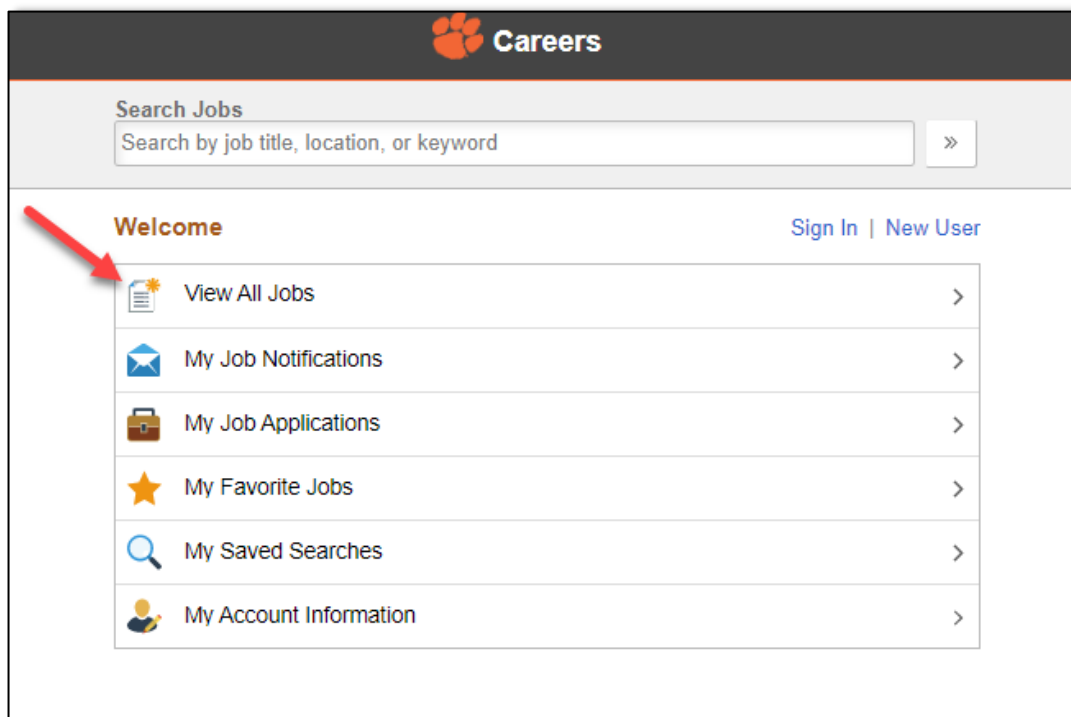


# External Applicant Apply for Job – without a resume.

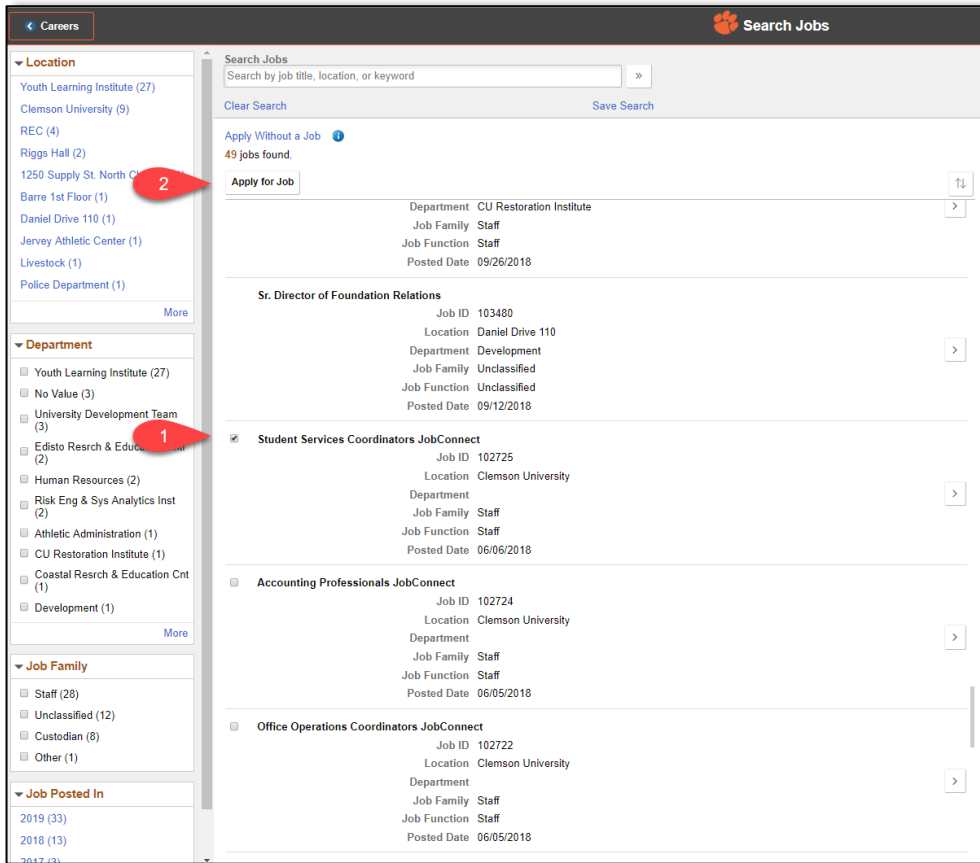
---

Upon completion of this task, you will be able to apply for a job without a resume.

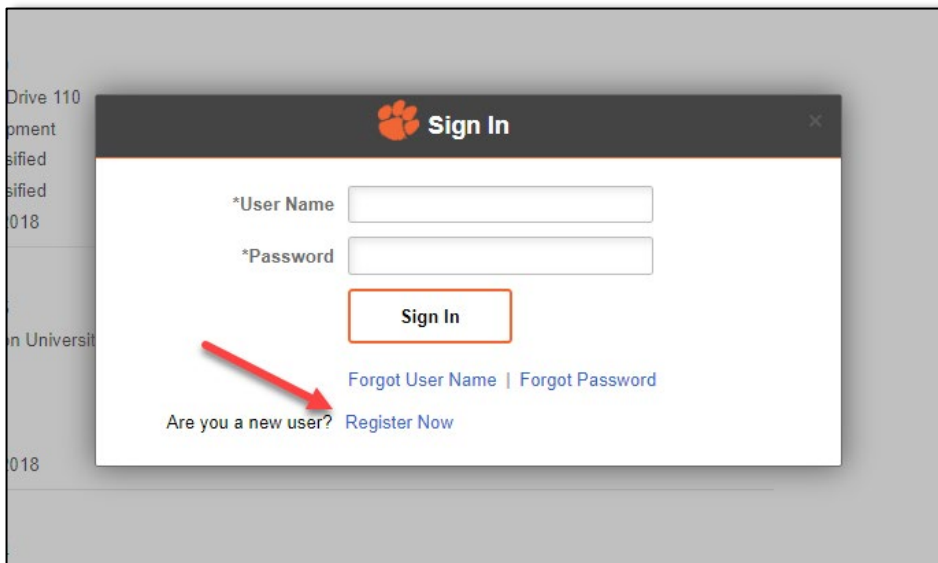
1. Select **View All Jobs** and select the position that you would like to apply for.



2. Select position you wish to apply for and select **Apply for Job**.



3. Since you are a new user, select **Register Now**.



- Complete the **Account Information** section and the **Address Information** section.

**New User Registration**

Already Registered? [Sign In Now](#) [Register](#)

**Account Information**

\*User Name

\*Password

\*Confirm Password

\*First Name

\*Last Name

\*Email Address

\*Phone

**Address Information**

\*Country

\*Address 1

Address 2

Address 3

\*City

\*Postal

\*State

County

[View Terms and Conditions](#)

I agree to the Terms and Conditions

- After you have entered all of your information, **View Terms and Conditions** and select the checkbox **I agree to the Terms and Conditions** at the bottom of the page, then select **Register**.

**New User Registration**

Already Registered? [Sign In Now](#) [Register](#)

**Account Information**

\*User Name

\*Password

\*Confirm Password

\*First Name

\*Last Name

\*Email Address

\*Phone

**Address Information**

\*Country

\*Address 1

Address 2

Address 3

\*City

\*Postal

\*State

County

[View Terms and Conditions](#)

I agree to the Terms and Conditions

- To start the process of applying for this job, you must agree to the terms and conditions in **Step 1 of 7**, then select **Next** or forward arrow in the banner to advance to the next step.

Student Services Coordinators JobConnect

Apply for Job

Save as Draft Next >

**Step 1 of 7: Start**

We believe in hiring the very best. Our workplace experience sets us apart and makes us a great place to work. Our goal is to create an environment of exceptional organizational values, customer service standards, and employee satisfaction.

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the Exit button.

View Terms and Conditions

I agree to the Terms and Conditions

1 Start In Progress

2 Resume Not Started

3 Education and Work Experience Not Started

4 Qualifications Not Started

5 Other Not Started

6 Self Identify Not Started

7 Review and Submit Not Started

- Skip **Step 2 of 7**.

- Go to **Step 3 of 7**, select **Add Work Experience**.

Student Services Coordinators JobConnect

Apply for Job

Save as Draft < Previous Next >

**Step 3 of 7: Education and Work Experience**

**Work Experience**

You have not added any work experience.

Add Work Experience

**Education Degree**

You have not added any education degree.

Add Education Degree

**Volunteer Service**

You have not added any volunteer service.

Add Volunteer Service

1 Start Complete

2 Resume Complete

3 Education and Work Experience In Progress

4 Qualifications Not Started

5 Other Not Started

6 Self Identify Not Started

7 Review and Submit Not Started

- Add past work history and select **Done**.

**Add Work Experience**

\*Start Date: 03/24/2000  
 End Date: 10/24/2005  
 \*Employer: Upstate Tech  
 \*Ending Job Title: Student Svcs Coordinator  
 Supervisor: Jane Row  
 Supervisor Email: Row@upstateleach.edu  
 Supervisor Phone: 864/776-0000  
 OK to contact?: No  
 End Pay: \$50,000.00  
 Currency: USD  
 Freq: Annual  
 Description: Advised students of study abroad.  
 Country: United States  
 Address 1: 2020 Upstate Road  
 Address 2:  
 Address 3:  
 City: Clemson  
 State: South Carolina  
 Postal: 29671  
 County: Pickens

10. For additional job history, select the "+" under **Work Experience**. To edit information that you have entered previously, select the **right arrow** on the row you wish to edit.

**Apply for Job**

Student Services Coordinators JobConnect

Save as Draft < Previous Next >

1 Start Complete  
 2 Resume Complete  
 3 Education and Work Experience In Progress  
 4 Qualifications Not Started  
 5 Other Not Started  
 6 Self Identify Not Started  
 7 Review and Submit Not Started

**Step 3 of 7: Education and Work Experience**

**Work Experience**

Employer	Job Title	Start Date	End Date
Upstate Tech	Student Svcs Coordinator	03/24/2000	10/24/2005
Clemson University	Student Financial Aid Coord	10/31/2005	10/24/2019

**Education Degree**

You have not added any education degree.  
 Add Education Degree

**Volunteer Service**

You have not added any volunteer service.  
 Add Volunteer Service

11. To enter your educational information, select **Add Education Degree** under the **Education Degree** section.

The screenshot shows the 'Apply for Job' application form for 'Student Services Coordinators JobConnect'. The current step is 'Step 3 of 7: Education and Work Experience'. The 'Education Degree' section is highlighted with a red arrow pointing to the 'Add Education Degree' button. The 'Work Experience' section contains two entries:

Employer	Job Title	Start Date	End Date
Upstate Tech	Student Svcs Coordinator	03/24/2000	10/24/2005
Clemson University	Student Financial Aid Coord	10/31/2005	10/24/2019

The 'Education Degree' section shows a message: 'You have not added any education degree' and a button 'Add Education Degree'. The 'Volunteer Service' section shows a message: 'You have not added any volunteer service' and a button 'Add Volunteer Service'.

12. Enter educational information and select **Done**.

The screenshot shows the 'Add Education Degree' dialog box. The 'Done' button is highlighted with a red arrow. The form contains the following fields:

- \*Effective Date: 06/06/1988
- \*Education Degree: DEGREE\_010
- Area of Study (Major): High School Diploma
- GPA: 3.7
- Graduated: Yes (radio button selected)
- School Name: Oxford Academy

13. To add educational information, select the "+", enter the information and select **Done**.

The screenshot shows the 'Apply for Job' application form for 'Student Services Coordinators JobConnect'. The current step is 'Step 3 of 7: Education and Work Experience'. The 'Add Education Degree' button is highlighted with a red arrow. The 'Work Experience' section contains two entries:

Employer	Job Title	Start Date	End Date
Upstate Tech	Student Svcs Coordinator	03/24/2000	10/24/2005
Clemson University	Student Financial Aid Coord	10/31/2005	10/24/2019

The 'Education Degree' section shows a message: 'You have not added any education degree' and a button 'Add Education Degree'. The 'Volunteer Service' section shows a message: 'You have not added any volunteer service' and a button 'Add Volunteer Service'.

14. To enter volunteer service, select **Add Volunteer Service**. Enter the information and select **Done**.

Student Services Coordinators JobConnect

Apply for Job

Save as Draft | < Previous | Next >

1 Start Complete

2 Resume Complete

3 Education and Work Experience In Progress

4 Qualifications Not Started

5 Other Not Started

6 Self-Identify Not Started

7 Review and Submit Not Started

**Step 3 of 7: Education and Work Experience**

Work Experience

Employer	Job Title	Start Date	End Date
Upstate Tech	Student Svcs Coordinator	03/24/2000	10/24/2005
Clemson University	Student Financial Aid Coord	10/31/2005	10/24/2019

Education Degree

Education Degree	Area of Study (Major)
High School or Equivalent	High School Diploma
1st Bachelor's Degree	Marketing

Volunteer Service

You have not added any volunteer service.

**Add Volunteer Service**

Cancel | **Add Volunteer Service** | Done

\*Effective Date: 07/22/2008

\*Volunteer Service: VOL\_010

Organization: Humane Society

Role: Board of Directors

Years of Involvement: 11

15. For additional **Volunteer Service**, select the "+", enter the information and select **Done**.

Student Services Coordinators JobConnect

Apply for Job

Save as Draft | < Previous | Next >

1 Start Complete

2 Resume Complete

3 Education and Work Experience In Progress

4 Qualifications Not Started

5 Other Not Started

6 Self-Identify Not Started

7 Review and Submit Not Started

**Step 3 of 7: Education and Work Experience**

Work Experience

Employer	Job Title	Start Date	End Date
Upstate Tech	Student Svcs Coordinator	03/24/2000	10/24/2005
Clemson University	Student Financial Aid Coord	10/31/2005	10/24/2019

Education Degree

Education Degree	Area of Study (Major)
High School or Equivalent	High School Diploma
1st Bachelor's Degree	Marketing

Volunteer Service

+  
Volunteer Service  
1st Volunteer Activity

16. When **Step 3** is complete, select **Next** or forward arrow in the banner to advance to the next step.

The screenshot shows the 'Apply for Job' application interface for the position 'Student Services Coordinators JobConnect'. The progress bar on the left indicates that Step 3, 'Education and Work Experience', is currently in progress. The main content area is divided into sections: 'Work Experience', 'Education Degree', and 'Volunteer Service'. Each section contains a table of relevant information. The 'Next' button in the top right corner is highlighted with a red arrow.

Employer	Job Title	Start Date	End Date
Uplstate Tech	Student Svcs Coordinator	03/24/2000	10/24/2005
Clemson University	Student Financial Aid Coord	10/31/2005	10/24/2019

Education Degree	Area of Study (Major)
High School or Equivalent	High School Diploma
1st Bachelor's Degree	Marketing

Volunteer Service
1st Volunteer Activity

17. **Step 4 of 7** allows you to add **Licenses, Certifications, Language Skills,** and **Job Related Skills**. Once all relevant information has been entered, select **Next** or forward arrow in the banner to advance to the next step.

The screenshot shows the 'Apply for Job' application interface for the position 'Student Services Coordinators JobConnect'. The progress bar on the left indicates that Step 4, 'Qualifications', is currently in progress. The main content area is divided into sections: 'Licenses', 'Certifications', 'Language Skills', and 'Job Related Skills'. Each section contains a message indicating that no information has been added yet, along with an 'Add' button. The 'Next' button in the top right corner is highlighted with a purple arrow, and red arrows point to the 'Add Licenses', 'Add Certifications', 'Add Language Skills', and 'Add Job Related Skills' buttons.



18. In order to complete your application, you need to identify at least 3 references in **Step 5 of 7**. Select **Add Reference**. Complete the required information and select **Done**. Select **Next** or forward arrow in the banner to advance to the next step.

Student Services Coordinators JobConnect

Apply for Job

Save as Draft < Previous Next >

1 Start Complete

2 Resume Complete

3 Education and Work Experience Complete

4 Qualifications Complete

5 Other In Progress

References In Progress

Questionnaire Not Started

How did you find out about us? Not Started

6 Self Identify Not Started

7 Review and Submit Not Started

**Step 5 of 7: Other - References**

**References (Required)**

In order to complete your application, you need to identify at least 3 references. At least 2 of your references must be, or have been, your direct managers.

Add Reference

Cancel Add Reference Done

**Reference Information**

\*Reference Type Professional

\*Reference Name Minnie Mouse

\*Title Executive Vice President

Employer Disney

Phone 888/655-3434

Email Address mimouse@disney.com

**Address**

Country United States

Address 1 345 Fun Avenue

Address 2

Address 3

City Orlando

State Florida

Postal 49567

County Orlando

Student Services Coordinators JobConnect

Apply for Job

Save as Draft < Previous Next >

1 Start Complete

2 Resume Complete

3 Education and Work Experience Complete

4 Qualifications Complete

5 Other In Progress

References In Progress

Questionnaire Not Started

How did you find out about us? Not Started

6 Self Identify Not Started

7 Review and Submit Not Started

**Step 5 of 7: Other - References**

**References (Required)**

In order to complete your application, you need to identify at least 3 references. At least 2 of your references must be, or have been, your direct managers.

Add Reference

19. Complete the required **Questionnaire** in **Step 5 of 7**. Once you have completed this step, select **Next** or forward arrow in the banner to advance to the next step.

Student Services Coordinators JobConnect

Apply for Job

Save as Draft < Previous **Next >**

**Step 5 of 7: Other - Questionnaire (Required)**

1. Are you legally authorized to work in the United States?

Yes  
 No

2. State Law prohibits employment with the state for people who have defaulted on certain student loans, unless satisfactory repayment arrangements have been made. Are you currently in default on a student loan?

Yes  
 No

3. Are you now, or have you ever been employed by the State of South Carolina?

Yes  
 No

4. Have you entered all of your applicable or related work experience in the employment section of the application? Resumes may be attached, but only employment data entered into the application will be considered for screening purposes.

Yes  
 No

5. Do you have any relatives employed with the State of South Carolina?

Yes  
 No

6. Are you at least 18 years of age?

Yes  
 No

7. Do you have a bachelor's degree and experience in student services programs?

Yes  
 No

8. Do you have a master's degree and experience in student services programs?

Yes  
 No

**Open Ended Questions (Required)**

1. Have you ever been terminated or forced to resign from any job? If yes, please explain. If no, type "No"

No

Word Count Total Words 0

2. Have you ever been convicted of any unlawful offense, other than a minor traffic violation? If yes, please explain. If no, please type "No" in the box below.

No

Word Count Total Words 0

20. Complete the section “**How did you find out about us?**” Select **Next** or forward arrow in the banner to advance to the next step.

## 21. Step 6 of 7:

- a. **Self-Identify – Disability.** Please review the entire page and select one of the options under the section “**How do I know if I have a disability?**” Once you have completed this section, select **Next** or forward arrow in the banner to advance to the next step.

- b. **Self-Identify – Veteran.** Please review the entire page. If you believe you belong to any of the classifications of protected veterans listed in the **Definitions** section, please indicate by selecting the appropriate option under

**Self-Identification.** Once you have completed this section, select **Next** or forward arrow in the banner to advance to the next step.

**Step 6 of 7: Self-Identify - Veteran**

**Definitions**

The employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment (1) disabled veterans, (2) recently separated veterans, (3) active duty wartime or campaign badge veterans, and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A **disabled veteran** is one of the following:
  - A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs;
  - A person who was discharged or released from active duty because of a service-connected disability.
- A **recently separated veteran** means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An **active duty wartime or campaign badge veteran** means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An **Armed Forces service medal veteran** means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12959.

Protected veterans may have additional rights under USERRA, the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed services, you may be entitled to be reintegrated by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-888-4USA-0001.

**Self-Identification**

If you believe you belong to any of the classifications of protected veterans listed above, please indicate by selecting the appropriate option below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

I identify as one or more of the classifications of protected veterans listed below:

- Disabled Veteran
- Recently Separated Veteran
- Active Duty Wartime or Campaign Badge Veteran
- Armed Forces Service Medal Veteran

I am a protected veteran, but I choose not to self-identify the classification to which I belong

I am not a protected veteran

I am not a veteran

Military Discharge Date:

**Reasonable Accommodations Notice**

If you are a disabled veteran it is our intent, if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans and regarding necessary accommodations; (ii) fit, skill and quality performance may be discussed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

c. **Self-Identify – Diversity.** Please review the entire page. You are invited to voluntarily self-identify your **Gender** and **Race and Ethnicity Identification**. If you choose not to answer the questions in this section, select **"I decline to answer"**, otherwise please answer appropriately. Definitions of each ethnicity and race are provided on the right side of the screen.

Once you have either answered or declined to answer, select **Next** or forward arrow in the banner to advance to the next step.

**Step 6 of 7: Self-Identify - Diversity**

You are invited to provide the information requested regarding diversity.

**Diversity**

Our organization is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, applicants are invited to voluntarily self-identify their gender and their race or ethnicity.

The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

**Gender**

**What is your gender?**

Female

Male

I decline to answer

**Ethnicity and Race Identification**

**Are you Hispanic or Latino?**

Yes, I am Hispanic or Latino.

No, I am not Hispanic or Latino.

**What is your race? Select one or more.**

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Pacific Islander

White

I decline to answer

22. **Step 7 of 7: Review and Submit** your application. Please be sure to make any changes before submitting. In order to review the information you completed in each step, use the arrows to the left of each step to expand that section for review. Once you have verified all information is correct, select **Submit**.

Student Services Coordinators JobConnect

Apply for Job

Save as Draft < Previous Submit

1 Start Complete

2 Resume Complete

3 Education and Work Experience Complete

4 Qualifications Complete

5 Other Complete

6 Self-Identify Complete

7 Review and Submit In Progress

Review your application and make any changes before submitting.

**Step 7 of 7: Review and Submit**

My Contact Information

Email [redacted]@gmail.com Address: 305 Sunshine Road, Clemson, SC 29634

Phone: 864/658-5555 Contact Method: Not Specified

Modify

Online Screening Notice

Resume Attachment

Cover Letter Attachment

Work Experience

Education Degree

Volunteer Service

Licenses

Certifications

Language Skills

Job Related Skills

References

Referrals

Disability

Veteran

Diversity