a list including Centertown, KY, US; Hawesville, KY, US; Henderson, KY, US; and Robards, KY, US). There are 'Search' and 'Clear' buttons.
- Login:** Contains a 'Login' header, a 'Register today' button, and a section for 'Already registered on our Job Site?' with 'Email' and 'Password' input fields and a 'Login' button. A tip below states: 'If you encounter an error please send a screenshot as an attachment to jobshelp@bigrivers.com. Did you forget your password?'.

At the bottom right, there is a 'New to Our Jobs Site?' section with a list of links: 'Manage My Account', 'Conduct Job Search', 'View Job Basket', and 'View Jobs Applied for'.

BEFORE GETTING STARTED, REMEMBER:

1. Do not use the browser arrows on the web page. Where indicated, use the CANCEL or BACK buttons.
 2. The system will time out after 20 minutes of inactivity.
 3. Always remember to log out.
-

First time to job Site - Click Register Today button.



1. REGISTRATION

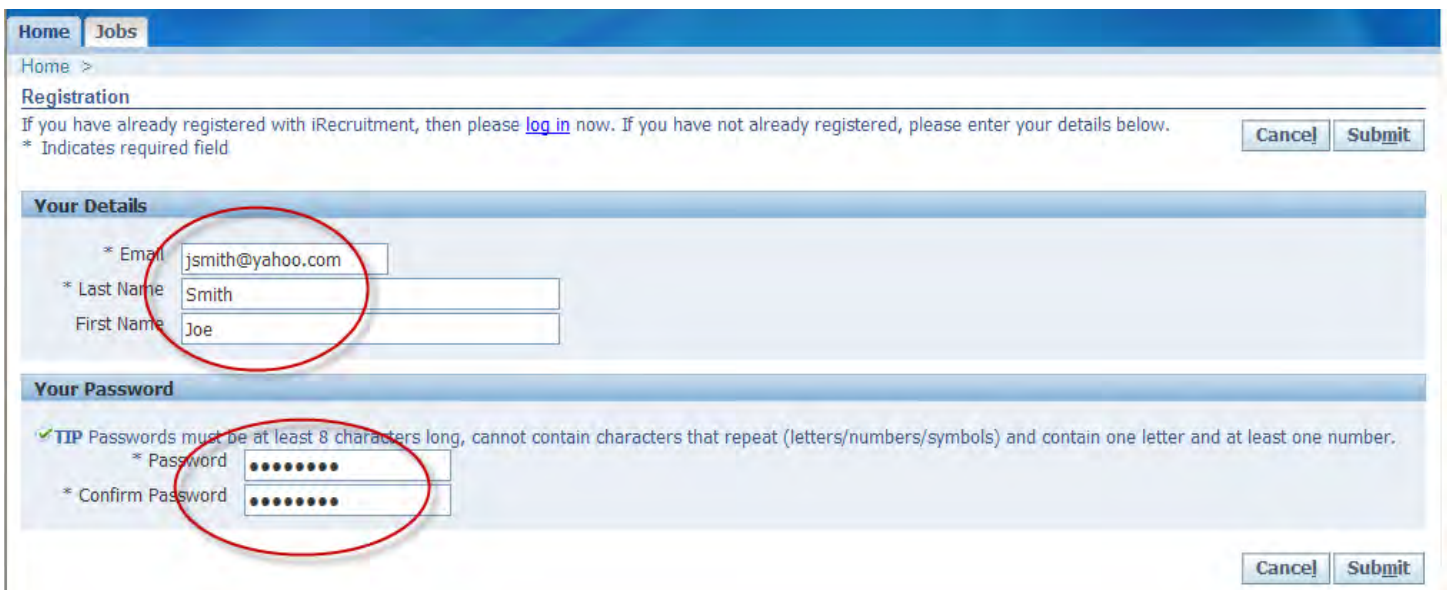
YOUR DETAILS & PASSWORD

Please enter the following information:

- ⇒ Email Address
- ⇒ Last Name
- ⇒ First Name
- ⇒ Password

The password must be at least 8 characters long, cannot contain characters that repeat (letters/numbers/symbols) and it must contain one letter and at least 1 number.

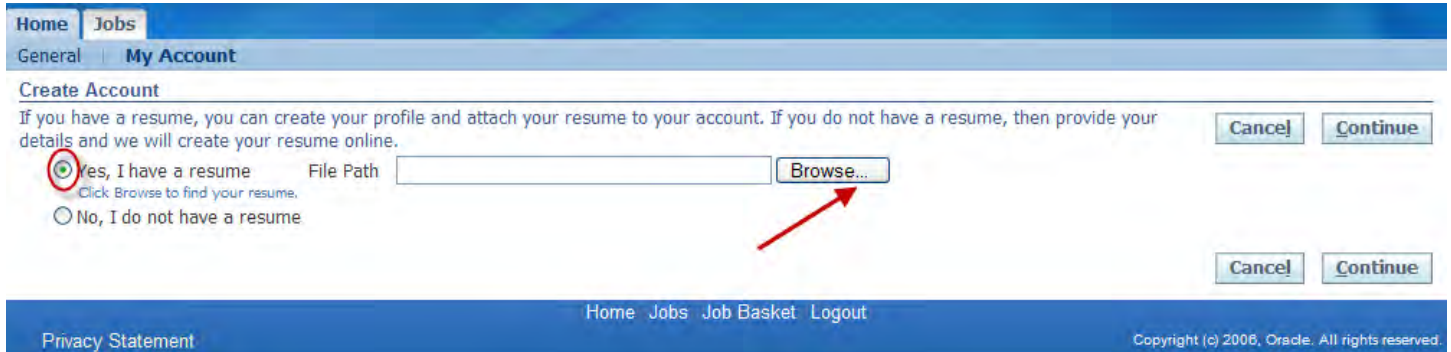
Click - Submit

A screenshot of a web registration form. At the top, there are tabs for 'Home' and 'Jobs'. Below the tabs, there is a 'Registration' section with a message: 'If you have already registered with iRecruitment, then please [log in](#) now. If you have not already registered, please enter your details below.' There are 'Cancel' and 'Submit' buttons. The form is divided into two sections: 'Your Details' and 'Your Password'. In the 'Your Details' section, there are three input fields: 'Email' (containing 'jsmith@yahoo.com'), 'Last Name' (containing 'Smith'), and 'First Name' (containing 'Joe'). In the 'Your Password' section, there are two input fields: 'Password' and 'Confirm Password', both containing eight dots. A tip message is displayed above the password fields: 'TIP Passwords must be at least 8 characters long, cannot contain characters that repeat (letters/numbers/symbols) and contain one letter and at least one number.' At the bottom right, there are 'Cancel' and 'Submit' buttons. Several fields and the tip message are circled in red.

2. Create Account

You will be creating a profile. You can either upload your resume or the system will create one for you with the information you provide in your profile.

If you have a resume and would like upload it, you will click - Yes, I have a resume, then click the browse button to go to your documents. Once the file has been uploaded, click Continue.



Home Jobs
General My Account

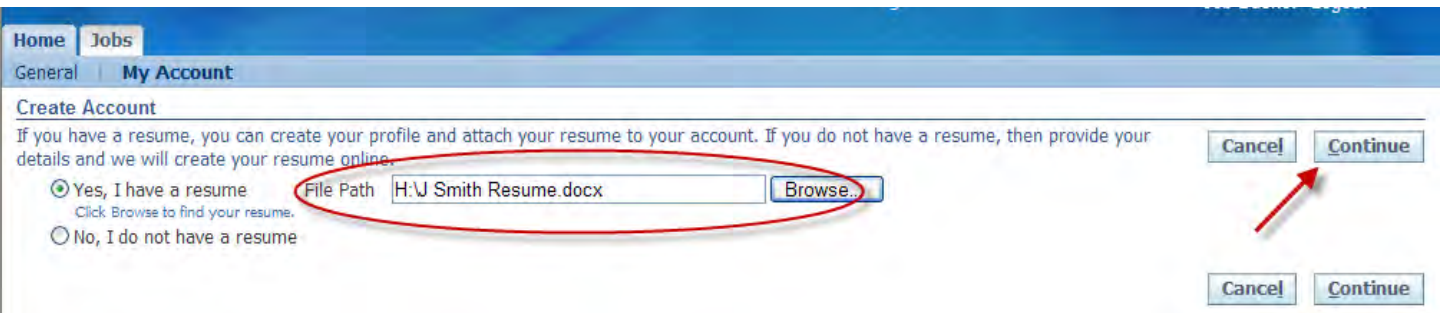
Create Account

If you have a resume, you can create your profile and attach your resume to your account. If you do not have a resume, then provide your details and we will create your resume online. Cancel Continue

Yes, I have a resume File Path
Click Browse to find your resume.

No, I do not have a resume Cancel Continue

Home Jobs Job Basket Logout
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Home Jobs
General My Account

Create Account

If you have a resume, you can create your profile and attach your resume to your account. If you do not have a resume, then provide your details and we will create your resume online. Cancel Continue

Yes, I have a resume File Path
Click Browse to find your resume.

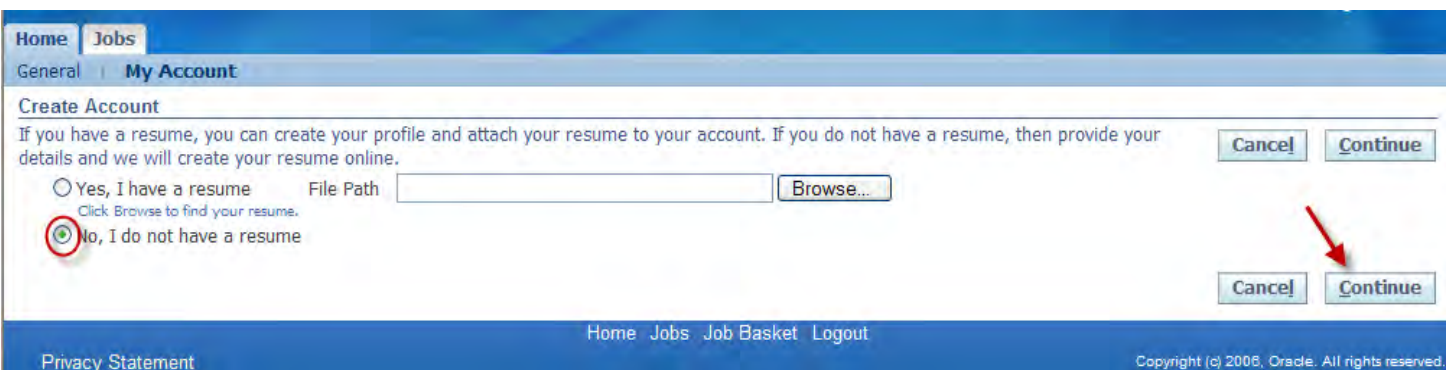
No, I do not have a resume Cancel Continue

Home Jobs Job Basket Logout
Privacy Statement Copyright (c) 2008, Oracle. All rights reserved.

Go to page 10 for further instructions.

OR

If you do not have a resume, you will click - No, I do not have a resume and then click Continue.



Home Jobs
General My Account

Create Account

If you have a resume, you can create your profile and attach your resume to your account. If you do not have a resume, then provide your details and we will create your resume online. Cancel Continue

Yes, I have a resume File Path
Click Browse to find your resume.

No, I do not have a resume Cancel Continue

Home Jobs Job Basket Logout
Privacy Statement Copyright (c) 2008, Oracle. All rights reserved.

3. Register: Enter Personal Information

BASIC DETAILS

Your Last Name, First Name and Email Address will be pre-filled. Make sure they are correct.

Home | Jobs

General | My Account

Enter Personal Information | Add Qualifications and Skills | Enter Preferences | Create Resume

Register: Personal Information

Provide your personal and professional details to complete your profile. Cancel Step 1 of 4 Next

* Indicates required field
✔ **TIP** If fields are loading – hit tab then enter information.

Basic Details

Please enter your personal information.

* Last Name

First Name

Email Address

SOURCE DETAILS

Click on the drop down arrow to select how you heard about our ad and indicate the source name in the blank.

Note: If you try to change the source, you will get an error message that says - A value must be entered for “Country”. Proceed to the Address field. You will be able to change your Source Details once you apply for a job.

TIP: If you are adding an Employee Referral; please put the name of the employee in the Employee Name Comments box.

Source Details

✔ **TIP** If you are adding an Employee Referral; please put the name of the employee in the Employee Name Comments box.

Source

Source Name
(example: if you saw our ad in a Newspaper, which Newspaper?)

ADDRESS

To enter the country, hit the down arrow - then select More.

Address

* Country

✔ **TIP** If fields are loading – hit tab then enter information.

Address

* Country

✔ **TIP** If fields are loading – hit tab then enter information.

Enter United States - click Go

Search and Select: Country

Search and Select: Country

Cancel! Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Country Go

Results

Select	Quick Select	Country
	No search conducted.	

Cancel! Select

Select - United States, then click Select

Search and Select: Country

Cancel! Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Country Go

Results

Select	Quick Select	Country
<input checked="" type="radio"/>		United States
<input type="radio"/>		United States Minor Outlying Islands

Cancel! Select

You will enter your address, city, state, zip code and county.

Note: Please wait until the address loads before entering the city, state and zip code. You will also have to wait for the zip code to load before adding the county. While entering your information, the loading message may appear. Just press the tab key in the field and starting typing in the field. The “loading” message will go away.

THIS SCREEN LOADS SLOWLY - BE PATIENT

Address

* Country

* Address Line 1

Address Line 2

Address Line 3

* City

* State

* Zip Code

* County

TIP If fields are loading - hit tab then enter information.

PHONE NUMBER

Enter your phone number and click the down arrows to select the Times to call for each number listed - any day, morning, evenings, weekends and evening/weekends.

TIP: Please use a 10 digit format when entering phone numbers - xxx-xxx-xxxx.

	Phone Number	Times to Call
Home		
Mobile	270-555-6666	Any
Work		
Work Fax		

DOCUMENTS

You can upload additional information to your account - cover letters, transcripts, letter of recommendations, certificates and other documents pertinent to the job. Choose the Add Another Document button.

If you don't have any other documents, then click Next.

File Name	File Type	Upload Date	Description	Delete
No results found.				

[Add Another Document](#)

[Cancel](#) Step 1 of 4 [Next](#)

To Upload a document(s), click browse and select the file(s) you want to upload. Enter a description, then select the File Type (cover letter, other document type or resume), then click Upload.

Upload Document

Please select the file you wish to upload. Enter a description of the file and choose a file type.
* Indicates required field

* File Path: H:\Reference Letter.docx [Browse...](#)

Description: Letter of Recommendation

* File Type: Other Document Type

[Cancel](#) [Upload](#)

[Cancel](#) [Upload](#)

To Upload additional documents to your profile, click Add Another Document. If you need to delete a line, click the trash can. Once you have uploaded all your documents, click Next.

File Name	File Type	Upload Date	Description	Delete
Reference Letter.docx	Other Document Type	16-Dec-2012	Letter of Recommendation	

[Add Another Document](#)

[Cancel](#) Step 1 of 4 [Next](#)

4. Register - Add Qualifications and Skills

EMPLOYMENT HISTORY

In order to add your Employment History, click the Add Another Employer button.

Enter Personal Information Add Qualifications and Skills Enter Preferences Create Resume

Register: Add Qualifications and Skills

Cancel Back Step 2 of 4 Next

* Indicates required field

Employment History

Details	Employer	Start Date	End Date	Job Title	Location	Delete
	No results found.					

Add Another Employer

Enter Employer, Start & End Dates, Job Title, Location (city & state) and give a brief list of your job duties. Click Add Another Employer to add additional jobs. To delete an employer, click the trash can.

Note: If you are currently employed, leave the End Date Blank.

Employment History

Show All Details | Hide All Details

Details	Employer	Start Date	End Date	Job Title	Location	Delete
<input type="checkbox"/> Hide	Think Tank	January 1997	March 2002	Manager	Louisville, KY	

Description of Job Duties

Add Another Employer

EDUCATION QUALIFICATIONS

Enter the details of the high school and/or colleges/universities which you have attended as well as the Degrees received. Click Add Another Establishment. To delete, click the trash can.

Education Qualifications

Please enter details of the high school and/or colleges/universities which you have attended as well as the Degrees received. If you have qualifications/certificates which were not obtained at a school or college you may enter those under Additional Qualifications.

*High School/College/University	*Location	*Degree	Major Subject	Date Received	Add Degree	Delete
No results found.						

Add Another Establishment

TIP If you have more than one degree from an establishment, press the Add Degree icon.

Enter High School/College/University, Location, Degree (high school diploma, associates degree, bachelor's degree, GED, other licenses, other certifications or master's degree). Please list in the order as attended starting with high school. Enter the Major Subject and Date Received, if applicable.

Click Add Another Establishment to add degrees from different colleges/universities.

TIP: If you have multiple degrees from the same establishment, click the green cross in the Add Degree box and a row will be added that has the college/university and location prefilled.

Education Qualifications

Please enter details of the high school and/or colleges/universities which you have attended as well as the Degrees received. If you have qualifications/certificates which were not obtained at a school or college you may enter those under Additional Qualifications.

*High School/College/University	*Location	*Degree	Major Subject	Date Received		Add Degree	Delete
High School	Henderson, KY	High School Diploma	General Studies	May	1984	+	🗑️
College	Henderson, KY	Associate Degree	Business	May	1986	+	🗑️
College	Bowling Green, KY	Bachelors Degree	Business	May	1990	+	🗑️
College	Bowling Green, KY	Masters Degree	Business	December	1995		🗑️

Add Another Establishment

✓ **TIP** If you have more than one qualification from an establishment, press the Add Degree icon.

ADDITIONAL QUALIFICATIONS

Enter your Additional Qualifications (certificates or licenses) not obtained at a college or university. Click Add Another Qualification. To delete rows, click the trash can.

After entering all your qualifications, click on Next.

Additional Qualifications

Please enter details of your additional qualifications. Qualifications obtained from a college or university should be entered as part of your Education information.

*Qualification Type	Qualification	Grade/Level	Date Received		Delete
Other Certification	SHRM		January	1998	🗑️

Add Another Qualification

Cancel Back Step 2 of 3 Next

5. Enter Preferences

ACCOUNT PRIVACY

Display Language - American English

Select Allow Account To Be Searched. This allows managers to see the details you have entered in order to search for suitable candidates for available positions. Click Next.

Home Jobs

General | My Account

Enter Personal Information | Add Qualifications and Skills | **Enter Preferences** | Create Resume

Register: Enter Preferences

Cancel Back Step 3 of 4 Next

Account Privacy

Display Language: American English

Allow Account To Be Searched

✓ **TIP** If you do not check this box then your details are not visible to manager's searching for suitable candidates.

Cancel Back Step 3 of 4 Next

Home Jobs Job Basket Logout

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6. CREATE RESUME

SELECT RESUME FORMAT

The system will create a resume from the profile information that you entered. Click the radio buttons to view the format then scroll down so you can view your information in that format. Once you select the format you prefer, click the Finish button.

General My Account

Enter Personal Information Add Qualifications and Skills Enter Preferences Create Resume

Register: Create Resume

Thank you for completing your profile. Select the resume format that you would like to use.

Cancel Back Step 4 of 4 Finish

Select Resume Format

Joe Smith

e-mail: jphinson@gmail.com Phone: 270-111-2222

Career History

Company: [Think Tank](#) City: [Bowling Green, KY](#) Dates: [2007 to date](#)

Manager

Company: [Rules](#) City: [Louisville, KY](#) Dates: [2004-2007](#)

Manager

Education, Qualifications & Training

University: [Warren Co. High School](#) Business (High School Diploma) Dates:

[Henderson Community College](#) Business (Associate Degree) Dates:

[Western KY University](#) Business (Bachelors Degree) Dates:

[Western KY University](#) Business Administration (Masters Degree) Dates:

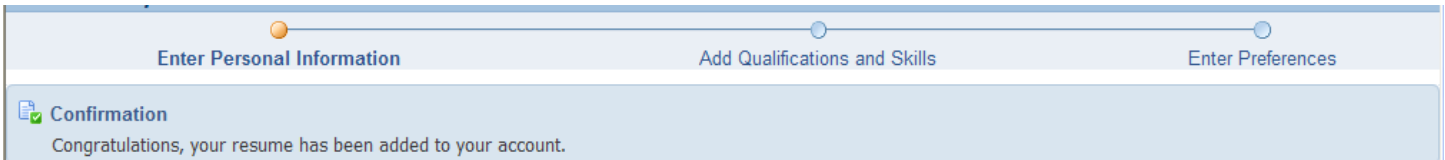
[Western KY University](#) Business Administration (Masters Degree) Dates:

Cancel Back Step 4 of 4 Finish

GO TO PAGE 15 FOR INFORMATION ON HOW TO APPLY AND SEARCH FOR JOBS AND HOW TO UPDATE YOUR PERSONAL INFORMATION.

RESUME ADDED TO PROFILE (CONTINUED FROM PAGE 3)

After you hit Continue, you will get a confirmation that your resume was added to your account.



The image shows a progress bar with three steps: "Enter Personal Information" (completed), "Add Qualifications and Skills", and "Enter Preferences". Below the bar is a confirmation message: "Confirmation: Congratulations, your resume has been added to your account."

3. Register: Enter Personal Information

BASIC DETAILS

Your Last Name, First Name and Email Address will be pre-filled. Make sure they are correct.



The "Basic Details" form contains the following fields:

- * Last Name: Smith
- First Name: Joe
- Email Address: jsmith@yahoo.com

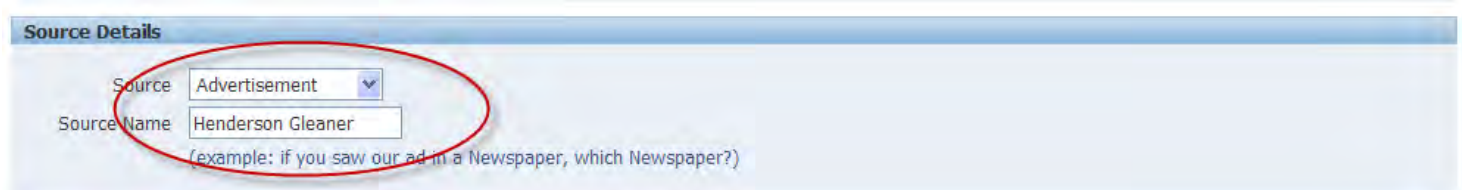
The "Last Name" and "First Name" fields are circled in red.

SOURCE DETAILS

Click on the drop down arrow next to source to select how you heard about our ad and indicate your source name in the blank.

Note: If you try to change the source, you will get an error message that says - A value must be entered for "Country". Proceed to the Address field. You will be able to change your Source Details once you apply for a job.

TIP: If you are adding an Employee Referral; please put the name of the employee in the Employee Name Comments box.



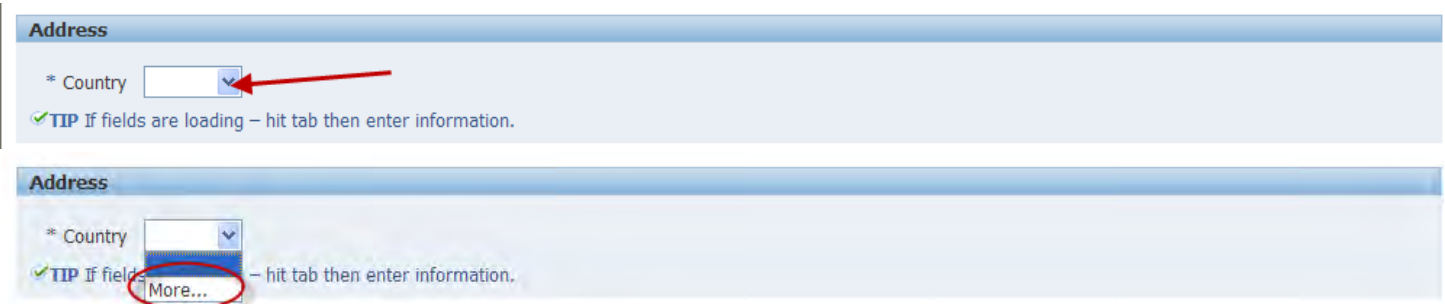
The "Source Details" form contains the following fields:

- Source: Advertisement (dropdown menu)
- Source Name: Henderson Gleaner

The "Source" dropdown and "Source Name" text box are circled in red. A note below the text box reads: "(example: if you saw our ad in a Newspaper, which Newspaper?)"

ADDRESS

To enter the country, hit the down arrow - then select More.



The "Address" form contains the following fields:

- * Country: (dropdown menu)

A red arrow points to the dropdown arrow of the "Country" field. A tip below the field reads: "TIP If fields are loading - hit tab then enter information." The second image shows the dropdown menu open with "More..." selected and circled in red.

Enter United States - click Go

Search and Select: Country

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Country Go

Results

Select	Quick Select	Country
	No search conducted.	

Cancel Select

Select - United States, then click Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Country Go

Results

Select	Quick Select	Country
<input checked="" type="radio"/>		United States
<input type="radio"/>		United States Minor Outlying Islands

Cancel Select

You will enter your address, city, state, zip code and county.

Note: Please wait until the address loads before entering the city, state and zip code. You will also have to wait for the zip code to load before adding the county. While entering your information, the loading message may appear. Just press the tab key in the field and starting typing in the field. The "loading" message will go away.

THIS SCREEN LOADS SLOWLY - BE PATIENT

Address

* Country

* Address Line 1

Address Line 2

Address Line 3

* City

* State

* County

* Zip Code

TIP If fields are loading - hit tab then enter information.

PHONE NUMBER

Enter your phone number and click the down arrows to select the Times to call for each number listed - any day, morning, evenings, weekends and evening/weekends.

TIP: Please use a 10 digit format when entering phone numbers - xxx-xxx-xxxx.

Phone Numbers	
✓TIP Please use a 10 digit format when entering phone numbers - xxx-xxx-xxxx.	
Phone Number	Times to Call
Home	
Mobile	Any
Work	
Work Fax	

DOCUMENTS

Your uploaded resume will be displayed under the file name. You may also upload additional information to your account - cover letters, transcripts, letter of recommendations, certificates and other documents pertinent to the job. Choose the Add Another Document button. If you don't have any other documents, then click Next.

Documents				
✓TIP To upload additional documents to your account (ie -certificates, transcripts or other documents pertinent to job), choose the Add Another Document button.				
File Name	File Type	Upload Date	Description	Delete
J Smith Resume.docx	Resume	04-Feb-2013		
<input type="button" value="Add Another Document"/>				
✓TIP To upload additional documents to your account, choose the Add Another Document button.				
			<input type="button" value="Cancel"/>	Step 1 of 3 <input type="button" value="Next"/>

To Upload a document(s), click browse and select the file(s) you want to upload. Enter a description, then select the File Type (cover letter, other document type or resume), then click Upload.

Upload Document	
Please select the file you wish to upload. Enter a description of the file and choose a file type.	
* Indicates required field	
* File Path	C:\Documents and Settings\le020064\My Doc <input type="button" value="Browse..."/>
Description	Cover Letter
* File Type	Cover Letter
<input type="button" value="Cancel"/> <input type="button" value="Upload"/>	

To Upload additional documents to your profile, click Add Another Document. If you need to delete a line, click the trash can. Once you have uploaded all your documents, click Next.

Documents				
✓TIP To upload additional documents to your account (ie -certificates, transcripts or other documents pertinent to job), choose the Add Another Document button.				
File Name	File Type	Upload Date	Description	Delete
J Smith Resume.docx	Resume	04-Feb-2013		
Cover Letter.docx	Cover Letter	04-Feb-2013	Cover Letter	
<input type="button" value="Add Another Document"/>				
✓TIP To upload additional documents to your account, choose the Add Another Document button.				
			<input type="button" value="Cancel"/>	Step 1 of 3 <input type="button" value="Next"/>

Education Qualifications

Please enter details of the high school and/or colleges/universities which you have attended as well as the Degrees received. If you have qualifications/certificates which were not obtained at a school or college you may enter those under Additional Qualifications.

*High School/College/University	*Location	*Degree	Major Subject	Date Received	Add Degree	Delete
High School	Henderson, KY	High School Diploma	General Studies	May 1984	+	🗑️
College	Henderson, KY	Associate Degree	Business	May 1986	+	🗑️
College	Bowling Green, KY	Bachelors Degree	Business	May 1990	+	🗑️
College	Bowling Green, KY	Masters Degree	Business	December 1993		🗑️

Add Another Establishment

✓ TIP If you have more than one qualification from an establishment, press the Add Degree icon.

ADDITIONAL QUALIFICATIONS

Enter your Additional Qualifications (certificates or licenses) not obtained at a college or university. Click Add Another Qualification. To delete rows, click the trash can.

After entering all your qualifications, click on Next.

Additional Qualifications

Please enter details of your additional qualifications. Qualifications obtained from a college or university should be entered as part of your Education information.

*Qualification Type	Qualification	Grade/Level	Date Received	Delete
Other Certification	SHRM		January 1998	🗑️

Add Another Qualification

Cancel Back Step 2 of 3 **Next**

5. Enter Preferences

ACCOUNT PRIVACY

Display Language - American English

Select Allow Account To Be Searched - this allows managers to see the details you have entered in order to search for suitable candidates for available positions. Click Next.

Home Jobs

General My Account

Enter Personal Information Add Qualifications and Skills Enter Preferences

Register: Enter Preferences

Cancel Back Step 3 of 3 **Finish**

Account Privacy

Display Language American English

Allow Account To Be Searched

✓ TIP If you do not check this box then your details are not visible to managers searching for suitable candidates.

Cancel Back Step 3 of 3 **Finish**



Your Touchstone Energy® Cooperative 

WELCOME TO OUR JOB SITE

You have now successfully registered on our job site. You will receive a confirmation and if jobs are posted you will get Matching Jobs. You can apply for the job(s) right away, store them in the Job Basket and apply later or Search for More Jobs.

From the Jobs Tab you can view:

- * **Available Jobs** - You can search for jobs.
- * **Jobs Applied For** - You can see jobs you have applied for and Withdraw from a job.

From the Home Tab you can view:

- * **General** - You can view any messages sent and you will be able to see the list of jobs applied and see the complete list of Job Applications.
- * **My Account** - You can update your Personal Information, Qualifications and Skills, Preferences and your Login Information.

Thank you for your interest in employment with Big Rivers, and we wish you success in your career search endeavors.

The screenshot shows a web interface with a blue header containing 'Home' and 'Jobs' tabs. Below the header, there are two sub-tabs: 'Available Jobs' (selected) and 'Jobs Applied For'. A confirmation message reads: 'Confirmation Thank you for registering.' Below this, a section titled 'Matching Jobs' contains the text: 'You can apply for the job(s) right away or store them in the job basket and apply later. Jobs stored in the job basket will only be available during the job posting period.' A 'Search for More Jobs' button is located to the right of this text. Below the text, there is a 'Select Jobs:' section with an 'Add To Basket' button. Underneath, there are links for 'Select All' and 'Select None'. A table with the following columns is displayed: 'Select', 'Name', 'Job Title', 'Organization Name', 'Professional Area', 'Brief Description', 'Location', 'Date Posted', 'Employment Status', and 'Apply Now'. One job is listed: 'IRC1674...' with Job Title 'Human Resources Specialist', Organization Name 'Administrative Services', Location 'Henderson, KY, US', and Date Posted '10-Dec-2012'. The 'Employment Status' is 'Full Time'. A checkbox is present in the 'Select' column. A 'Search for More Jobs' button is also at the bottom right of the table area. The footer of the page contains the navigation links: 'Home Jobs Job Basket Logout'.

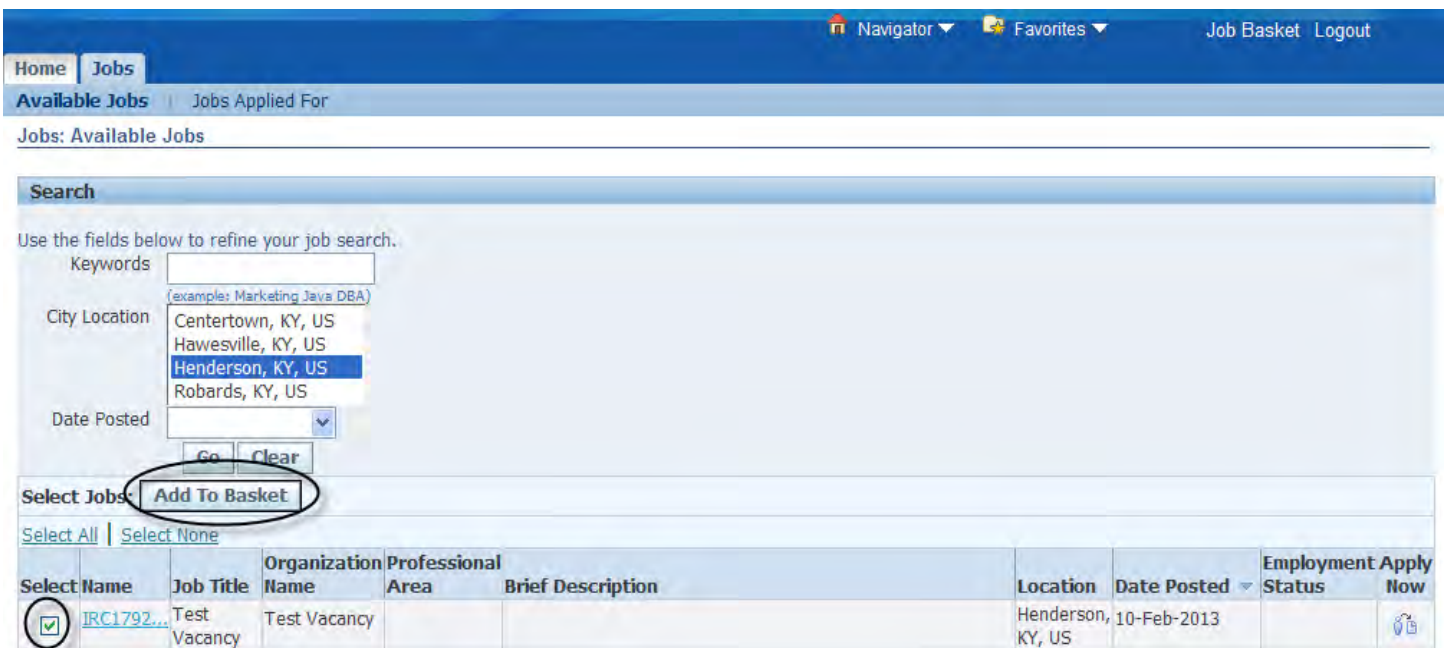
You will get online confirmation that your application has been received. You will be contacted by the Big Rivers Electric Corp. Human Resources Department if your qualifications appropriately match those of the open position for which your resume was submitted.

ADD TO BASKET

Adding jobs to the basket allows you to store the job(s) and apply for them later.

⇒ If you are going to apply, you must apply within the posting period. If you go back into your basket and try to apply after the posting period, your job basket will be empty.

Click the Jobs Tab and select Available Jobs. You will get the Search field. Choose the City Location to see if there are any jobs posted. If so, they will appear below the search. Then click Add To Basket

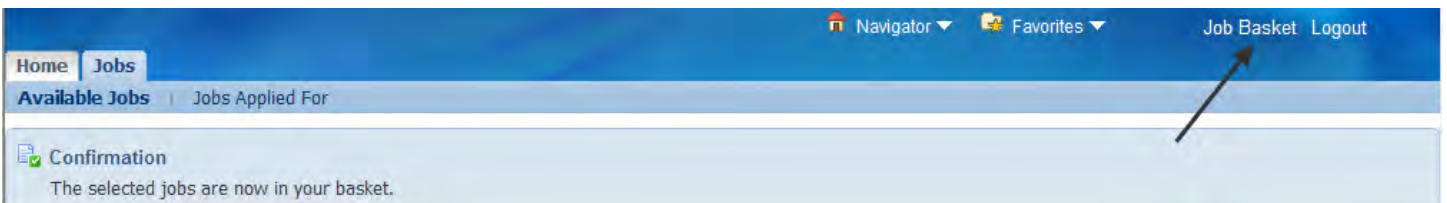


The screenshot shows a web application interface for job searching. At the top, there is a navigation bar with 'Home' and 'Jobs' tabs. Below this, there are links for 'Available Jobs' and 'Jobs Applied For'. The main content area is titled 'Jobs: Available Jobs' and contains a search form. The search form has fields for 'Keywords', 'City Location', and 'Date Posted'. The 'City Location' dropdown menu is open, showing options: 'Centertown, KY, US', 'Hawesville, KY, US', 'Henderson, KY, US' (highlighted), and 'Robards, KY, US'. Below the search form, there is a 'Select Jobs' section with an 'Add To Basket' button circled in red. Below this, there is a table of job listings. The first row is selected, with a checkmark in the 'Select' column. The table columns are: Select, Name, Job Title, Organization Name, Professional Area, Brief Description, Location, Date Posted, Employment Status, and Apply Now.

Select	Name	Job Title	Organization Name	Professional Area	Brief Description	Location	Date Posted	Employment Status	Apply Now
<input checked="" type="checkbox"/>	IRC1792...	Test Vacancy	Test Vacancy			Henderson, KY, US	10-Feb-2013		

You will get a confirmation that the selected jobs are now in your basket.

When you are ready to apply, click Job Basket to view the selected job(s) you have stored.



The screenshot shows a confirmation message on the job basket page. The message says 'Confirmation' and 'The selected jobs are now in your basket.' At the top right of the page, there is a 'Job Basket' link with an arrow pointing to it, and a 'Logout' link.

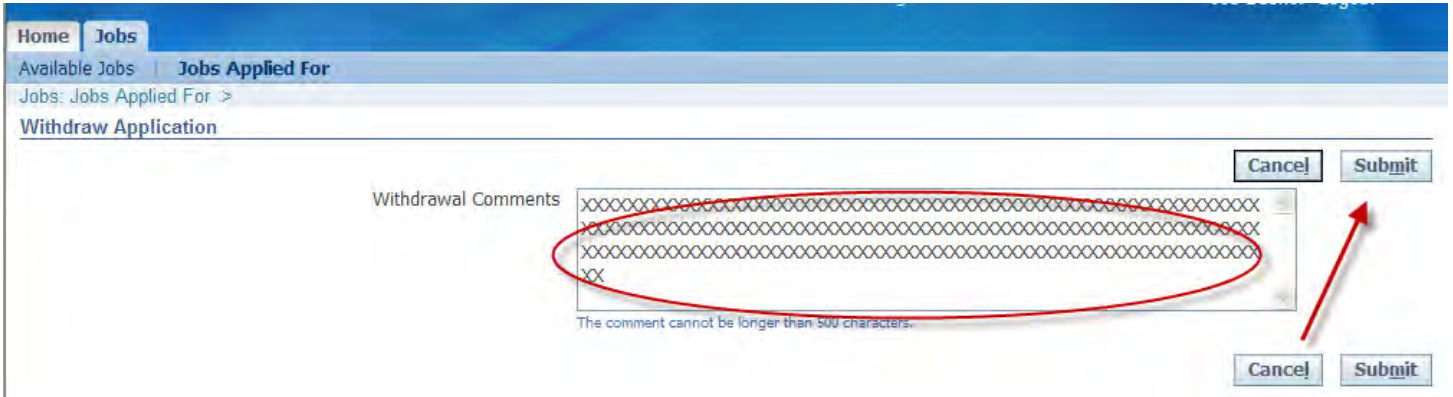
Once you are in your job basket, you can Apply for the Job or Remove the Job from your Basket.

⇒ **To Apply for the Job** - select the job you want to apply for, then click the Apply Now button. The job will no longer appear in your basket once you apply. To view your job application(s), select the Job tab, then select the Jobs Applied For page.

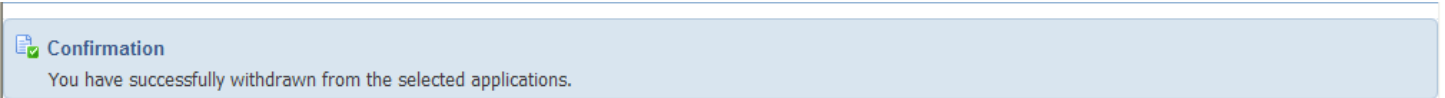
⇒ **To Remove a Job from your Basket** - If you no longer interested in the job in you basket and want to remove it, select the job, then click the Remove from Basket button.

In the Withdrawal Comments, tell us the reason you are withdrawing from this job.

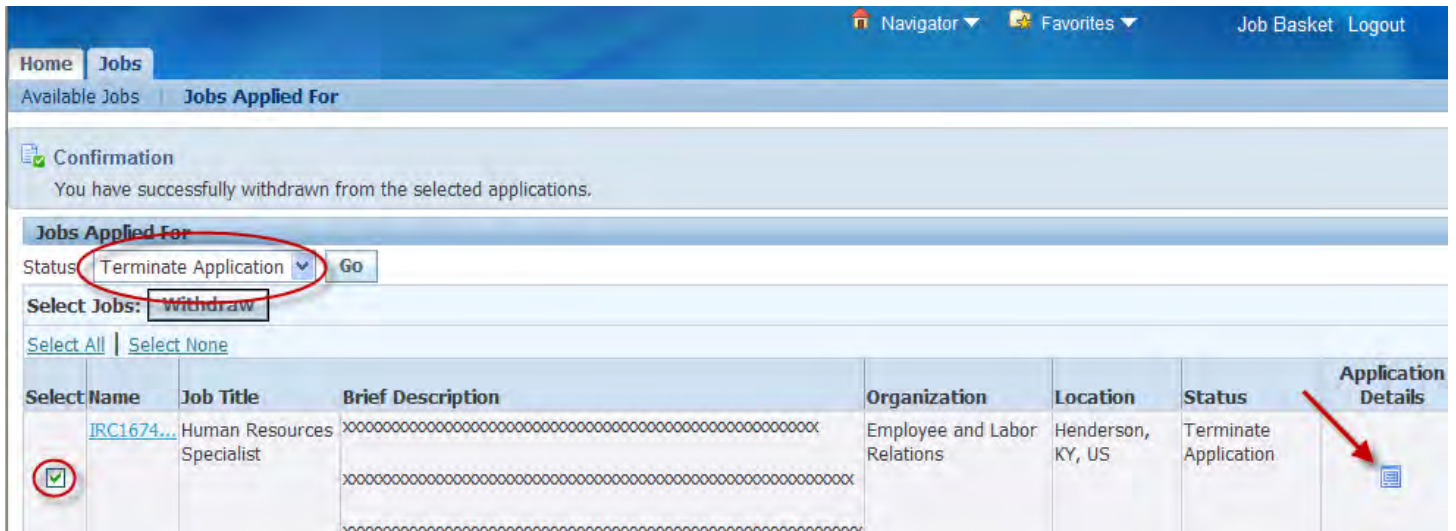
The comment should not be longer than 500 characters. Then click - Submit



You will receive confirmation that you have successfully withdrawn from the selected applications.



IF YOU WANT TO BE RECONSIDERED - Select Jobs Applied For and change the Status to Terminate Application, select the job and then select Application Details.



Click - Request Reconsideration

Application Details: IRC1674

[Request Reconsideration](#)

Job Details

Description

Job Title **IRC1674**
Location **Robards, KY, US**
Department Description **Administrative Services**

Job Posting Information


Source Type Advertisement
Source Name Henderson Gleaner

Application Status History

Status	Status Change Date
Active Application	11-Dec-2012 12:39:17
Terminate Application	11-Dec-2012 17:46:33

[Request Reconsideration](#)

You will receive a confirmation that a request for reconsideration has been sent. You will be notified of the determination of that request by email.

 **Confirmation**

Your request for reconsideration is sent.

MY ACCOUNT

You can make changes to your Personal Information, Qualifications and Skills, Preferences and Login Information (create a new password).

ORACLE iRecruitment

[Navigator](#) [Favorites](#) [Job Basket](#) [Logout](#)

Home Jobs

General | My Account

My Account

Personal Information
Qualifications and Skills
Preferences
Login Information

* Indicates required field
✔ **TIP** If fields are loading – hit tab then enter information.

Resume

To upload your resume to your account click Upload Resume.

Basic Details

Please enter your personal information.

* Last Name

First Name

Email Address

Source Details

✔ **TIP** If you are adding an Employee Referral; please put the name of the employee in the Employee Name Comments box.

Source

Source Name
(example: if you saw our ad in a Newspaper, which Newspaper?)

Address

* Country

* Address Line 1

Address Line 2

Address Line 3

* City

* State
Kentucky

* Zip Code

* County
Henderson

✔ **TIP** If fields are loading – hit tab then enter information.

Phone Numbers

✔ **TIP** Please use 10 digit format when entering phone numbers - xxx-xxx-xxxx.

	Phone Number	Times to Call
Home	<input type="text"/>	<input type="text"/>
Mobile	<input type="text" value="270-555-6666"/>	<input type="text" value="Any"/>
Work	<input type="text"/>	<input type="text"/>
Work Fax	<input type="text"/>	<input type="text"/>

Documents

✔ **TIP** To upload additional documents to your account (ie -certificates, transcripts or other docuemtns pertinent to job), choose the Add Another Document button.

File Name	File Type	Upload Date	Description	Delete
Cover Letter.docx	Cover Letter	07-Feb-2013	Cover Letter	
J Smith Resume.docx	Resume	07-Feb-2013		

✔ **TIP** To upload additional documents to your account, choose the Add Another Document button.