



## Applying for a Job at Radwell International

Thank you for your interest in Radwell International. Listed below is some helpful information for submitting your job application to us electronically.

### To apply:

- Visit [www.plccenter.com/careers.aspx](http://www.plccenter.com/careers.aspx) and Click the **Enter** button.
- If you want to learn more about our benefits before applying, please help yourself to the full-time and part-time benefits summaries located at the Lobby Application Center for your review. You can also access them from your home computer by going to [www.plccenter.com/careers.aspx](http://www.plccenter.com/careers.aspx) and clicking on the **Benefits Page**.
- If you have previously applied and set up a userid, you can enter your email id and password. If not, simply click or touch the **Search** button to see a list of job openings.
- Click on any of the jobs you see listed. After reading the job requirements, you can go to the bottom of the page and click or touch the **Apply for this Position** button.
- Fill out the online application form as indicated, especially the required fields indicated by a red \*.
- If you have a copy of your resume and/or any additional items you wish to include with your application, please attach them and include a cover letter.
- You will need to provide at least 10 years of previous work and/or non-work history:
  - Start with your current job or unemployment situation. Click or touch the **Add Work History** button.
  - Enter the start and end dates and the employer information. All start and end dates must be in the following format: mm/dd/yyyy. If you do not remember the exact date, please choose the 1<sup>st</sup> of the month for the job start and end dates. If presently employed, enter today's date for the end date. If the period you are accounting for is a period of unemployment or some other situation, such as full-time student, enter "NE" (Not Employed) in the Title and then indicate the reason for the non-employment period.

- Click  for each work history event and add the pertinent information as stated above. Clicking  will open up a new Work History screen, so **do not click it unless you intend to add a work history item.**
- If you need to call someone to clarify a date or other information on your application, you may use the phone located next to the keyboard on the desk. Pick up the handset and dial 7, 1 to receive an outside line. Then dial the number you wish to reach.
- If you have an email id, you are encouraged to register it and setup a password. Registering will allow you to log on later at home to check the status of your application. You may also revise your application or electronically append your resume from your home computer. We may or will also contact you via email for setting up interviews, etc.

Note your userid and password below:

Userid (Email id):

Password:

(Go to [www.plccenter.com/careers.aspx](http://www.plccenter.com/careers.aspx) to review your application)

***If you do not have access to email please create an e-mail address by using [your first initial & last name @NoEmail.com](#) as an e-mail address for this application. You will not receive emails from this address but you may go online and track your application using that email address and the password it will give you.***

- When you are done entering the required information, read the disclaimer at the bottom and click to check the “I agree” box to indicate that you have read and agree to the terms of the application. Then enter your initials and click or touch .
- You will receive an acknowledgement in a “thank you” message. Also you will receive a confirmation of your password for your records. Your email and password will be stored in the system. Consequently, next time you login, use the “previous applicants” section to update your information and resume or to apply to new openings.
- Click “Done” to complete the application process.