

# 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
Date Posted	Job Title	Job ID	Location						
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>My Job Applications</p> <p>View the status of your job applications or add resumes and other documents.</p>								
3	<p>Step 1 of 7: Review the requirements and click Continue</p> <p>STEP 1 OF 7</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>OMB Details OMB# 3316-0063 Expiration Date 12/31/2027</p> <p><b>Burden Estimate Statement</b> (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 7: 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 7

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.

**Please Note:** The attached resume is the only document the Hiring Manager will receive from Human Resources to review when being considered for a TVA job opportunity. Please ensure all information relevant to the position you are applying for is included in your resume.

 [UPLOAD A RESUME](#)

 [BUILD MY RESUME](#)

 [USE INDEED PROFILE](#)

 [UPLOAD FROM DROPBOX](#)

 [UPLOAD FROM ONEDRIVE](#)

5 Step 3 of 7: 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 7

**\*\*Please ensure you use your full legal name as it appears on your ID (Ex. Driver's License / Passport). In the case you are hired in, the application will need to match all other official documents.\*\***

Contact Details

First Name \* Middle Name

Last Name \*

Street Address \*

NEXT

Step 3 of 7: 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 7

**\*\*Please ensure you use your full legal name as it appears on your ID (Ex. Driver's License / Passport). 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 - Trainer

2003 - 2009

EDIT

DELETE

NEXT

Step 3 of 7: 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 7

**\*\*Please ensure you use your full legal name as it appears on your ID (Ex. Driver's License / Passport). In the case you are hired in, the application will need to match all other official documents.\*\***

### Education History

+ ADD NEW EDUCATION HISTORY

NEXT

6

Step 4 of 7: Respond to the questions (those required are denoted with an asterisk) and click Next.

	<div data-bbox="493 111 1219 1100"> <p><b>STEP 4 OF 7</b></p> <p>Choose the county you currently live in from the list below. If your county is not shown, select Not Listed. *</p> <div data-bbox="505 247 1208 296"> <input type="text"/> </div> <p>Are you willing to relocate?</p> <div data-bbox="505 369 1208 512"> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div> <p>Were you previously employed by TVA? *</p> <div data-bbox="505 585 1208 728"> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div> <p>Are you related to a TVA Employee? *</p> <div data-bbox="505 802 1208 850"> <input type="text"/> </div> <p>If yes, please provide the first and last name as well as your relationship with each person.</p> <div data-bbox="505 947 1208 995"> <input type="text"/> </div> <div data-bbox="500 1041 1227 1094"> <input type="button" value="NEXT"/> </div> </div>
7	<p>Step 5 of 7: Answer the job related questions. These questions may include some Self-Identification questions that are strictly volunteer and in <b>no</b> 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.</p>

STEP 5 OF 7

**Self Identification Details**

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.

What is your sex?

What is your Ethnicity?

The next question addresses disability and serious health conditions.  
Your response is voluntary.

NEXT



8

Step 6 of 7: Respond to the questions (those required are denoted with an asterisk) and click Next.

STEP 6 OF 7

**Self-Identification Questions**

Solely to help us comply with federal and state Equal Opportunity record keeping, and other legal requirements, we invite you to complete the Self Identification Questions below and on the next step of the application process.

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 you other application information. This information will be used to data reporting requirements and will not be considered in making any employment decisions.

\*Are you 18 years or older?

If you are a Non-US Citizen, have you lived in the United States for the past 5 years from the date of your application?

Are you a previous TVA employee?

Are you a currently working as a contractor for TVA?

 [NEXT](#)

9 Step 7 of 7: If you are veteran trying to Claim Vet Preference, please use the following section to upload your military documents. After you have uploaded your document(s), click Next. If you are **not** a veteran, you may click Next.

STEP 7 OF 7

**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.

**How to Submit Documentation:**

1. Upload documents during the application process
2. Email documents to [Careers@tva.gov](mailto:Careers@tva.gov)

More information about preference eligibility and a link to form TVA 3595, can be found at <https://www.tva.gov/Careers/Claiming-Veteran-Preference>. If you have a question about preference eligibility, please email [Careers@tva.gov](mailto:Careers@tva.gov).

**Please note:** The Hiring Manager will not have access to any documents attached on this page. This is for internal Human Resources use only. If you wish to include certifications, training records, transcripts, etc. please ensure it is attached in the same document as your resume on the previous page.

Document 1

SELECT FILE 

 

10

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.