Benefits & Pay

benefits programs you will find anywhere. We pay at rates that are strongly competitive in the labor market, and complement our pay outstanding compensation BART offers one of the an benefits package. with comprehensive program

Benefits include CalPERS pension, medical, vision, the renowned supplemental and dental excellent coverage,

insurances, excellent paid sick leave, holidays and vacation, as one of which is entirely funded by BART on your behalf. BART also saves you money in your paycheck because no deductions well as two investment programs, are made for Social Security.

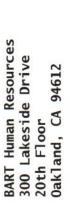


Bay Area Rapid Transit



How to Apply for Jobs

Online Application Process



E-mail: employment@bart.gov Phone: 510-464-6112

Bay Area Rapid Transit



www.bart.gov/jobs

Bay Area Rapid Transit

Process Online Application

(External Applicants Only)

openings and to apply on-line employee), will be able to view current job In this process, an external applicant (non-BART

Online Application (Internet) Navigation

- 1. Go to: http://www.bart.gov/jobs
- to get familiar with our online application process review the FAQ link (Frequently Asked Questions) 2. Click on 'Future BART Employees' or you may
- a username and password. Note: Returning users Name (your password remains unchanged) should enter their email address as their User who have a registered account prior to 11/6/09 the first time, click the 'Register Now' link to set up enter a username and password. If registering for 3. To login to the Careers Home page, you need to
- apply for, or check the Select box(es) for the job(s) 4. Click on the Job Title of the job you want to
- you want to apply for

5. Click on 'Apply Now'

- following options: 6. Choose from the
- Copy and paste resume text
- Upload a new resume
 - Process

Online Application

- Use an existing resume (only if applicant has
- previously created an account and resume)

Apply without using a resume

7. Click on the 'Continue' button

Note: First time applicants will be directed to the "My Profile" page to enter personal information:

- Name
- Address
- Email address
- Phone number

Click 'Save' after all personal information is entered

8. In the 'Complete Application' page, enter all appropriate information on your application:

- Work Experience
- Education History
- Post-Secondary Education
- Licenses & Certificates
- Languages
- References
- Referral Information
- Application Questionnaire
- Are you a former employee?

the Terms & Agreements along with a chance to self-identify and agree/disagree to applicants will be presented with BART's EEO statement button. From the 'Submit Online Application' page 9. When all information is added, click on the 'Submit'

Agreements Click the 'Submit' button after agreeing to the Terms &

Congratulations! Your application has been submitted

additional pages of applications you've submitted date. Use the 'Next' button (if necessary) to navigate to of all applications submitted, along with the application are taken to the 'My Applications' page, which shows a list Upon successful submission of an application, applicants

click on the 'My Career Tools' link at the top of the 'Careers To return to view the list of applications you've submitted,

If you encounter difficulty in this process, please call us at:

(510) 464-6112

or email us at:

employment@bart.gov

Creating a Job Search Agent

meet your interest. To do this, you must use the allow you, Home Page. notifications regarding open positions that will The Job Search Agent is an online process that will 'Advanced Search' feature from the 'Careers the applicant, to receive email

- After logging in, applicants are "dropped off" on the 'Careers Home Page
- 2 Click the 'Advanced Search' box
- ω filter your search: Use any and all desired search criteria to
- Keywords
- Locations
- Job Families
- Full/Part Time
- Regular/Temporary
- Job Opening ID
- Click the 'Save Search' button

Search Agent Creating a Job



S

- 0 Check the 'Use As Job Agent' checkbox
- 7. Enter the appropriate email address to which Agent Notification To' field you'd like to receive job notifications in the 'Job
- 00 Click the 'Save Search' button

9

address, as well as your Careers Home Page. Notifications will be sent to the indicated email many email addresses You can create as many Job Searches for as as you'd like.

Bay Area Rapid Transit

Oakland, CA 94612 300 Lakeside Drive 20th Floor **BART Human Resources**

Email:employment@bart.gov Phone: 510-464-6112