

TEAM[®] Industrial Services, Inc.

How to Apply to Career Center

Section 1 – Applying

1. Log on to www.workforteam.com
2. You can apply directly to position that you are aware of with a Requisition Number or you can search for current openings.
3. Click on the “Click to Apply” icon that pertains to your skill set:



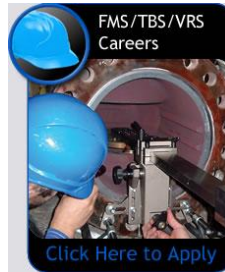
Examples of positions are as follows: Accounting, legal, HR, Safety, Engineers, Operations Manager, Branch Manager, and more



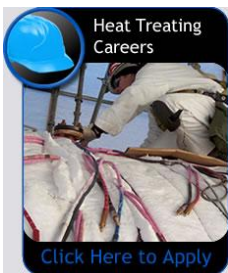
Click here to apply to all Inspection careers such as: Radiographers, Shearwave, Phased Array, CWI and more



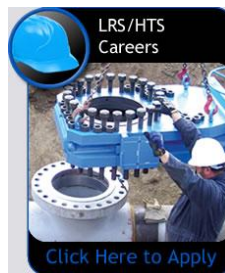
Click to apply for all Emissions Careers



Click here to apply to all Field Machining, Technical Bolting, Valve Repair and other mechanical careers



Click to apply for all Heat treat positions



Click here to apply to all Leak Repair and Hot Tapping careers

4. If you did not find your skill set on the above icons and you simply want to search all jobs press the

[Search All Jobs](#)

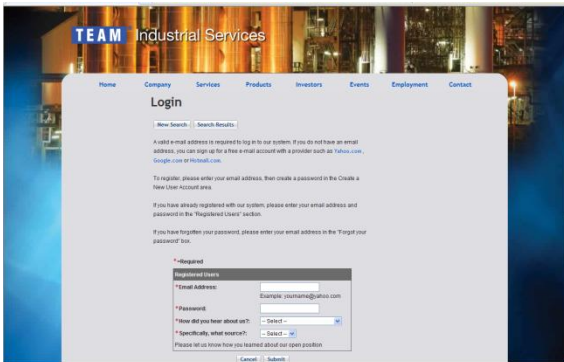
5. Click on the title of the position that you are interested in for details on the position.

6. Click on [Apply Now](#) button to apply to the position.

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7. You will get the following screen. You will need to scroll down to register as a new user.



8. **User name- your e-mail address. You must have a valid email to register. All actions are driven by your email address and this will be your special identifier so it is VERY IMPORTANT that you have a valid email.**

9. Password- Must be at least 7 characters long, must contain at least 1 letter, and at least 1 number. Example: goteam1

10. Confirm password

11. Answer questions. Complete – How did you hear about us and specifically what source.

12. Select 2 Challenge Questions and Provide answers

*You will need to REMEMBER these if you ever have to reset your login information.

13. Complete your candidate profile- You can use the BROWSE button to upload your resume from a memory stick or your hard drive or you can fill in the blanks. (All items with a **Red *** are required). Fill in your name as it appears on your Driver's License, Social Security Card or Passport.

Skill Profile

Continue with the Skills Profile if you are a Technician (Mechanical or Inspection)
Skip the Skills Profile if you are a Field or Corporate Support Professional

*Do you have a TWIC Card?:
-- Select --

Primary Craft:
Please select the type of Certifications and/or Qualifications that pertain to you for example Technician-Machinist - Milling, Welder - Tig, Technician-Filed Machining - Line Boring, Inspection - RT (Radiographer). Ctrl-click to make multiple selections.

-- Select --
Heat Treat - Electric
Heat Treat - Gas/Combustion
Heat Treat - Induction

Cancel Confirm

If your resume was uploaded by using the browse button located at the top of this page you **MUST** click on "Submit" tab to permanently attach the resume to your profile or the resume information will be lost.
You **MUST** provide information regarding your Resume/Job Qualifications or your application will be determined to be incomplete and you will not be considered for any open positions.

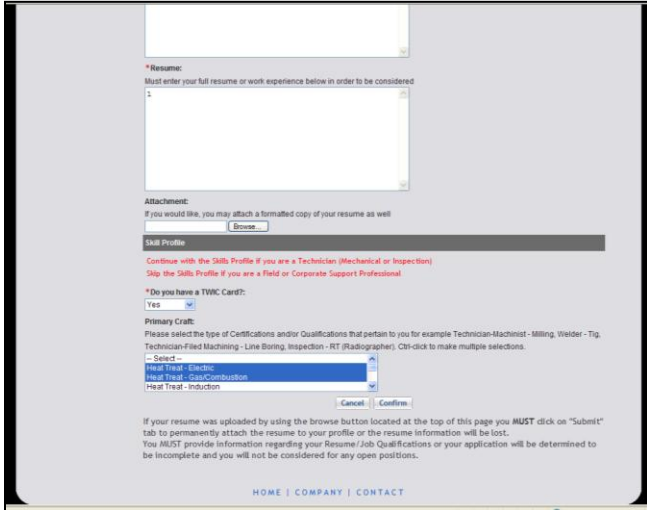
HOME | COMPANY | CONTACT

14. Enter your skill set in the Skill Profile area. This area is mainly for Inspection and Mechanical Careers. This area will assist Recruiters in locating your skill set. You can select multiple skills by holding the Ctrl button and clicking on multiple skill sets.

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15. You will need to confirm the information that you supplied and then scroll down and press the Submit button to continue.



The screenshot shows a web form with the following sections:

- *Resume:** A text area with a placeholder: "Must enter your full resume or work experience below in order to be considered".
- Attachment:** A section with a "Browse" button and the text: "If you would like, you may attach a formatted copy of your resume as well".
- Skill Profile:** A section with a "Confirm" button and the text: "Continue with the Skills Profile if you are a Technician (Mechanical or Inspection) Skip the Skills Profile if you are a Field or Corporate Support Professional".
- * Do you have a TWIC Card?:** A dropdown menu with "Yes" selected.
- Primary Craft:** A section with the text: "Please select the type of Certifications and/or Qualifications that pertain to you for example Technician-Machinist - Milling, Welder - Tig, Technician-Field Machining - Line Boring, Inspection - RT (Radiographer), Ctrl-click to make multiple selections." and a dropdown menu with "Head Treat - Electric" selected.
- Buttons:** "Cancel" and "Confirm" buttons.
- Footer:** "HOME | COMPANY | CONTACT"

16. Complete Voluntary Disclosure Data then press the confirm button on the bottom of the screen.

17. You will need to review the information then scroll down to confirm by pressing the Confirm at the bottom of the screen.


18. Review and Acknowledge Article 23-A

Click Confirm if you agree.

Click OK when the Privacy Statement Box Appears

19. When you complete the profile section of the application you will receive the following message. You will need to complete the Tax Credit Questionnaire in order for further hiring action(s) to take place.

Thank you for completing the first part of the hiring process. Please answer the following Tax Credit Questionnaire to continue. No further hiring procedures can occur until you answer the questionnaire.

20. Once you have completed the questionnaire you will have to press the  button.

21. After you press the finish button you will receive the following message. Click on here to continue.

Thank You for completing the tax credit screening. To be considered for this position please click [here](#) to complete your application.

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22. The next portion of the application process is the On-Line Application. You must provide the most accurate information. This information will be used for background checks, tax information, emergency contact information and more.

23. You can track where you are in the application process by the menu at the top of your screen. Look below for an illustration.



24. When you are at the end of the application you will be prompted to save your application as either a draft or final. Recruiters will not have access to your file if you do not Save it as Final. Look below for an illustration.

A screenshot of the 'Application Saved As' dialog box in the TEAM Industrial Services application. The dialog box has a title bar 'Application Saved As'. The main text reads: '*If you would like to save your application data and come back later to complete it, save as 'Draft'. Otherwise, save as 'Final' so that your information can be submitted.' To the right of this text is a dropdown menu currently set to 'Save As Final'. Below this is a note: 'NOTE: After saving as Final, you will need to contact a member of TEAM's recruiting department to make any changes to your application.' Below the note is a section titled 'Signature Section' with the text: 'Entering your legal name and date acts as your legal signature. By entering your name and date, you are accepting the conditions for employment with TEAM Industrial Services. I agree that my electronic signature will be accepted and has the same authority as my original signature.' There are two input fields: '*Name' with the text 'rub per' and '*Date' with a date picker set to 'Feb 25 2011'. At the bottom of the dialog box are two buttons: 'Save and Return to Previous Page' and 'Save'. The word 'Confidential' is printed at the very bottom of the screenshot.

Section 2 – Returning Users

1. Log in using the Username and Password you established when you created your profile.
2. If you cannot remember them, use the “Forgot Password” section and after answering your “Challenge Questions” a new Password will be sent to you.
3. Your username will be the email address you used to create your profile.

Section 3 - Ways to Search

1. Keyword – Type in a keyword of the job title, job description or job requirements you are looking for, ex. “technician”. Then Click Search – A list of matching jobs will appear.
2. Paste Resume/CV – Paste your resume and the system will search for positions that match your experience.
3. Requisition number – Input a Requisition number and that requisition will be pulled up.
4. Job Title, Job Category, Position Type, Country, State, City a. Use one or all or a combination to refine your search.

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5. Use the drop down menu and select from the list.
6. Only open positions will appear in the drop down list for Job Title.

Section 4 – Recruiting Help Desk

If you are having technical issues applying please send an email to recruitinghelpdesk@teaminc.com

Section 5 - Completing an On Line Application

1. Use the following steps if you receive an email from our recruiting department asking you to complete your On Line Application.
2. Log on to the system using the same username and password that you used to create your Candidate Profile to log into the Online Application.
3. Please complete ALL tabs within the Online Application. Failure to do so will prevent it from being processed and will slow the process down.
4. Personal Information- Many items will be pre-filled from the information you provided in your Candidate Profile.
 - a. You will need to complete all items that are designated with a RED *(Asterisk).
 - b. Click the Save and Continue button when you are completed. (You will be redirected to any missing and required information or directed to the Employment History tab to complete)
5. Employment History- Many items will be pre-filled from the information you provided in your Candidate Profile.
 - a. You will need to complete all items that are designated with a RED *(Asterisk).
 - b. You must complete at least the most recent employer information in this section.
 - c. If you are a recent graduate and/or have NO employment history simply input your school information in this section.
 - d. If you indicate that we can contact your current or previous employer you must enter the Name and the contact information for your supervisor.
 - e. You will need to complete all items that are designated with a RED *(Asterisk).
 - f. Click the Save and Continue button when you are completed. (You will be redirected to any missing and required information or directed to the Education History tab to complete)
6. Education History- Complete for the highest level of education you obtained. (College, High School or GED)
 - a. You will need to complete all items that are designated with a RED *(Asterisk).
 - b. Click the Save and Continue button when you are completed. (You will be redirected to any missing and required information or directed to the References tab to complete)

7. References- Many items will be pre-filled from the information you provided in your Candidate Profile.

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- a. You will need to complete all items that are designated with a RED *(Asterisk).
- b. Click the Save and Continue button when you are completed. (You will be redirected to any missing and required information or directed to the Certification and Release Statement tab to complete)
- c. Certification and Release Statement- i. In this section you are certifying that all answers given by you in the On Line Application are complete and true to the best of your knowledge and belief.
- d. Choose "I Agree" from the drop down menu to continue.
- e. You will need to complete all items that are designated with a RED *(Asterisk).
- f. Click the Save and Continue button when you are completed. (You will be redirected to any missing and required information or directed to the Notice and Disclosure Statement tab to complete)

8. Notice and Disclosure Statement- This section informs you of what additional information we may obtain on you as part of the process of considering your candidacy for employment.

- a. By selecting "**I Agree**", you hereby authorize us to obtain a consumer report and investigative consumer report about you, including, but not limited to, motor vehicle records and criminal history records, in order to consider you for employment.
- b. Choose "I Agree" from the drop down menu to continue.
- c. You will need to complete all items that are designated with a RED *(Asterisk).
- d. Click the Save and Continue button when you are completed. (You will be redirected to any missing and required information or directed to the Release Authorization tab to complete)

9. Release Authorization- In this section you authorize us to conduct a background investigation report should one be requested.

- a. Select "I Agree" to the terms and conditions of the Release Authorization section to continue.
- b. Provide your Social Security Number (SSN), Date of Birth, Indicate if you have a Driver's License and provide the number and State of Issue
- c. Select "I Agree" to continue.
- d. By selecting "**I Agree**" you hereby release the employer and agents and all persons, agencies, and entities providing information or reports about me from any and all liability arising out of the request for or release of any of the above mentioned information or reports.
- e. Provide any other names you may be known by.
- f. You will need to complete all items that are designated with a RED *(Asterisk).

10. Click the Save and Continue button when you are completed. (You will be redirected to any missing and required information or directed to the Save & Exit tab to complete)

11. Save & Exit- Choose the status you wish to save your data.

- a. To save it as Final select "**SAVE AS FINAL**" to complete the On-Line Application. But **ONLY** do so if you have filled in all of the information completely.
- b. To save it as a draft because you did not have all information needed but you would like your information to be saved then you will need to select "**Save as Draft**". *You cannot be hired until you have saved it as final.*

12. Type in your name as it appears on your Driver's License, Social Security Card or Passport.

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- a. Select today's date.
- b. Click on Save to complete
- c. You will know your application has been completed when you see the following Notice and see the timer counting down.

Your application has been successfully submitted. Thank you for completing the Online Application process.

This page will expire in seconds. After that you will be logged out of the application. 4