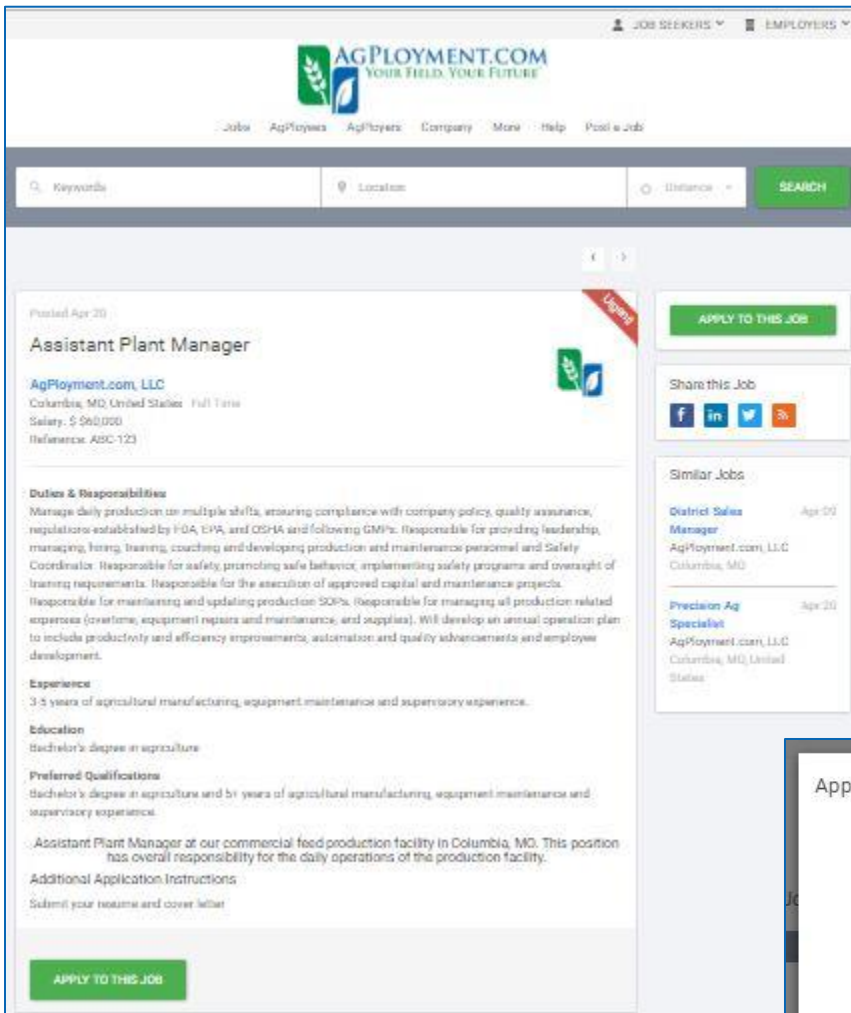


# Applying To Jobs



When you have found a position that you are interested in simply click on it to be taken to the job details page.

On the details page you can read all of the details for the position, including salary, duties, required education and experience, etc.

The sidebar at the right gives you a few options to share the job with others, and also shows you similar jobs you may be interested in.

If you decide that you would like to apply for the position, simply scroll to the bottom of the page, or use the button at the top of the right sidebar, and click on “Apply To This Job”.

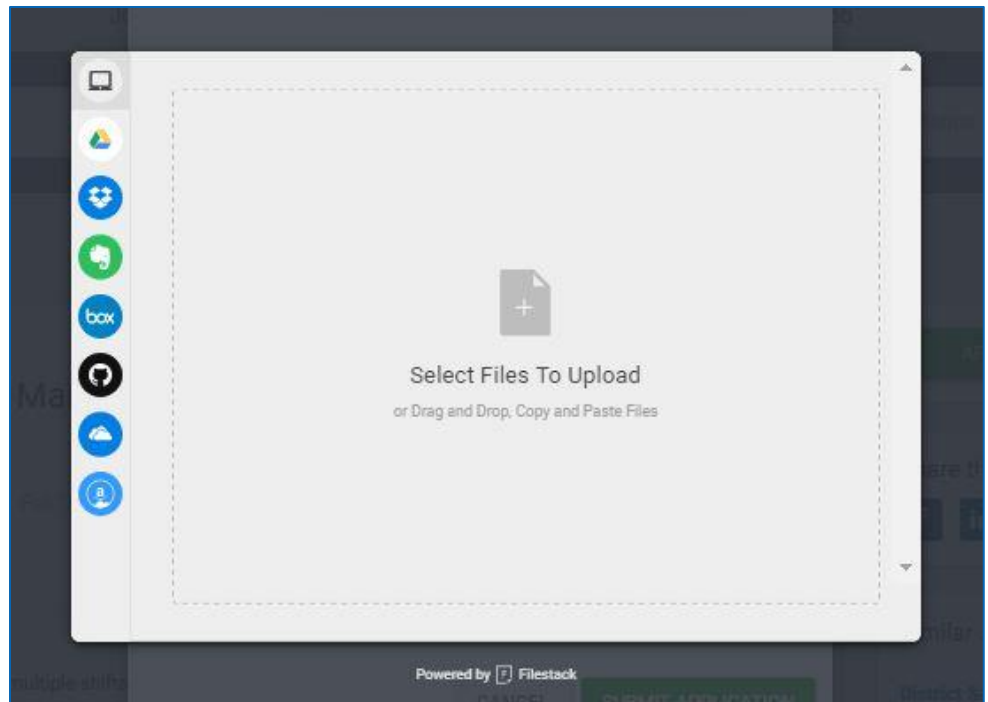
Doing so will open the application frame (or in some instances, take you to the AgPloyer’s application website).

Your information will preload, assuming you have completed your profile.

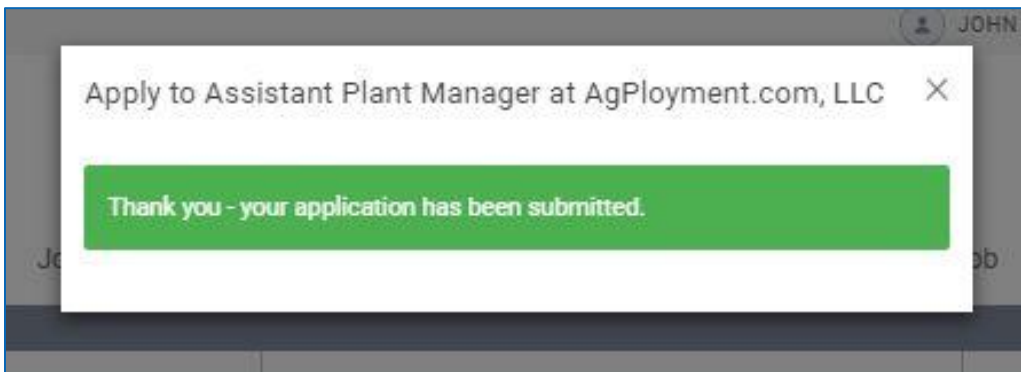
A screenshot of the application form for the Assistant Plant Manager position. The form is titled 'Apply to Assistant Plant Manager at AgPloyment.com, LLC'. It contains fields for Email (info@agployment.com), Name (John Doe), and Resume (Resume.pdf). There is a text area for the Cover Letter. Below the cover letter are three questions: 'Do you meet this job's Experience requirements?' (Yes selected), 'Do you meet this job's Education requirements?' (Yes selected), and 'Do you meet this job's Preferred Qualifications?' (No selected). At the bottom are 'CANCEL' and 'SUBMIT APPLICATION' buttons.

You will also have the opportunity to upload a different resume (we suggest tailoring both cover letters *and* resumes to each job if possible), and add the text for your cover letter (should always be unique to each position).

*To the right you can see that there are several options to choose from when uploading your resume.*



Answer a few screening questions and click on “Submit Application”.



That's it, you've applied for the position!

If you ever want to review your applications you may do so by navigating to your profile and clicking on the “Application History” button. This will show you the jobs you've applied for, their location, and the date you applied.

