

## TO REGISTER:

1. Click on the “[Click here to Register](#)” or “[Register Now](#)” link

### Careers

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

<b>Basic Job Search</b> Keywords: <input type="text"/> Posted: Last Month <input type="button" value="v"/> <input type="button" value="Search"/> <a href="#">Advanced Search</a> <a href="#">Search Tips</a>	<b>Login</b> User Name: <input type="text"/> Password: <input type="password"/> <input type="button" value="Login"/> <a href="#">Login Help</a> <a href="#">Register Now</a>
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<b>Latest Job Postings</b> There are no latest job postings.
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2. Enter a User Name and Password of your choice.
3. Type password again in “Confirm password” box.

### Register

Enter your new user name and password.

<b>Enter Registration Information</b>	
*User Name	<input type="text"/>
*Password	<input type="password"/>
*Confirm Password	<input type="password"/>
<input type="button" value="Register"/>	<a href="#">Return to Previous Page</a>

4. Click the  box


## SET UP YOUR PROFILE:

1. Click on the [“My Profile”](#) link.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

[Careers Home](#)

Welcome

Basic Job Search	My Career Tools
Keywords: <input type="text"/>	<a href="#">0 Applications</a>
Posted: <input type="text" value="Last Month"/>	<a href="#">0 Cover Letters and Attachments</a>
<input type="button" value="Search"/> <a href="#">Advanced Search</a> <a href="#">Search Tips</a>	<a href="#">0 Saved Resumes</a>
	<a href="#">My Profile</a> 

2. Complete your Personal Profile Information.


**NOTE: “Name Format” must be entered in order to save**

## My Profile

You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

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Member Information	
User Name:	
Password:	<a href="#">Change Password</a>
Preferred Method of contact:	<input type="text" value="Not Specified"/>

Name	
Name Format:	<input type="text" value="English"/> 
Name Prefix:	<input type="text"/>
*First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
*Last Name:	<input type="text"/>
Name Suffix:	<input type="text"/>


3. If you would like to include multiple Email addresses or Phone numbers click the “+ Add Another Email Address” and/or the “+Add Another Phone Number” link.

**Email Addresses**

Primary Email Type:

Email Address:  [Remove](#)

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[+ Add Another Email Address](#) 

**Phone**

Primary Phone Type:

Phone Number:  Extension:  [Remove](#)

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[+ Add Another Phone Number](#) 

4. Click the  button.

**IF you do not enter your personal profile information by using the “My Profile” link, you WILL be required to enter the information the first time you apply for an open position**

## TO VIEW THE POSTING/DESCRIPTION FOR AN OPEN POSITION:

1. On the Careers Home page - Click on the position you would like to apply for and the system will take you to the posting/description page.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

[Careers Home](#)

Welcome

Basic Job Search	My Career Tools
Keywords: <input type="text"/>	<a href="#">0 Applications</a>
Posted: <input type="text" value="Last Month"/>	<a href="#">0 Cover Letters and Attachments</a>
<input type="button" value="Search"/> <a href="#">Advanced Search</a> <a href="#">Search Tips</a>	<a href="#">0 Saved Resumes</a>
	<a href="#">My Profile</a>

**Notifications**  
You do not have any notifications.

**Latest Job Postings**

◀◀ First ◀ Previous [Next](#) ▶ Last ▶▶

	Date	Job Title	Job ID	Location
<input type="checkbox"/>	05/12/2006	<a href="#">Leak Surveyor</a>	10172	Distribution
<input type="checkbox"/>	04/10/2006	<a href="#">Accounting Specialist</a>	10166	Corporate Office
<input type="checkbox"/>	03/23/2006	<a href="#">Senior Systems Analyst</a>	10164	Corporate Office

## TO APPLY FOR AN OPEN POSITION:

1. While viewing a posting/description you can click on the **Apply Now** button,

### Job Description

**Job Title:** Computer Operator  
**Job ID:** 10177  
**Location:** Corporate Office  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

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#### Minimum Qualifications

Bachelors Degree in Computer Science, Information Technology, or closely related area, and five (5) years progressive experience in data base and network administration. Knowledge of distributed network and computing environments. Knowledge of the installation and configuration of data base management systems, servers, and application software. Experience with the installation, configuration, and management of Local and Wide Area Networks. Working knowledge of Microsoft Office products including: Word, Excel, Outlook, PowerPoint, and Access.

#### Equal Employment Opportunity

Louisville Water Company is an Equal Opportunity/Affirmative Action Employer

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OR

2. You can check the box next to the posting and click the **Apply Now** button at the bottom of the Careers Home page

Basic Job Search		My Career Tools	
Keywords:	<input type="text"/>	<a href="#">3 Applications</a>	
Posted:	Last Month <input type="button" value="v"/>	<a href="#">1 Cover Letters and Attachments</a>	
<input type="button" value="Search"/>	<a href="#">Advanced Search</a> <a href="#">Search Tips</a>	<a href="#">1 Saved Resumes</a>	
		<a href="#">My Profile</a>	

Notifications	
You do not have any notifications.	

Latest Job Postings				
◀◀ First ◀ Previous   Next ▶ Last ▶▶				
	Date	Job Title	Job ID	Location
<input type="checkbox"/>	04/10/2006	<a href="#">Leak Surveyor</a>	10172	Distribution
<input type="checkbox"/>	04/10/2006	<a href="#">Accounting Specialist</a>	10166	Corporate Office
<input type="checkbox"/>	03/23/2006	<a href="#">Senior Systems Analyst</a>	10164	Corporate Office
<input type="checkbox"/>	03/08/2006	<a href="#">Safety &amp; Security Specialist</a>	10136	Corporate Office
<input type="checkbox"/>	02/10/2006	<a href="#">Human Resources Analyst</a>	10131	Corporate Office
<a href="#">Select All</a> <a href="#">Deselect All</a> <input type="button" value="Save Jobs"/> <input type="button" value="Apply Now"/>				

**ATTACH OR UPLOAD YOUR RESUME:**

1. On the “Choose Resume” screen you can 1) Upload a new resume; 2) Copy and paste resume text; or 3) Use an existing resume. *Note: Option #3 will only be available if you have previously uploaded a resume.*

[Apply Now](#)

**Choose Resume**

Resume Options
<b>How would you like to proceed?</b>
<input type="radio"/> Upload a new resume
<input type="radio"/> Copy and paste resume text
<input type="radio"/> Use an existing resume

# COMPLETE APPLICATION:

1. Complete the Preferences section

Preferences [Education and Work Experience](#) [Referral Information](#)

**Preferences**  
Desired Start Date:   
Are you willing to relocate?  Yes  No  
Are you willing to travel?  Yes  No  
If yes, how often?   
Regular/Temporary:   
Desired Work Days:  Monday  Tuesday  Wednesday  Thursday  
 Friday  Saturday  Sunday  
Full/Part-Time:   
Desired Shift:   
Minimum Pay:  Per:   
Currency Code:   
Desired Hours Per Week:   
**Geographic Preference**  
First Choice:  Second Choice:   
Comments:

2. Click on the [“Education and Work Experience”](#) link.

**Geographic Preference**  
First Choice:  Second Choice:   
Comments:

Preferences [Education and Work Experience](#) [Referral Information](#)

[Previous](#) [Save](#) [Submit](#) [Close Application](#) [Careers Home](#) [Next](#)

3. Complete the Work Experience section by clicking on the [“Add Work Experience”](#) link

Preferences [Education and Work Experience](#) [Referral Information](#)

**Work Experience**  
You have not added any employment information to your new application.  
[+ Add Work Experience](#)

4. Complete the Education History section.

**Education History**  
**Highest Education Level:**   
To add a primary or secondary school, click the Add Primary or Secondary Education History hyperlink below Primary/Secondary School Education. To change information for a school, click the hyperlink under School field. Click on delete icon to remove corresponding Primary/Secondary School Information.  
**Primary and Secondary Education**  
You have not added any primary or secondary education information to your application.  
[+ Add Primary and Secondary Education History](#)  
To add a degree, click the Add Post-Secondary Education History hyperlink below Post-Secondary. To change information for a degree, click the hyperlink under Degree field. Click on delete icon to remove corresponding degree.  
**Post-Secondary Education**  
You have not added any education information to your application.  
[+ Add Post-Secondary Education History](#)

5. Complete the Job Training, Licenses & Certificates, Languages & References sections

**Job Training**  
You have not added any training information to your application.  
[+ Add Job Training](#)

If you have any licenses or certificates you wish to tell us about, enter them here.

**Licenses and Certificates**  
You have not added any licenses or certificates to your application.  
[+ Add Licenses and Certificates](#)

Use this page to list your languages.

**Languages**  
You have not added any languages to your application.  
[+ Add Languages](#)

Enter your references here

**References**  
You have not added any references to your application.  
[+ Add Reference](#)

6. Complete the Application Questionnaire

**Application Questionnaire**

**Have you ever been convicted of a felony?**

Yes

No

**Do you have any relatives employed by LWC?**

Yes

No

**Have you ever applied to LWC before?**

Yes

No

**Have you ever been employed by LWC before?**

Yes

No

7. Click on the [“Referral Information”](#) link

**Have you ever been employed by LWC before?**

Yes


No

**Are you a Vietnam Era Veteran (8/5/64 through 5/7/75)?**

Yes

No

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[Preferences](#) [Education and Work Experience](#) [Referral Information](#) 

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8. Complete the Referral Information section

**Referral Information**

**How did you find out about the job?**

**SubSource**

**Specific Referral Source:**

**Are you a former employee?**  Yes  No

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[Preferences](#) [Education and Work Experience](#) [Referral Information](#)

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9. Click the **SUBMIT** button to submit your application & resume

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[Preferences](#) [Education and Work Experience](#) [Referral Information](#)

[◀ Previous](#) [Save](#) [Submit](#) [Close Application](#) [Careers Home](#) [Next ▶](#)

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**IMPORTANT: You must click the SUBMIT button in order for your application to be processed. Clicking the SAVE or CLOSE APPLICATION button will not submit your resume to the HR department.**