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EXTERNAL CANDIDATES

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APPLYING 'ON-LINE' FOR CURRENT JOB VACANCIES

At Bombardier Aerospace, Belfast

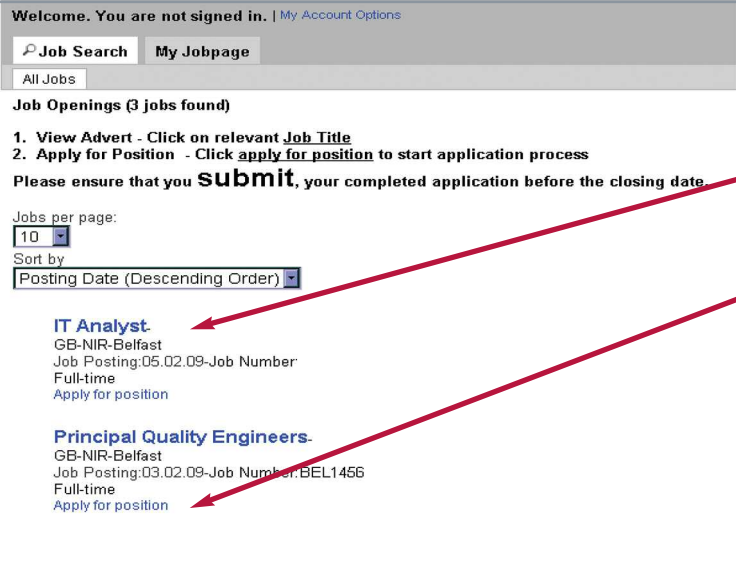


Applying online using Taleo

The following set of instructions has been designed to guide you through the job application process at Bombardier Aerospace, Belfast. Once you have completed and submitted your application, you will receive an automated email acknowledgement confirming that your application has been successfully submitted to the Resourcing Department at Bombardier Aerospace, Belfast (only applicable to candidates who provide an Email address). For added usability, all personal information entered will be stored confidentially under your unique username for any future applications.

If you experience any difficulties or have any queries about the application process, please do not hesitate to contact the Resources Department at Bombardier Aerospace, Belfast on **+44 (0) 28 9046 2732** or **+44 (0) 28 9073 3434**.

Current vacancies will be listed in the Job Search section under Job Openings



Welcome. You are not signed in. | My Account Options

Job Search My Jobpage

All Jobs

Job Openings (3 jobs found)

1. **View Advert** - Click on relevant **Job Title**
2. **Apply for Position** - Click **apply for position** to start application process

Please ensure that you **submit**, your completed application before the closing date.

Jobs per page: 10

Sort by: Posting Date (Descending Order)

IT Analyst
GB-NIR-Belfast
Job Posting:05.02.09-Job Number
Full-time
[Apply for position](#)

Principal Quality Engineers
GB-NIR-Belfast
Job Posting:03.02.09-Job Number:BEL1456
Full-time
[Apply for position](#)

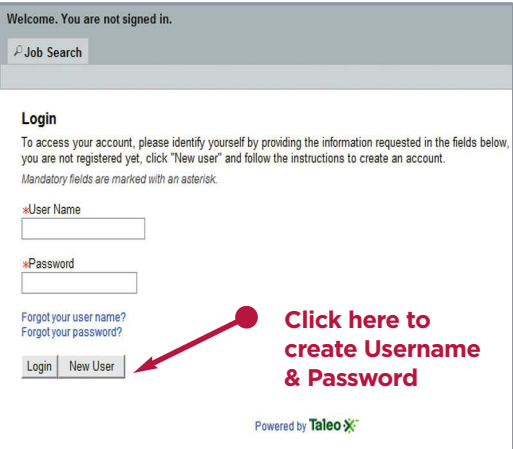
To learn more about each vacancy, click on the 'Job Title'.

To start the application process, please select 'Apply for position'.

(IMPORTANT, only select if you want to apply for position and not if you want to learn more about the position).

If you hit the 'Apply' button unintentionally, please hit the 'Quit' button before saving any information.

To complete your online application, you will have to provide information on the following screens:



Welcome. You are not signed in.

Job Search

Login

To access your account, please identify yourself by providing the information requested in the fields below, you are not registered yet, click "New user" and follow the instructions to create an account.
Mandatory fields are marked with an asterisk.


*User Name

*Password

Forgot your user name?
Forgot your password?

Login New User

Click here to create Username & Password

Powered by Taleo 

Login

If you are a new user, click the 'New User' button, this will then allow you to create your own unique Username and Password.

Please keep your Username and Password safe as you will need them to log in for future applications.

Please enter all relevant personal information in the fields below.

*First Name	Second Name
<input type="text"/>	<input type="text"/>
Last Name	Known as
<input type="text"/>	<input type="text"/>
Street Address (Line 1)	City
<input type="text"/>	<input type="text"/>
Address (line 2)	
<input type="text"/>	
Zip/Postal Code	
<input type="text"/>	
*Home Phone Number	Work Phone Number
<input type="text"/>	<input type="text"/>

Personal Information

Please provide all details in all fields where applicable.

Use the tab key to move between fields.

Please ensure your name, address and post code are in the correct format as this information will be used to issue correspondence.

At the bottom of each screen you have a choice to 'Save as Draft' or 'Save and Continue':

Save as Draft

Select this if you want to save what you have already entered but would like to continue at a later time.

Save & Continue

Select this if you want to save what you have already entered and want to move on to the next page

Save as Draft

Qualifications

Each Qualification/Exam must be entered separately into a Qualification field.
e.g Level/Examining Body - GCSE
Title/Subject Taken - Music
Grade Obtained - A
Maximum Qualification Fields - 20

Qualification 1

Completion Date
Day Month Year

Level/Examining Body

Title/Subject Taken

Grade Obtained

[Remove Qualification](#)

[Add Qualification](#)

Qualifications

Enter qualifications by most recently obtained.

Use the drop down menu to enter date - only if qualification is pending.

Enter level, title and grade obtained.

To add further qualifications, click on the 'Add Qualification' link at the bottom of the page (up to a maximum of 20).

Employment Record 1

Current Job

Date From
Day Month Year

Date To
Day Month Year

Company and Department

Job Title and Duties

Grade

Reason for Leaving

[Remove Employment Record](#)

[Add Employment Record](#)

Employment Record

List all employment records, starting with the most recent. Include as much detail as possible.

To add employment records, click on the 'Add Employment Record' link at the bottom of the page.

Additional Information

Please note, the information you supply on this form will be used to determine the stage of the selection process. Failure to provide sufficient information may mean you do not meet the criteria stated in the Job Advertisement. Please detail below any additional information you may wish to support your application.

Questionnaire

Please answer the following questions as accurately as possible.

1. Additional Information 2 (1000 Characters)

Additional Information

Provide any information that you feel is relevant and will support your application, eg: experience, education, training and development.

Summary

This summary displays the information included in the job application form. To modify the information, click the 'Edit' button.

To submit application - please ensure that you submit your application by clicking the "submit" button.

If you do not "submit" your application by the closing date your application will be incomplete.

Personal Information | Edit

John Smith
BELFAST BT1 4HY
United Kingdom-Northern
Ireland-Belfast

Second Name	Francis
Third Name	John
Known as	
Home Phone Number	
Work Phone Number	
Cellular Number	
Primary Number	
Employee Number	099999

Qualifications | Edit

Summary

The summary section allows you to check and edit information before submitting your application.

Once you are happy with your application, please press the 'Submit' button.

Submit

Submit Application

Please note, in order for your application to be considered as part of the recruitment exercise, the submit button must be pressed. Failure to do so will result in an incomplete application, which will be ineligible for consideration.

If you have any queries or require any further information, please contact Bombardier Aerospace, Belfast Resources Department at:

Email: belfast.resources@aero.bombardier.com
or
Telephone: **+44 (0) 28 9046 2732** or **+44 (0) 28 9073 3434**

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