



BREC Careers Online Application System Applicant Quick Tips

Arrange access to a computer with a web browser program (such as Internet Explorer or Goggle Chrome).

NEOGOV is a web based application system. BREC Careers Online Application system supports all web browsers used by 10% or more of applicants, but we find that Internet Explorer 10 or 11, Mozilla Firefox version 25 or above, and Google Chrome work the best. **If you encounter difficulty in the application process, upgrading to one of these browsers may** resolve your issues.

Sign up for or use an email address that you will check regularly. A valid email address is needed to create an applicant account as well as receive notifications through the NEOGOV system. This way you will receive notifications faster than relying on paper notices.

Check your spam blocker and enable pop-ups. Be sure to allow emails from BREC sent from governmentjobs.com. Enabling pop-up messages from governmentjobs.com will enable you to receive important system messages.

Set up your User Account. This is required to apply for positions. **Write down your User Name and Password** as they will be needed every time you sign into the system to apply for jobs or check the status of your application.

- Step 1.** Go to www.brec.org and select "BREC Careers" or Go directly to <http://agency.government.com/brec>
- Step 2.** Select the Job Opportunities link.
- Step 3.** Scroll down to the job category listings and check the boxes of the job types you are interested in (Tip: Click the **Select All Categories** or **Clear All Categories** buttons to speed up the process). Or enter any key word(s) you are looking for in the text box (optional). Press the **Go** button.
- Step 4.** **Click** on the position title that you are interested in (*Note: If you do not find a job opening that you are interested in but would like to fill out an application and/or be notified when there are openings for the categories, complete a **job interest card** online to be notified by email when a job is posted matching one of your specific selected categories.*)

Position ▼	Emp. Type ▲	Salary ▲	Closing Date ▲
Administrative Assistant 3	Full-time	\$36,700.92 Year	11/03/15
Area Curator (Primates & Carnivores)	Full-time	\$32,003.87 Year	10/27/15
Assistant Golf Superintendent	Full-time	\$31,465.12 Year	10/29/15
Custodian	Part-time	\$8.45 - \$ 13.52 Hourly	Continuous

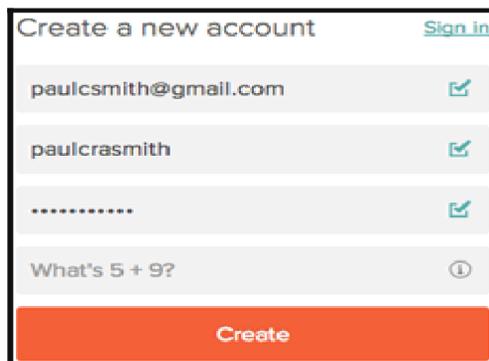
Step 5. Review the job announcement carefully, noting the essential functions, minimum qualifications, and knowledge, skills & abilities. Also, you may review the benefits that are offered through BREC by clicking on the Benefits tab and following the links. If supplemental questions will be asked with the general application, the Supplemental Questions tab will be available for your review. To apply for the position, click on the **Apply** link to submit an application.

Job Title: Custodian
Salary: \$8.45 – \$13.52 Hourly
Job Type: Part-time
Location: BREC PARKS, Louisiana

Print Job Bulletin **Apply**

Step 6. Click on **HERE** to create a **new** account.

- If you created an account before, you cannot use the same email address again to create a new account. The email value must be unique.
- If you have a LinkedIn or Facebook account those can be utilized to create your account as well.
- If you created an account before and can't remember your username, click on **Forgot username**. This sends you email with your username.
- Your password must be at least six characters in length, and contain at least one number.
- As you supply correct information for each field, a checkmark on the right indicates that the value is correct, for example:



- Click **“Create”**
- When you are signed in, your username appears on the right in the top menu bar:



If you are still unable to access your account or the system indicates that you already have an account, please contact NEOGOV Customer Support at 1-(855)-524-5627.