

## 1 Log In

Click on <http://www.centrusenergy.com/apply> or type it in to your web browser.

**Please ensure that the pop-up blocker is turned off.**

## 2 Job Search

**Search:** view all open job postings available at Centrus.

**Keywords:** narrows down the search to the words entered (ex., Engineer, Admin, HR, etc.), then click on the **Search** button.

**Location:** select the location interested in, and then click on the **Search** button. This will only display jobs for the location selected.

## 3 Viewing Openings

Select a job title link to review the position's details.

**Note: Do not use the browser's back button at any time during the application process.**

## 4 Applying for a Job

Click **Apply** to apply for the job

**Save Job:** to add the job to the Saved Jobs tab.

**Email Job to Friend:** to forward the job to another person.

**Return to List:** to review more jobs before applying. This will return you to the Career Opportunities job listing page.

## 5 Create an Account/Sign In

**Create an account:** if you do not have an account, click the link and then enter all required fields in order to create an account. Type in the **Verification Code** as displayed. Click on **Create Account**.

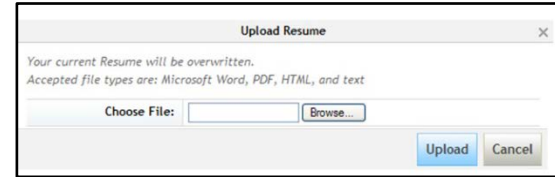
**Forgot your password?** This link will ask you to enter your e-mail address. You will receive an e-mail from "System System" that includes a mixed-case password. You will need to sign in using the new password and change it once you have successfully signed in.

**Sign In:** if you already have an account, you will be able to sign in using this account.

## 6 Application Form Guide

Complete the **Application Form**. All fields marked with a **red asterisk \*** are required before the application can be submitted.

6a Upload a **Résumé** (required) and/or a **Cover Letter** (optional).



**Note: Please verify the accuracy and completeness of your application, résumé, and/or cover letter before applying. Once you've clicked "Apply" your information is locked and no longer editable.**

6b Click **Apply** to submit your application.

**Save:** to save the application to your *Saved Jobs* sub tab.

**Cancel:** to cancel the application process.

**A separate application must be submitted for each job applied for.**

After applying, you will be directed to your *Candidate Profile Page* with the following message:

**i Your application has been sent.**  
Thanks for your application. Please take a minute to review or update your candidate profile with the most current information. Recruiters rely on this information to process your application.

## 7 Next Steps: Candidate Profile Page

**Job Management:** Review the status of jobs applied for at **Jobs Applied** sub tab. You can also **View Résumé** or **Withdraw an Application** here.

**Saved Searches/Alerts:** Allows you to create an alert based on selected criteria.

**Saved Jobs:** Allows you to apply for saved jobs.

**Password Management:** Allows you to manage your password.

**My Profile:** Allows you to upload a résumé and cover letter, as well as updating your information.

Centrus is an Equal Opportunity/Affirmative Action, M/F/D/V Employer. We value people with different experiences and styles of working. We encourage you to view our open positions. An exciting career at Centrus is just a click away!

**CONTACT INFORMATION**

\* First Name: Jimmy  
Middle Name:   
\* Last Name: Test  
\* Daytime Phone Number: 54212  
\* Evening Phone Number: 456236  
Cell Phone Number:   
\* Address: P.O Box 13  
\* City: Chillicothe  
\* State: Ohio  
\* Zip Code: 45601  
\* Country: United States

**ADDITIONAL INFORMATION**

\* Current or Former Employee: No Selection  
Enter Badge Number:   
\* Highest Education Achieved: No Selection  
Major: No Selection  
\* How did you hear about this position?: No Selection  
If Employee Referral, please provide name:   
If Other, please specify:   
If Recruiter/Agency, please list Recruiter/Agency:

**6a RESUME**  
Attachment limit: 5 MB. Total attachment limit: 10 MB.

Upload a cover letter using the link below (optional).  
Cover Letter:  Your Cover Letter is not on file. [Click here to attach your Cover Letter](#)  
Upload your resume using the link below.  
\* Resume:  Jimmy Test's Resume [update](#)  
Last Updated: 06/27/2014  
Upload any additional items using the link below. Please ensure you check the box under USE SELECTED for the document to be attached to your job application.  
Other Attachments:  [Attach a document](#)

**EEO INFORMATION**

Thank you for your interest in Centrus. We are an Equal Opportunity/Affirmative Action, M/F/D/V Employer. Responses to the following three questions are collected for recordkeeping in compliance with Federal regulations. Your responses are strictly voluntary and assist in monitoring our affirmative action programs. Information provided will be kept confidential and separate from your resume and will not be used in any hiring decisions. The information will be used only in accordance with applicable laws and regulations.  
If you choose not to answer any or all questions, please indicate that you do not wish to provide this information. You will not be subject to adverse treatment for declining to furnish the requested information.

\* Are you providing the EEO information?: No Selection  
\* Ethnicity: Prefer Not to Provide Information  
\* What is your gender?: No Selection  
Would you consider applying for the same position at other Centrus sites?: No Selection  
Please choose a site or all sites: No Selection

**NOTE: Please verify the accuracy and completeness of your application, resume and cover letter before applying. Once you've clicked "apply" your information is locked and is no longer editable.**

**6b Questions**

1. \*Do you have an Associate of Science Degree in Engineering, Physical Sciences, or successful completion of the U.S. Naval Nuclear Propulsion Program or equivalent technical experience with a High School Diploma or equivalent (GED)?  
 Yes  No