Applying for a Job Opening

1. Select the link labeled *Access the job search and application tool* from the right sidebar on the Career Page.
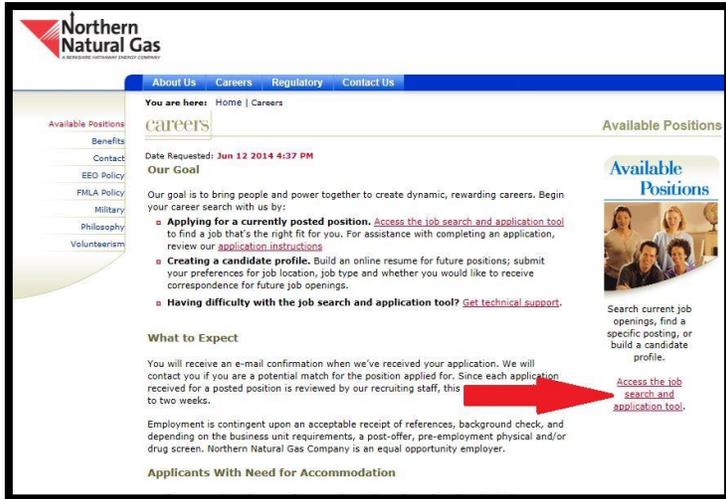
2. Search Tips
   - Scroll down the page to see a list of open positions
   - Filter jobs using the drop-down menus for *Job Fields* or *Location* (or both)
   - *Job Numbers* or *Keywords* can be entered into text boxes

3. Click on the job title in any list view to view the job description. Click the *Apply* link to apply directly.

4. From the job description, click the *Apply Online* button to start the application process.

5. New Users should select the *New User* button and follow the prompts to create an account. Returning users should enter their *Username* and *Password* and click the *Log In* button.
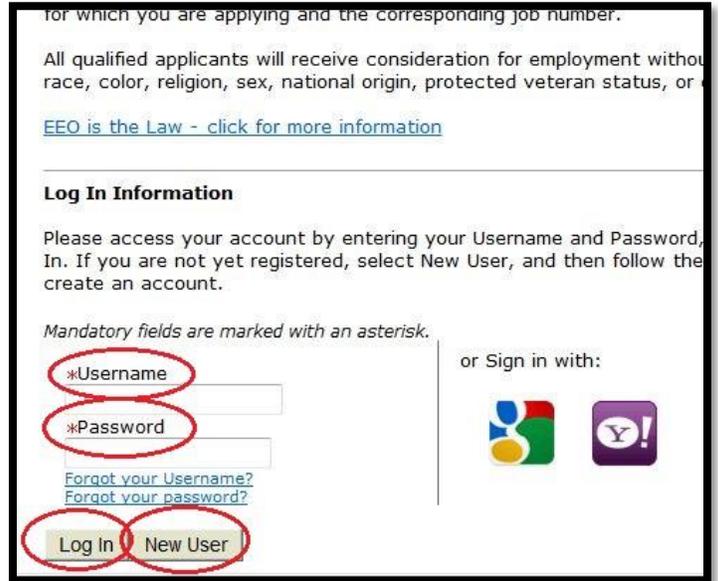
6. Once logged in, there will be a series of ten steps to complete an application.

   - See the next page for a layout of these ten steps
   - Use the navigation blocks at the top of the form to track your progress and to move between steps
   - All required fields must be filled in before progressing to the next step
   - Required fields are indicated with an asterisk *
   - To complete your application, you must complete all required fields and sign the online Application Agreement

7. You will receive an application acknowledgment via e-mail after you submit your application.

8. Contact employment@midamerican.com if you encounter errors or require further instructions.

Application Screens

1. Personal Information

Applying for: **Distribution Design Technician (Job Number: 1401544)**

[Personal Information] [Work History & References]

Save and Continue   Save as Draft

Personal Information

Mandatory fields are marked with an asterisk.*
Source Tracking

2. Work History & References

Applying for: **Distribution Design Technician (Job Number: 1401544)**

[sonal mation] [Work History & References] [Education & Certifications]

Save and Continue   Save as Draft

Work History & References

Mandatory fields are marked with an asterisk.*
Work Experience

3. Education & Certifications

Applying for: **Distribution Design Technician (Job Number: 1401544)**

[ork ory & ences] [Education & Certifications] [Attach Fil]

Save and Continue   Save as Draft

Education & Certifications

Mandatory fields are marked with an asterisk.*
Education

4. Attach Files (Resumes, Cover letters, etc)

Applying for: **Distribution Design Technician (Job Number: 1401544)**

[tion & cations] [Attach Files] [Work Eligibility]

Save and Continue   Save as Draft

Attach Files

Attachments

5. Work Eligibility

Applying for: **Distribution Design Technician (Job Number: 140154**

[Files] [Work Eligibility]

Save and Continue   Save as Draft

Work Eligibility

6. General Questions (2 pages)

Applying for: **Distribution Design Technician (Job Number: 1401544)**

[Work gibility] [General Questions (1 of 2)] [General Questions (2 of 2)]

Save and Continue   Save as Draft

General Questions (1 of 2)

7. Job Specific Questions (Not all job postings have these)

Applying for: **Distribution Design Technician (Job Number: 1401544)**

[Work gibility] [General Questions (1 of 2)] [General Questions (2 of 2)] [Job Specific Questions]

Save and Continue   Save as Draft

Job Specific Questions

Mandatory fields are marked with an asterisk.*
Questionnaire

Please answer the following questions as accurately as possible.

8. Electronic Signature

Applying for: **Distribution Design Technician (Job Number: 1401544)**

[Work gibility] [General Questions (1 of 2)] [General Questions (2 of 2)] [Job Specific Questions] [EEO] [Electronic Signature] [Sum]

Save and Continue   Save as Draft

Electronic Signature

Mandatory fields are marked with an asterisk.*
Electronic Signature

Please read the following statement carefully, then acknowledge that you have read and approved it by provid note that an electronic signature is the electronic equivalent of a hand-written signature.

I certify that the statements herein are correct and true to the best of my knowledge. I understand that falsif information will void this application or may result in my termination if hired.

I authorize investigation of all statements contained in this application for employment as may be necessary i additional screening procedures may be required, including but not limited to pre-screening tests, interviews, background investigations, medical examinations, and drug testing.

9. Equal Employment Opportunity (EEO)

Applying for: **Distribution Design Technician (Job Number: 1401544)**

[Work gibility] [General Questions (1 of 2)] [General Questions (2 of 2)] [Job Specific Questions] [EEO]

Save and Continue   Save as Draft

EEO

U.S. Equal Employment Opportunity/Affirmative Action Information

Please provide the information requested in the fields below regarding diversity.

Important - Applicants Please Read
Qualified applicants are considered for employment, and employees are treated during employme national origin, citizenship status (except as required by law), gender, gender identity, sex, sexu veteran, Vietnam era veteran status, marital status, or any other category protected by U.S. fed Solely to help us comply with federal and state Equal Employment Opportunity record keeping, re

10. Summary

Applying for: **Distribution Design Technician (Job Number: 1401544)**

[Work gibility] [General Questions (1 of 2)] [General Questions (2 of 2)] [Job Specific Questions] [EEO] [Electronic Signature] [Summary]

Submit   Save as Draft

Summary

After reviewing all information in the summary below, select Submit to complete your

Personal Information

Source Tracking