

BRASFIELD & GORRIE

Field Portal Application Instructions

At “BrasfieldGorrie.com – Careers – Field Positions” you will find a list of open positions on our jobsite locations at Brasfield & Gorrie. Please note that there may be additional openings listed with your state career center that are not listed on the website. You will want to check your local state career center’s website as well as Brasfield & Gorrie’s on a regular basis to stay up to date on our current opportunities.

To apply for any of the positions on our website, please take the following steps:

1. **Click on the position that you are interested in.** This will take you to a new web page that will list responsibilities and requirements for the position. Please review the qualifications, and if you meet these requirements, proceed in the application process.
2. **Under the “Options” header, click on “Apply to this job.”** This will take you to a new web page offering two choices.

Option 1 - If you have NOT visited this site previously and created a profile, please click on the link titled, “Fill out an online form,” to create a profile for the first time. This will take you to a new web page where you will be asked to enter the following items:

- Username – This is a required field. You will want to use a username that you can easily remember since you will use it every time you log into the system to apply for future positions. An example of an easy user name is the first initial of your first name and your entire last name. For instance, if your name is John Smith, your username could be “JSmith.”
- Password – This is a required field. Your password must be a minimum of 6 characters and a maximum of 20 characters. Again, you will need your password each time you log in, so consider writing it down and keeping it in a safe place.
- First Name – This is a required field.
- Last Name – This is a required field.
- Email Address – This is a required field. We may communicate with you through your email address, so be sure you enter it correctly.
- Desired Salary – This is an optional field.
- Available Date – This is an optional field.
- How did you hear about us? This is a required field. Secondly, if your referral source can be specified further, please provide that information in the following field titled, “If necessary, specify here.” For example, if you heard about the position through an employee, please enter the employee’s name.
- Resume – Submitting a resume is not required, but if you have one, please upload it by clicking on the browse button.
- Additional Comments – This is not a required field, but if you wish to write a cover letter or include additional comments, please do so here.

Option 2 – See notes below.

3. **After you have reviewed your information to ensure accuracy, click “Submit” to finish your profile and start completing Brasfield & Gorrie’s employment application and background check release.** If you cannot complete this application in one sitting, be sure to click “Save & Return Later” so that you may continue editing it at a later time. If you are finished with your application, click “Submit” to return it to the Human Resources Department. Please be aware that once you submit the application, you cannot edit it.
4. **Next, a new web page will open requesting a few pieces of additional information.** Brasfield & Gorrie is an equal opportunity employer and is required to collect certain information about our applicants. To help us meet these requirements, we ask that you select an option from the dropdown boxes below. Providing this information is voluntary, and neither the content of the information provided nor declining to provide it via the “Opt Out” selection will affect your eligibility for employment in any way. Please click “Submit” when you are finished.
5. **Very important step:** After you have submitted the first form, a new web page will open displaying a second application that looks identical to the first application with the exception of one field titled “Position(s) applying for.” This second application contains pre-populated information from the first document. Please review it again, make any changes, and check the two signature boxes toward the end of the form. Finally, click “Submit” at the bottom of the page.
6. Congratulations, you have successfully applied for a position at Brasfield & Gorrie! We understand that the first time you apply for a job can be time consuming, but please note that the process is significantly shortened for subsequent jobs that you may apply for. We appreciate your patience in the application process.

Option 2 - If you have already created a profile and logged in previously, please sign into the system using the same username and password that you created initially.

A web page will open requesting source information to determine how you learned about the new position.

Upon completion of your source information, a web page will open with an application that contains pre-populated information from the application you filled out when you initially visited our site. Please make any changes or updates to your new application and check the two signature boxes toward the end of the form. If you cannot update this application in one sitting, be sure to click “Save & Return Later” so that you may continue editing it at a later time. If you are finished with your application, click “Submit” to return it to the Human Resources Department. Please be aware that once you submit the application, you cannot edit it.

Congratulations, you have successfully applied for a position at Brasfield & Gorrie!