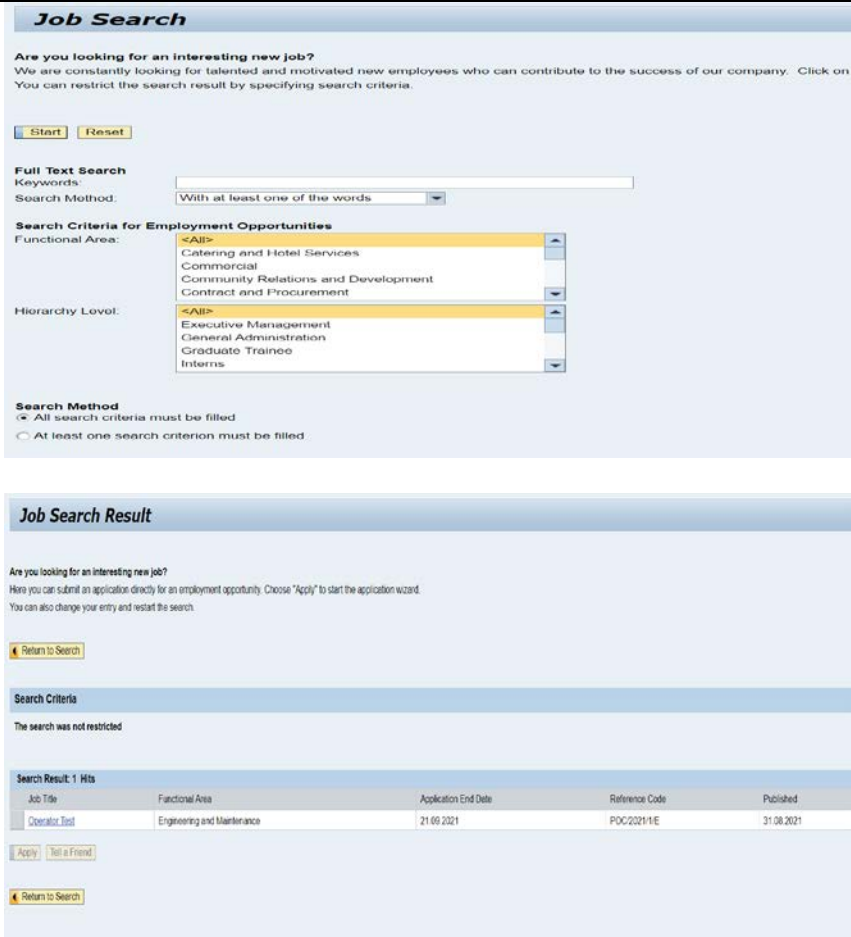

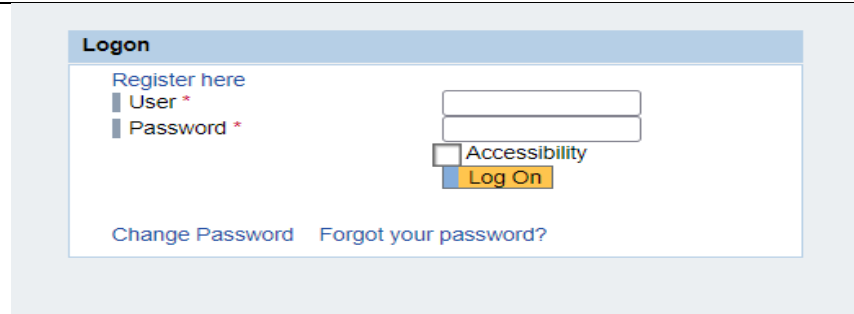


STEP BY STEP PROCESS FOR JOB APPLICATION

Process Steps	Screenshot
<p>From the website link, you will be directed to the Job Search screen.</p> <p>Leave all the entries in the fields as is and click on Start.</p>	 <p>The screenshot shows the 'Job Search' interface. It includes a search bar, a 'Start' button, and a 'Reset' button. Below the search bar, there are sections for 'Full Text Search' (Keywords and Search Method), 'Search Criteria for Employment Opportunities' (Functional Area and Hierarchy Level), and 'Search Method' (radio buttons for search criteria requirements). Below this is the 'Job Search Result' section, which shows a table with one search result: 'Operator Test' in the 'Engineering and Maintenance' functional area, with an application end date of 21.09.2021, reference code POC/2021/1/E, and published on 31.08.2021. There are 'Apply' and 'Tell a Friend' buttons for this result.</p>
<p>Click on the title of the position. In this example, the "Operator Test" was selected.</p> <p>Click Apply at the top of the screen.</p>	 <p>The screenshot shows the 'Operator Test' application page. It includes an 'Apply' button, a 'Print Preview' button, and a 'Tell a Friend' button. Below these buttons, there is a section for 'External Advertising' with the following details: Job Title: Operator Test; Reference Code: POC/2021/1/E; End Date: 21.09.2021; Company: Nigeria LNG Limited, a world-class company helping to build a better Nigeria, seeks to engage suitable candidates for immediate employment.; Tasks: Test.</p>

Click on **Register Here** for New Applicants.

For returning candidates, enter **Username** and **Password**. Click on **Log On**.



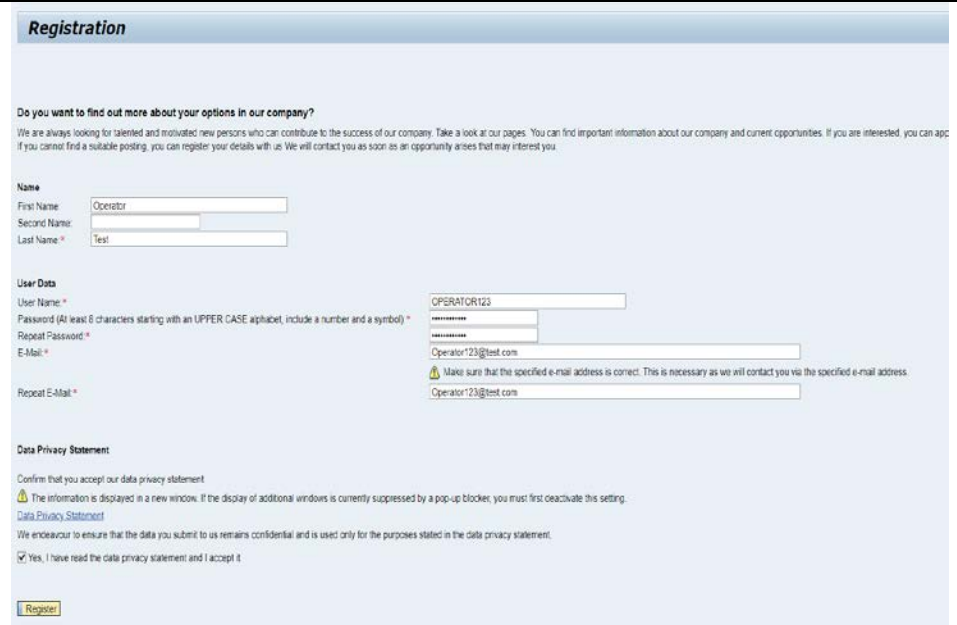
Complete the following fields:

- First Name
- Last Name
- Username
- Password
- Repeat Password
- Email
- Repeat Email

All fields marked as * are compulsory.

Tick the Yes, I have read the data privacy statement and I accept it.

Click **Register**.

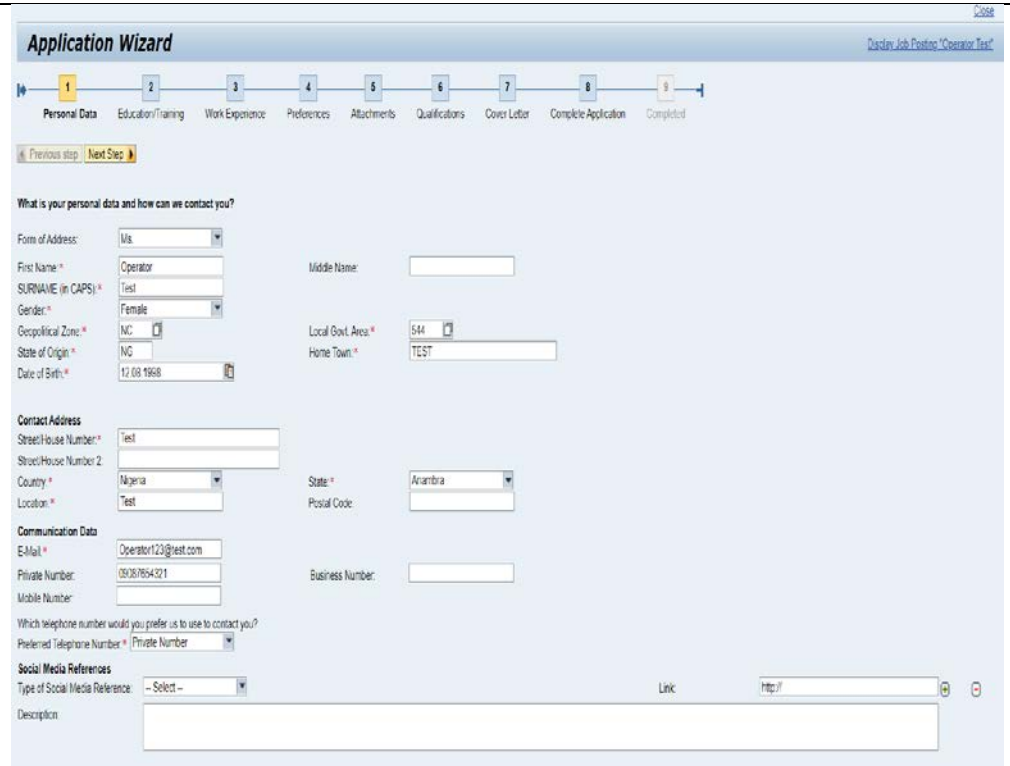


In the Application Wizard:

- Form of Address
- First Name
- Middle Name
- Surname
- Gender
- Geopolitical Zone
- State of Origin
- Local Govt. Area
- Home Town
- Contact Address: Stree/House Number, Country, Location, State, Post Code
- Email
- Mobile Number and/or Number

All fields marked as * are compulsory. All other fields are not compulsory.

Click on **Next Steps** after completing the entries.



For Education and Training, click on **Add**. All fields marked as * are compulsory. Click on **OK**.

You can add as many entries as you want.

Click on **Next Steps** after completing the entries.

Application Wizard

1 Personal Data | 2 Education/Training | 3 Work Experience | 4 Preferences | 5 Attachments | 6 Qualifications | 7 Cover Letter | 8 Complete Application | 9 Completed

4 Previous step | Next Step >

Which courses of study have you completed?

List completed Educational Qualifications. Provide certificate description if you selected Others for Colleges, Degrees/Certificates and/or Field of Study. Enter certificate number as appropriate. Attach relevant educational certificates in the attachment

Start Date	End Date	Educational Institution	Location	Country	Education Level	Grade	Highest Degree/Cert
10.08.2021	25.08.2021	Test	Test	Nigeria	Bachelors Degree	2.2	<input type="checkbox"/>

Add | Edit | Delete

4 Previous step | Next Step >

For Work Experience, click on **Add**. All fields marked as * are compulsory. Click on **OK**.

You can add as many entries as you want.

Click on **Next Steps** after completing the entries.

Application Wizard

1 Personal Data | 2 Education/Training | 3 Work Experience | 4 Preferences | 5 Attachments | 6 Qualifications | 7 Cover Letter | 8 Complete Application | 9 Completed

4 Previous step | Next Step >

What is your previous work experience?

List all experiences individually beginning with NYSC and also provide a brief description of your responsibilities for each work experience record indicated. Note that the NYSC box should be checked ONLY once to indicate your NYSC experience.

Start Date	End Date	Employer	Location	Country	Job Title
10.08.2021	12.08.2021	Test	Test	Laos	Test

Add | Edit | Delete

4 Previous step | Next Step >

Preferences : No Entry is Required

For Attachment, click on **Add**.

Enter a Document Title, Select Attachment Type from the dropdown, File (Click Browse to select the document by double clicking on the document). Click on Transfer.

You can add as many relevant attachments up to 2MB.

All Attachments added will be displayed.

Click on **Next Steps** after completing the entries.

Application Wizard

1 Personal Data | 2 Education/Training | 3 Work Experience | 4 Qualifications | 5 Preferences | 6 Attachments | 7 Overview and Release | 8 Completed

4 Previous step | Next Step >

do you want to supplement your data by adding attachments?

Only documents relevant to the application should be attached. A maximum of 2MB is permitted for all attachments. Upload documents with file types PDF, GIF, JPG, JPEG, PNG, TIFF, DOC, DOCX, PPT, PPTX.

Document Title	Attachment Type
CV	Applicant
Change-ExpiredPassword-V04.pdf	Admin

Add | Edit | Delete

4 Previous step | Next Step >



Cover Letter: Preferences : No Entry is Required

For Complete Application, read the 2 instructions and tick as applicable.

Click on **Send Application Now** to complete the process.

