

Registering – External Applicant

1. Select the **Careers** tab from the LANL home page (<http://www.lanl.gov/>)
2. Select **Employment Opportunities** from the left navigation

Welcome to the LANL Employment Opportunities site

- All New Jobs (Last 7 Days)
- Engineering Jobs
- Science Jobs

Job Search

Please use at least one of the following fields: Date Posted, Keywords or Job Category to refine your job search and click Search to begin.

Date Posted:

Keywords: (example: Chemistry Java DBA)

Science/Eng Area or Major:

Job Category:

- Administrative Support
- Construction
- Contract Management
- Draft Design
- Engineering
- Env Safety Health
- Facility
- Finance & Accounting

You may browse current jobs or use the **Job Search** function by entering criteria in the appropriate fields.

Hold down the control key and click to select more than one **Job**

3. Registration

Login

Is this your first time to the LANL Employment Opportunities site?

Register today

[Find Your Information](#) if you:

- previously worked at LANL in any capacity,
- were ever covered on a LANL benefits plan, or
- believe you may already be in the system for another reason.

[Forgot your password?](#)

Quick Links

- [Manage My Account](#)
- [View Job Basket](#)
- [View Jobs Applied for](#)

When you are ready to apply to a job, if you have not done so already, you must register and enter details for your profile.

Once you register and apply for jobs, you will be able to **Manage your Account; View Job Basket, and View Jobs Applied for**

LANL Employment Opportunities Registration

If you have already registered with the LANL Employment Opportunities site, then please [log in](#) now. If you have not already registered, please enter your details below.

If you have previously worked for LANL, then click [here](#) to register with your existing details.

* Indicates required field

Your Details

* Email:

* Legal Last Name:

* Legal First Name:

Your Password

TIP Passwords are case sensitive. Your password must be a minimum of 8 characters long and must contain at least one uppercase letter, one lowercase letter, one number and one special character (% ^ ! # \$ * () - _ + : ; , | ?). Your password should not have any repeating characters, not be a common word or a user name (login name, first name, last name) or any other type of personal identifying information.

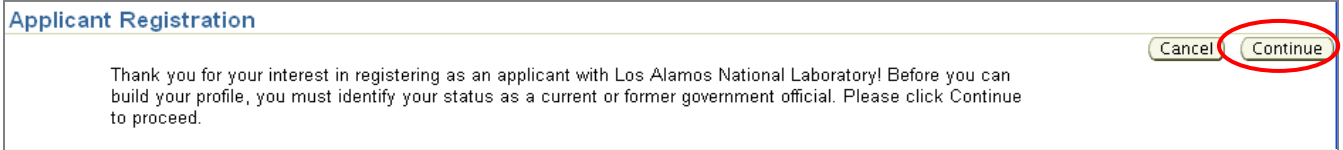
* Password:

* Confirm Password:

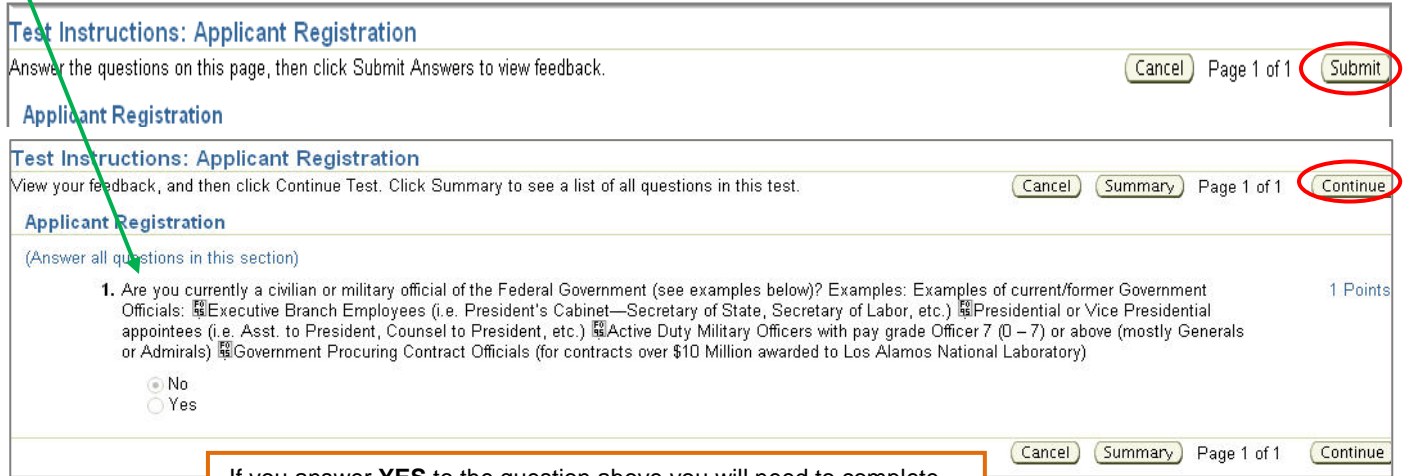
Complete each of the required fields and select **Submit**. Be sure to note your password for later use.

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4. You will receive a confirmation page asking you to **Continue**.



5. Complete this section and select **Submit** and then select **Continue**

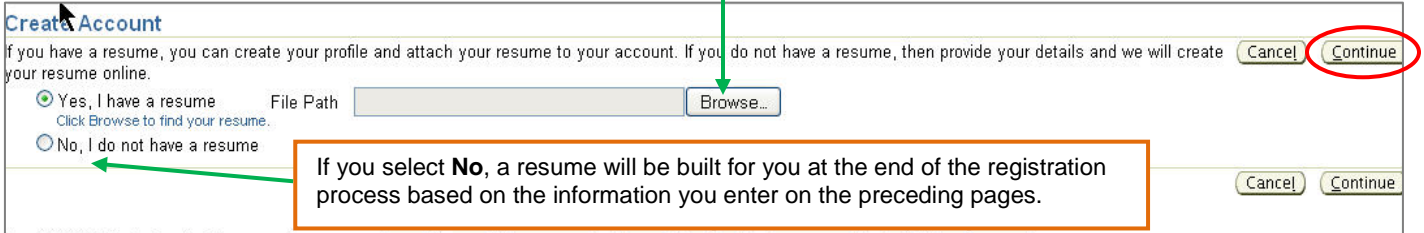


If you answer **YES** to the question above you will need to complete the LANL Applicant Disclosure Form as indicated below.

Yes
 No

✓ If yes, you must submit a completed LANL Applicant Disclosure Form before your application will be considered. Please provide a copy of your written recusal statement under 18_USC §208 with this form.

6. If you have a resume, you may upload the document now or select **No** and **Continue**; you will also be able to enter your resume at the time you apply to a specific job.



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7. Enter your **Personal Information** and select **Next**. See note in the box below.

● ———— ○ ———— ○
Enter Personal Information Add Employment History & Education Enter Preferences

Information

Your document has been successfully uploaded. Managers are able to view the document, but not search its contents. You may wish to upload your document in a different format to make it searchable. MS Word 2003 (.doc) formatted documents are searchable. This will not affect how your application materials are reviewed.

Register: Personal Information

Provide your personal and professional details to complete your profile. (Cancel) Step 1 of 3 (Next)

* Indicates required field

Basic Details

Please enter your personal information.

* Legal Last Name

* Legal First Name

Middle Name

Email Validation Code

TIP Enter the validation code you were sent to the email you entered when you first registered for your account. It is only necessary to enter this code one time, within 10 days of registering. Please do not change or delete this code after entering it.

Address

Country

* Address Line1

Address Line2

Address Line3

* City

County

* State New Mexico

* Zip Code

Phone Numbers

Please enter phone number(s) including the area code in the following format: 505-667-1234 and indicate which one to use to contact you between 8 to 5, Mon - Fri. Non US phone numbers must be entered as Optional type.

	Phone Number	Times to Call
Home	<input type="text" value="505-412-104"/>	<input type="text" value="Any"/>
Mobile	<input type="text"/>	<input type="text" value="Any"/>
Optional	<input type="text"/>	<input type="text" value="Any"/>
Work Phone	<input type="text"/>	<input type="text" value="Any"/>

Resumes & Cover Letters

File Name	File Type	Upload Date	Description	Review	Delete
Resume Sample.docx	Resume	10-Mar-2011			

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

If you have uploaded a resume, you only need to complete the **Address** section in **Step 1** and then you can select **Next** through **Step 2-3** and the **Finish** button to complete the registration process.

Options from drop down box

- Any
- Day
- Evening
- Evening and Weekend
- Weekends

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8. Complete the **Employment History & Education** and select **Next**

Register: Add Employment History & Education Cancel Back Step 2 of 4 **Next**

* Indicates required field

Employment History

TIP Please provide a minimum of 3 years of employment history.

[Show All Details](#) | [Hide All Details](#)

Details	Employer	Start Date	End Date	Job Title	Address	Delete
<input type="checkbox"/> Hide	McDonald's	June 2002	August 2006	Cook	don't know	

Description of Job Duties: Worked on the food assembly line. I prepared orders for customers.

Current/Final Annual Salary:

Hours Per Week:

Supervisor Name:

Phone Number:

Reason for Leaving:

May we contact?:

Education Qualifications

Please enter details of the colleges and universities which you have attended as well as the Qualifications received. When entering the GPA, please include the rating scale (e.g. 2.8/4.0). If you have qualifications which were not obtained at a school or college you may enter those later as Additional Qualifications.

*College or University	*Location	*Degree	Major Subject	Date Received (or Expected)	GPA	Add Degree	Delete
Santa Fe High School	Santa Fe	HS	Shop	May 2005	2.0	<input type="button" value="+"/>	

TIP If you have more than one qualification from an establishment, press the Add Degree icon to record further qualifications.

Additional Qualifications

Please enter details of your additional qualifications. Use the Date Received field to enter the date received, awarded or published. Qualifications obtained from a college or university should be entered as part of your Education information.

Category	*Qualification Type	*Name	Date Received/Published	Delete
No results found.				

9. Complete your **Preferences** and select **Next**

Enter Personal Information
Add Employment History & Education
Enter Preferences
Create Resume

Register: Enter Preferences Cancel Back Step 3 of 4 **Next**

Want to Find the Right Job?

Enter your work preferences to help us find the right job for you. Let us also know how and when we should send you jobs that match your preferences. Hold down the CTRL key to select multiple Job Categories.

Keywords:

Job Category:

Science/Eng Area or Major:

Email Preferences

Receive emails of Matching Jobs

Receive General emails

Frequency of emails:

Email Format: HTML mail with attachments Plain text mail

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10. Once all your information has been entered you can select a **Resume Format** from the options in the final step. A *preview* of the resume will be shown

Enter Personal Information Add Employment History & Education 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

Applicants Name

6000 Moon
Albuquerque, Bernalillo, NM, 87100
dunklechris@msn.net 505-820-1234 - Cell

PROFESSIONAL EXPERIENCE

GRAPHIC SIGNS (01/02- 05/09) 3243 Montgomery Blvd.
Graphic Artist
Design, create, manufacture, and install signs for customers

EDUCATION & PROFESSIONAL TRAINING

UNM Albuquerque
BA, Art

END Process