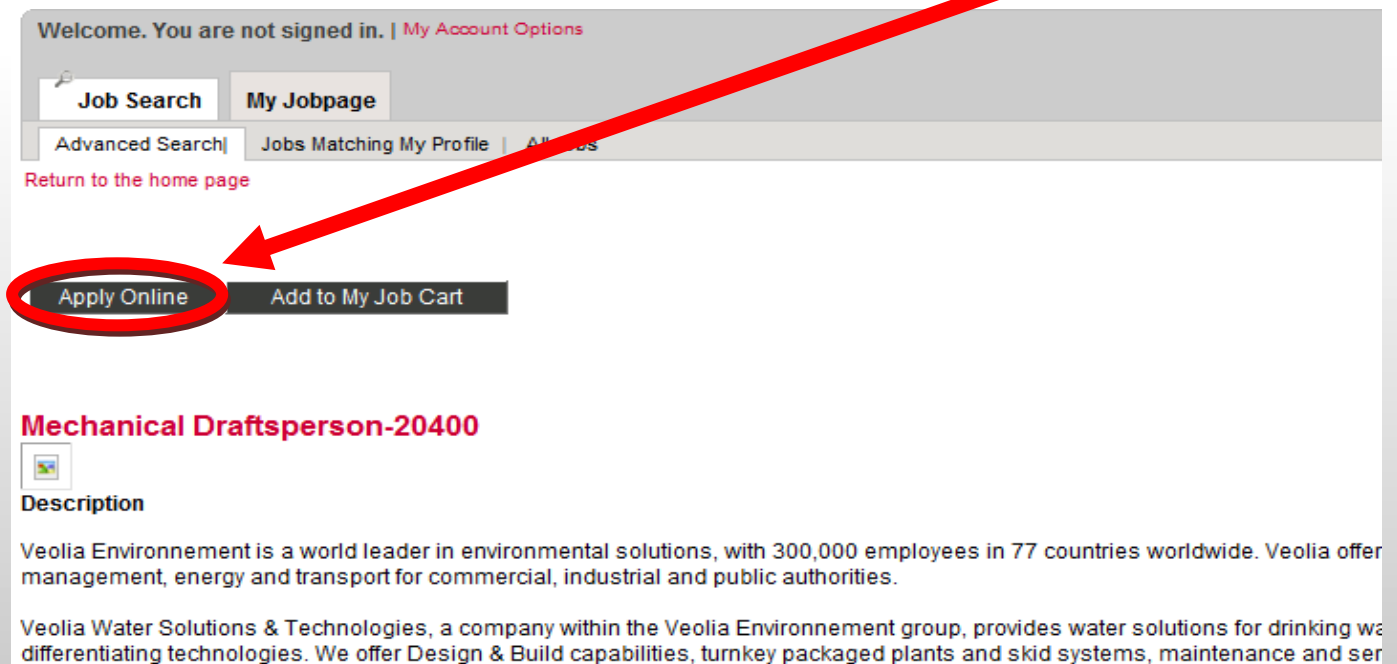


## Step by step guide to applying for a role with Veolia

### Step 1: Follow the link to Veolia's online recruitment portal

Copy and paste the link provided in the job advertisement into your internet web browser. You will then be taken to the job advertisement on our recruitment portal. Click on the 'Apply Online' button.



The screenshot shows the top navigation bar of the Veolia recruitment portal. It includes a welcome message, a 'My Account Options' link, and tabs for 'Job Search' and 'My Jobpage'. Below these are links for 'Advanced Search', 'Jobs Matching My Profile', and 'All Jobs'. A red arrow points from the text above to the 'Apply Online' button, which is circled in red. To the right of the 'Apply Online' button is a button labeled 'Add to My Job Cart'. Below the navigation bar, the job title 'Mechanical Draftsperson-20400' is displayed, followed by a description of Veolia Environnement and its services.

### Step 2: Create an account if you are a new user

If this is your first time applying for a role with Veolia you will need to register yourself as a new user. Click on the 'New User' button and follow the instructions to create an account.

#### Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account.

*Mandatory fields are marked with an asterisk.*

\*User Name

\*Password

[Forgot your user name?](#)

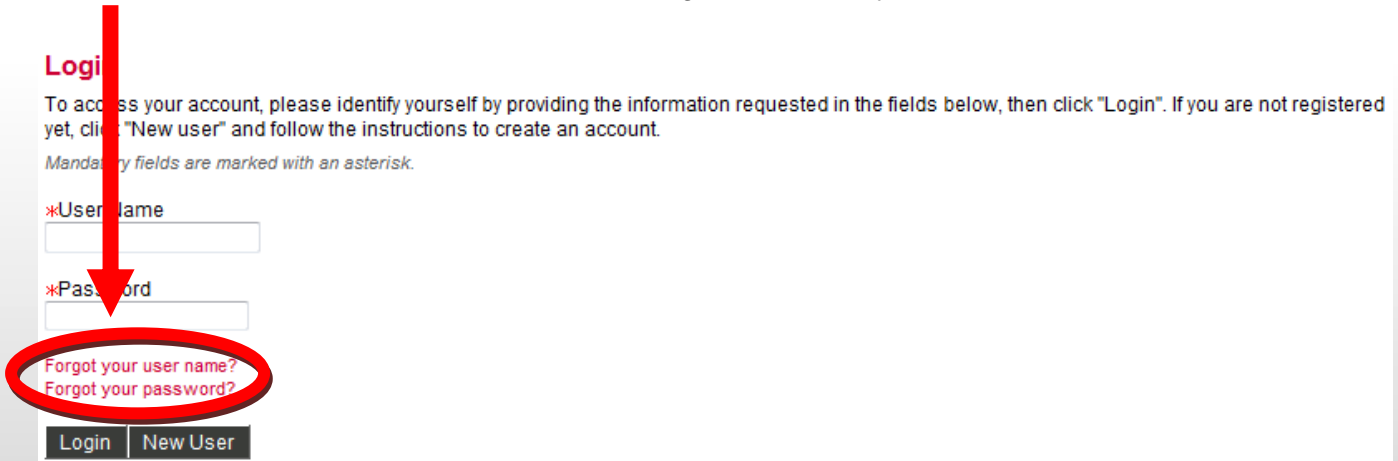
[Forgot your password?](#)

Please note you will need to read and accept a Privacy Agreement before you are able to set up a new account.

### **Step 3: Login to Veolia's recruitment portal**

Enter your user name and password into the provided fields to login. Please note that your user name must have no spaces. If you have forgotten your user name and/or password you can click on the links shown below and follow the instructions to gain access to your user.



**Login**

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account.

*Mandatory fields are marked with an asterisk.*

\*User name

\*Password

[Forgot your user name?](#)  
[Forgot your password?](#)

Please note if you have forgotten both your user name and your password you will need to click on the 'Forgot your user name?' link first.

### **Step 4: Attach files to your application**

You must attach at least one file to your application before you can proceed. As a general rule we suggest that you upload your most recent resume and a cover letter addressing your skills and experience in relation to the selection criteria listed in the job advertisement. To attach a file click on 'Browse', select the chosen document and click on 'Attach'. You also have the option of writing comments about the file e.g. "My Resume".

#### **\*Attachments**

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach



Comments about the file

The attachment will be scanned to ensure it does not contain any viruses.

Please note that you are only able to attach a maximum of two files. If you have been asked to include academic transcripts and have already attached a resume and cover letter please add your academic transcripts to the end of either document. Alternatively you can choose to type or paste a cover letter into the provided field which will enable you to attach your academic transcripts. Once you have attached these documents most of the following fields will pre-fill by scanning your resume.

### **Step 5: Enter in your personal information**

Enter all relevant personal information in the fields provided. The fields marked with a red asterisk must be filled in before you are able to click on 'Save and Continue'.

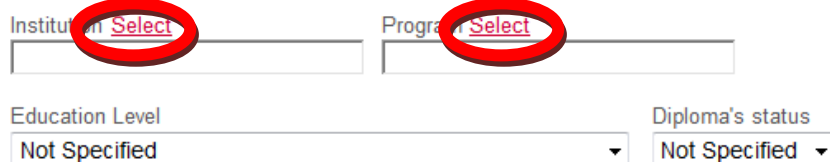
### **Step 6: Enter in your education and relevant experience**

Enter your education information into the fields provided starting with your education which is most relevant to the job you are applying for. Click on the 'Select' links next to institution and program to search for the institution you attended or the program you completed. Otherwise you can type them in directly.

#### **Education & Experiences**

##### **Education**

List the educational experiences below, starting with the most relevant education.



The screenshot shows the 'Education' form. The 'Institution' and 'Program' fields each have a red circle around the word 'Select' with a red arrow pointing to it. Below these are two dropdown menus: 'Education Level' (set to 'Not Specified') and 'Diploma's status' (set to 'Not Specified').

[Remove Education](#)

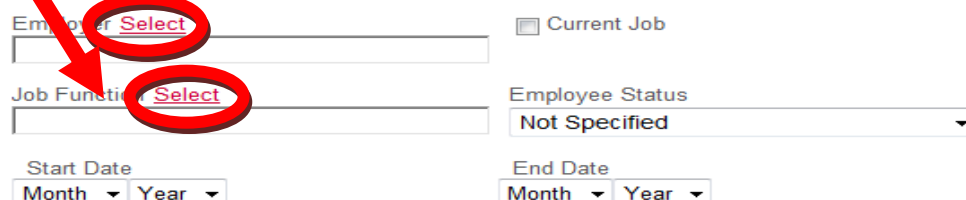
[Add Education](#)

You can click on the 'Add Education' link as many times as you need to enter in further education information.

Enter in your work experience into the fields provided starting with the most relevant. Click on the 'Select' links next to Employer and Job Function to search for your previous or current employer or the job function you work/worked in.

##### **Work Experience**

List the work experiences below (maximum 5 years in U.K.), starting with the most relevant one. Former or current Veolia work experiences should be included.



The screenshot shows the 'Work Experience' form. The 'Employer' and 'Job Function' fields each have a red circle around the word 'Select' with a red arrow pointing to it. To the right of the 'Employer' field is a checkbox labeled 'Current Job'. Below the 'Job Function' field is a dropdown menu for 'Employee Status' (set to 'Not Specified'). At the bottom are two date pickers: 'Start Date' (Month and Year) and 'End Date' (Month and Year).

[Remove Work Experience](#)

[Add Work Experience](#)

You can click on the 'Add Work Experience' link as many times as you need to enter in further work experience completed.

### **Step 7: Enter in your basic profile information**

Enter in your language skills, notice period, travel information and your compensation expectations in the fields provided. Please note that the employee status searched will be pre-filled based on the job you have applied for. If you would prefer to not disclose this information you are not required to do so before progressing to the next step.

#### Other information

\*Employee status searched

Not Specified  
Standard  
Temporary Work  
Internship  
Apprenticeship  
Graduate Job  
Cooperative

#### Driver license

- ☐ Motorcycles
- ☐ Passenger cars
- ☐ Commercial vehicles
- ☐ Buses and coaches
- ☐ Heavy commercial vehicles

Several values possible: press the ctrl key while selecting the values

### **Step 8: Enter in your employment preferences**

Enter in your employment preferences such as the job field, the location and the organization. You are required to select at least one value in the 'Job Field' and 'Location' section. In order to add more than one job field or location preference you can click on the 'Add to List' button.

#### **Employment Preferences**

Please specify the work preferences such as the job field, the location, and the organization. Select the options that better correspond to the professional interests.

You must select at least one value in the section "Job Field".

#### **Job Field**

Category

Operation/Maintenance / Construction / Transport ▼

Function

Operation / Maintenance / Construction Technician ▼

Add to List

Reset

**Step 9: Enter in information relating to diversity**

Provide information regarding diversity in the fields provided. This information is voluntary.

**Step 10: Check over the summary of your application**

Look over the summary provided and click on the 'Edit' link next to the relevant section if you need to modify some specific information.

**Step 11: Submit your application**

Click on 'Submit' and your application will be sent to our Human Resources Department.

The Human Resources Department will be in contact within approximately 3 weeks to keep you informed about what is happening with your application.