

A Guide to search and apply for a vacancy in BT.

Go to <http://www.bt.com/jobs>

The screenshot shows the BT Careers website. The navigation bar includes 'Home', 'Search', 'Just this Section', and 'Whole site'. The main menu has 'About BT Group', 'Investor centre', 'News & media', 'Society & environment', 'Innovation', and 'Careers'. The 'Careers' section is active, showing a breadcrumb trail: 'Home > Careers > General vacancies > Job search'. A sidebar on the left lists various career paths, with 'Job search' highlighted under 'General vacancies'. The main content area is titled 'Job search' and contains several sections: 'Current openings', 'Job search agent', 'Create or update a resume or CV', 'Returning applicants', and 'Recruitment agencies'. A 'print this page' button is visible in the top right of the content area.

Select the 'Current Openings' option

The screenshot shows the 'View Job Postings' search form on the BT Careers website. The breadcrumb trail is 'Home > Careers > General vacancies > Job search'. The form is titled 'View Job Postings' and includes an 'Online application help' link. It contains several sections for filtering search results:

- Job Categories:** A grid of checkboxes for various roles such as Project Management, Business Improvement, Client Management, Corporate Services, Finance, HR, Legal, Regulation & Governance, Marketing & Communications, Network Engineering, Network Planning & Design, Product Management, Procurement & Supply Chain Mgt, Research, Sales, Strategy, Systems & IT, Service, Security, Team member, IT Security, Fleet Management, Business Transformation, and Executive.
- Location(s):** A text input field for 'Location:' with 'Add' and 'Delete' buttons.
- Only show postings where Home Working is an option:** A checkbox option.
- Keyword in Posting Title:** A text input field for 'Keyword:'.
- Other Miscellaneous Criteria:** Two dropdown menus for 'Regular/Temporary:' and 'Full/Part Time:'.



On this page you can search for job vacancies in BT.

Note:- To see all job vacancies please click the search button.

Job Categories. Please tick a box for every job category you wish to be added to your search criteria. (Team Member is the term used for non managerial grades.)

Note:- If all boxes are left un-ticked all job categories will be returned.

Location. Please click the looking glass icon to select one or more locations for your search criteria.

Note:- If none are selected all locations will be returned.

Keyword Search. If you are looking specific job vacancies you can enter words to narrow your search criteria, otherwise please leave this field blank.

Other Miscellaneous Criteria. Please make a selection, or leave blank to return all.

Click the **Search** Button.

Home > Careers > General vacancies > Job search

Online application help

Job Basket	Job Category	Location	Hot Job	Reference	Posting Title
<input type="checkbox"/>	Service	25 Braintree Hill Park, USA		316213	316213 Event Call Team Lead
<input type="checkbox"/>	Network Engineering	Amsterdam		317189	Network Technician
<input type="checkbox"/>	Finance	Atlanta		316466	316466 Senior Payroll Associate
<input type="checkbox"/>	Service	Atlanta		316479	316479 Order Manager
<input type="checkbox"/>	Service	Atlanta		316484	316484 Order Team Manager
<input type="checkbox"/>	Sales	Atlanta		317151	317151 Sales Engineer Atlanta
<input type="checkbox"/>	Marketing & Communications	BT Americas Inc		312926	312926 Senior Marketing Manager
<input type="checkbox"/>	Sales	BT Americas Inc		315356	315356 Sales Effectiveness Manager
<input type="checkbox"/>	Project Management	BT Americas Inc.		316480	316480 Project Manager
<input type="checkbox"/>	Network Engineering	BT Brussels, Belgium		316913	Planned Works Administrator
<input type="checkbox"/>	HR	BT Global Services Sede HERRE		314212	HR Business Partner
<input type="checkbox"/>	Sales	BT Global Services Sede HERRE		314672	Senior Sales Professional
<input type="checkbox"/>	Sales	BT Global Services Sede HERRE		317033	Spain Head of LAN/IT/Datacenter Specialists
<input type="checkbox"/>	Sales	BT Global Services Sede HERRE		317061	International IPN Specialist

The system will return all the vacancies that meet your criteria. If there are no search results please try expanding your search criteria.

Please note that the blue bar indicates the number of vacancies being displayed and there may be more than one page.

Now you can browse the detail of individual vacancies by selecting the job from the posting title list.



When you have viewed the detail of the vacancy the following options are presented at the bottom of the page.

[Add Job to Basket](#)

[Job Basket](#)

[Print Job Posting](#)

[Return to Job Postings](#)

To apply for this job select **"Add Job to Basket"**, or select **"return to job postings"** if you do not wish to apply.

To Apply for a Job

If you have added a job to the basket select **"Job Basket"** and click the **"Apply for Jobs in Basket"**

You are now required to log in or register if you are a new applicant.

Once logged in you will be taken through a 12 step application process.

Step 1 – Online Resume

The screenshot shows a web browser window displaying the BT Careers website. The page is titled "Your Online Resume" and is part of a 12-step application process. The steps are numbered 1 through 12, with step 1 being the current step. The page content includes instructions for reviewing and updating resume information, a reminder to provide accurate details, and options for attaching a resume file or pasting text. A "Next" button is visible at the bottom right of the form area. The resume language is set to "English".

You should first upload your CV / Resume (this is mandatory for UK applicants). This can be uploaded as an attachment or cut and pasted using the options presented. Valid file extensions for attaching a resume are ".doc", ".html", ".txt", ".rtf", and ".pdf" and file size should not exceed 2MB.



(If you have already uploaded your CV / resume and wish to change it please attach the new one which will over write the old one. There is no facility to view your CV so if in doubt please upload the latest version.)

When all details are entered please click the "**Next**" button.

Step 2 - Contact Details

Contact Details

Enter your name, address, telephone number and e-mail address. The information you enter on this page may be used to contact you regarding the jobs you have applied for.

Name Format:	United Kingdom	Change Country	Refresh Name
Name			
Prefix:	Professor		
First:	Derek	Middle:	Jonathan
Last:	Plateley	Suffix:	III.
Preferred First:			
Name:	Plateley,Derek Jonathan		
Country:	United Kingdom		
Address:	The Lodge Huntingly Wessex W1 3TL	Edit Address	
Telephone:	0207 356 5555	Country Code:	44
		*Phone Type:	Main
*Email Address:	lordplateley@msn.com	*Email Type:	Business
	<input type="checkbox"/> Constrained User		
	Previous	Next	

Now please provide your contact details.

To add or change your address please use the "**Edit Address**" link and the "**Address Search**" which uses a postcode look up facility.

When all details are entered please click the "**Next**" button.

Step 3 - Current and Prior employment.

Please enter previous employment relevant to the vacancy you are applying for. To add a current or prior employment click the "**Add**" button and complete the fields provided.

When the relevant details are entered please click the "**Next**" button.

Step 4 – Competencies


Please indicate your proficiency against the competencies listed using the drop down boxes.

Please note that this section is Mandatory

When all choices have been entered please click the "**Next**" button.

Step 5 – Licenses and Certificates

In this section you can identify licenses and certificates that have been awarded to you from a pre-populated list. To add a License or Certificate click the “**Add**” button.

Now you must select a licence or certificate from a pre-populated list. To see and select from it click the magnifying glass icon 

If a licence or certificate is missing from the list please select an option from the list that most closely resembles missing option.

Details of what the list contains can be found at


This section is optional, but entries may assist in the matching process.

When the relevant details are entered please click the “**Next**” button.

Step 6 – Memberships

In this section you can indicate your memberships from a pre-populated list.

To add a Membership click the “**Add**” button.

Now you must select a membership from a pre-populated list. To see and select from it click the magnifying glass icon 

If a membership is missing from the list please select an option from the list that most closely resembles missing option.


Details of what the list contains can be found at

This section is optional, but entries may assist in the matching process.

When the relevant details are entered please click the “**Next**” button.

Step 7 – Languages

Please use this page to list languages. To add a language click the “**Add**” button.

Now you must select a language from a pre-populated list. To see and select from it click the magnifying glass icon  You must also state your proficiency for the language in terms of spoken, reading and written.

This section is optional, but entries may assist in the matching process.

When the relevant details are entered please click the “**Next**” button.

Step 8 – Training

In this section you can list the training you have received that you feel is relevant to your application. This section is optional and any course may be entered.

This section is optional, but entries may assist in the matching process.

When the relevant details are entered please click the “**Next**” button.

Step 9 – Education

You must indicate your **highest** education level by selecting the appropriate value out of the list.

Now click the “**Next**” button.

Step 10 – Preferences

This section allows you to indicate your geographic and working preferences.

This screen may already be populated with the details of the vacancy you are applying for. If you change or add any preferences, you may restrict your chances of being short listed or selected for the vacancy.


Please note that there must be at least one geographic preference selected before you can move to the next section.

When the relevant details are entered please click the “**Next**” button.

Step 11 – How did you find out about us?

Please make a choice from the “**Referral Source**” drop down menu.



You must then make a selection from the "Referral Source Detail" look-up list, by clicking the look up icon  and choosing an option from the list.

Please note that these steps are mandatory. Complete the other fields as required and click the "**Next**" button.

Step 12 – Submit your Application.

Please read the statement carefully and if you agree please click the "**submit**" button.

You will then be invited to Provide Self Identification / Diversity Information. Please read the information carefully before selecting "**Accept**" or "**Decline**". If you accept you will be invited to indicate your Gender, Sexual Orientation, Date of Birth, Ethnic Origin, Disabilities, Religion or Belief, and Country of Origin.

Please note that provision of this information is voluntary. Refusal to complete this information will not subject you to adverse treatment or affect your application in any way. The information you provide is confidential and will be kept separate from your other application information, in accordance with the Data Protection Act 1998. This information will only be used for data reporting requirements and will not be considered in making any employment decisions.

To view your Application Status go to <http://www.bt.com/jobs>

Select "**Returning Applicants**"

Then select "**View Application Status**"

You will then be able to view current applications and their status.

The status codes are as follow:-

020 Applied

030 Preliminary screen - have met the minimum criteria for the role

040 final Screen - has met the final screening criteria for the role

050 Route means your application has been routed to the owner of the vacancy to review

060 Interview - has been selected for interview

070 Offer - an offer for the post has been made

080 ready to hire - principally for external hires when acceptance of the offer has been received

090 Hired

100 Hold - candidate's application has been put on hold pending other activity

110 Reject

120 Withdrawn

If you are experiencing a technical issue please refer to the on-line help at <http://www.btplc.com/Careercentre/Jobsearchandapply/Help.htm>