



Agency Worker – Information about Vacancies (UK only)

1. Registering online

Go to www.bt.com/careers and select

- “Job Search and Apply” then “Create or update a resume or CV”

2. 1st time registering

Select “are you a new applicant?” Enter your own email address (don’t use your bt.com email address), then enter and confirm a password.

Complete the information requested for each page ensuring that you include the following information on the correct pages;

- Page 1 – upload your CV
- Page 2 – Contact Information
 - **IMPORTANT – you MUST enter your UIN**
- Page 3 - Employment
 - Current and prior Employment details
- Page 4 - Licenses and Certificates
- Page 5 - Memberships
- Page 6 – Languages
- Page 7 – Training
- Page 8 - Education
- Page 9 – Preferences (working preferences)
 - Location & Job Category
- Page 10 – How did you find out about us?
 - **Select “Agency Worker” for Referral source**
 - **Select “no” for “Prev Employed by BT” – unless you have been a permanent employee previously.**

NOTE you can skip pages 4 to 8 by selecting the “next button” if they are not relevant to your application

3. Updating your details

You can update your details at any time by accessing www.bt.com/careers;

- Select “Job Search and Apply” then
- “Create or update a resume or CV” then
- Enter your email address and password

Don’t forget you can use the “I’ve forgotten my password” option

4. Searching and Applying for Vacancies

REMEMBER TO LOGIN INTO YOUR ACCOUNT PRIOR TO SEARCHING FOR ANY ROLE

Go to www.bt.com/careers:

- Select “Job Search and Apply” then “returning applicants”
- Enter your registered email address and password at the bottom of the page
- Once Logged in, select “View Job Posting/Apply for Job”
- Enter your search criteria it can be a combination of anything on the page
 - Job Categories
 - Locations
 - Any Key words
 - Full time or Part time
 - Click Search
- Select the job title to see further details to the role or just add to your “job basket”

Once you have added all the roles into your job basket, you can then apply for the role(s)

Remember to include the key information from section 2 in your application

5. Setting up a Job Search Agent

Set up your own search criteria for Vacancies and we will notify you by e-mail when opportunities meeting your search criteria are available.

Go to www.bt.com/careers:

- Select “Job Search and Apply” then “My job search”
- Log in (if you don’t have an account use steps 1 and 2)
- Enter your search criteria it can be a combination of anything on the page
 - Job Categories
 - Locations
 - Any Key words
 - Full time or Part time
- then click save.

You can edit/delete your search agent at any time by accessing your account on www.bt.com/careers

Any Job Search Agent profile created will remain active for 90 days since the last date it was modified.