

Apply for a Job (without first creating a profile)

You do not need to create a profile before you apply for a job. However, if you do not see a job for which you would like to apply at this time, you can create a profile that includes your resume (see **Create a General Profile (and apply for a job later)**).

The following instructions describe how to apply for the first time without creating a profile beforehand. Your profile will be created automatically from the information you enter on the job submission form.

1. When you find a job that interests you, click the **Apply** link. Sign in if requested.
2. Complete the sections of the job submission form. You can review and revise previously completed sections.

Note the three buttons at the top and bottom of the page:

Save as Draft	Click this if you want to complete the application later. The next time you sign in, locate the job and click the Finish Draft Submission link. You will be taken to the page where you left off.
Quit	Click this if you do not want to continue applying for the job.
Save and Continue	Click this if you want to continue the process.

✓ **Resume Upload**

- Upload your resume to populate some fields of the **Personal Information** and **Resume Highlights** pages of the submission form. Select **I want to upload a resume** and click the **Browse** button to locate the file on your computer.
- Click the **Save and Continue** button to go to the next page of the job submission form.

✓ **Personal Information**

- Information extracted from your resume will complete some of the fields; be sure to complete the others on the page. Verify all entries populated by your resume.
- When you select your State/Province in the Place of Residence section, a Region drop-down list appears; select the city nearest to your home.
- You must enter a phone number in the field that you indicated as your Preferred Method of Contact.
- If you are a Gore Associate applying through gore.com, make sure to indicate so on this page of the form. However, we encourage Gore Associates to apply through our Intranet.
- Click the **Save and Continue** button to go to the next section of the job submission form.

✓ Resume Highlights

- Information extracted from your resume will complete some of the fields; be sure to complete the others on the page. Verify all entries populated by your resume.
- If you are currently employed, click the **Current Job** button for the appropriate entry. Do not select an end month and year.
- Click the **Add [Work Experience]**, **[Education]**, or **[Certification]** links to create another entry and the **Remove [Work Experience]**, **[Education]**, or **[Certification]** links to remove an entry. Use the **Move Down/Move Up** links to organize the entries in the desired order.

NOTE: The system contains thousands of employers, institutions, and certifications. You can either begin typing the information in the appropriate box and select the proper entity from the list generated by the system (use down arrow) or click the **Select** link.

If you click the **Select** link, select **Refine by Keyword** from the drop-down list, enter the item name in the next field, and click the **Refresh** button. *Do not press the Enter key on your keyboard.* Select the option next to the appropriate item and click the **Select** button.

- Click the **Save and Continue** button to go to the next section of the job submission form.

✓ Questionnaire

- Select the appropriate answers to the questions.
- Click the **Save and Continue** button to go to the next section of the job submission form.

✓ Attachments

- The resume you uploaded at the beginning of the process is already attached at the bottom of the page.
- You can upload files in addition to your resume, such as a cover letter, letters of recommendation, and certificates. (You can attach a maximum of three files, including your resume.) To attach a file, click the **Browse** button, locate the file on your computer, and click the **Attach** button. Once the file is attached, the information will be updated at the bottom of the screen.
- Click the **Save and Continue** button to go to the next page of the job submission form.

✓ Diversity

- Select the appropriate answers to the questions or select **I do not wish to provide** this information. You must make a selection for each question.
- Click the **Save and Continue** button to go to the **Summary** page of the job submission form.

✓ Summary

- Review the job submission form and edit as needed. Either click the **Edit** link next to the appropriate section or click the step at the top of the page to go to the area you want to revise. Make changes and click the **Save and Continue** button to return to the **Summary** page.
- Click the **Submit** button when you have completed your job submission form.

Congratulations! You have submitted your application and will receive confirmation of its receipt via e-mail. You can now view your submission or general profile, or return to the search page.