1. Go to the “Sign In” Button located at the Top Right Corner of the PVAMU External Careers Website.

2. **New Users:** Select the “Create Account” option.

   **Existing Users:** Input your login credentials to access your profile or “Forgot Password” if forgotten password.
3. Select the "Search for Jobs" button to view available job opportunities.

NOTE: Your application status for all previously applied positions will also be listed on this screen.

4. Once a position of interest has been found. Select the position title then choose one of the following options to begin the application for the position.
5. Select one of the options for information from a previous application or upload a Resume/CV to auto populate into the application.
6. Your information will need to be indicated on this screen. If you are a former employee, select the appropriate answer choice and input your former employee information.

**IMPORTANT NOTE:** If you are a current PVAMU or TAMUS employee (i.e. currently work for PVAMU/TAMUS System, Student Worker/GA previously worked in the prior semester, Transfer from another system institution, etc.) STOP the current application and return to the Main Careers Website for information on applying as an internal applicant.
7. Relevant work experience should be provided in this section. *(This section is required and must be completed)*

The “Add” button will need to be used to add multiple experiences. The “Remove” button will be used for deleting any experience not needed.
8. Education should be provided in this section. (This section is required and must be completed)

The “Add” button will need to be used to add multiple education history. The “Remove” button will be used for deleting any experience not needed.
9. Additional skills relevant to the position would need to be indicated in this area of the application.

10. All attachments will need to be uploaded in this section of the application. Please reference the job announcement for documents that are considered required for applying.

   NOTE: Although the attachment field is labeled Resume/CV. Multiple attachments can be added to this area (i.e. Reference List, Teaching Philosophy, Research Statement, etc.)

11. This section is not required and considered optional.
12. Additional Application Questions related to the qualifications of the job will be asked on the application. An asterisk is indicated where responses are required.
13. These are additional Application Questions that are federally required to be answered.
Voluntary Demographic Disclosure questions are federally required by law. Responses are only voluntary, however, are encouraged.
15. The Terms and Conditions will need to be reviewed. Acknowledgment will need to be provided once reviewed.
Self Identify

Voluntary Self-Identification of Disability

Form
CC-205

OMB Control Number
1250-0005

Expires
1/31/2020

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.[1] To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)
16. ADA Specifications will need to be determined by selecting one of the answer choices followed by your name and today's date. Responses are not required, however, are encouraged.
IMPORTANT NOTE: Review all information and attachments provided on this screen and make any necessary changes needed at this time. No revisions can be made once the submit button has been selected.

17. If any changes need to be made, hover back to the screen where corrections need to be made by selecting the **Back Arrow** or the **Back** button.

If no changes needed, you may submit the application by selecting the **Submit** button.