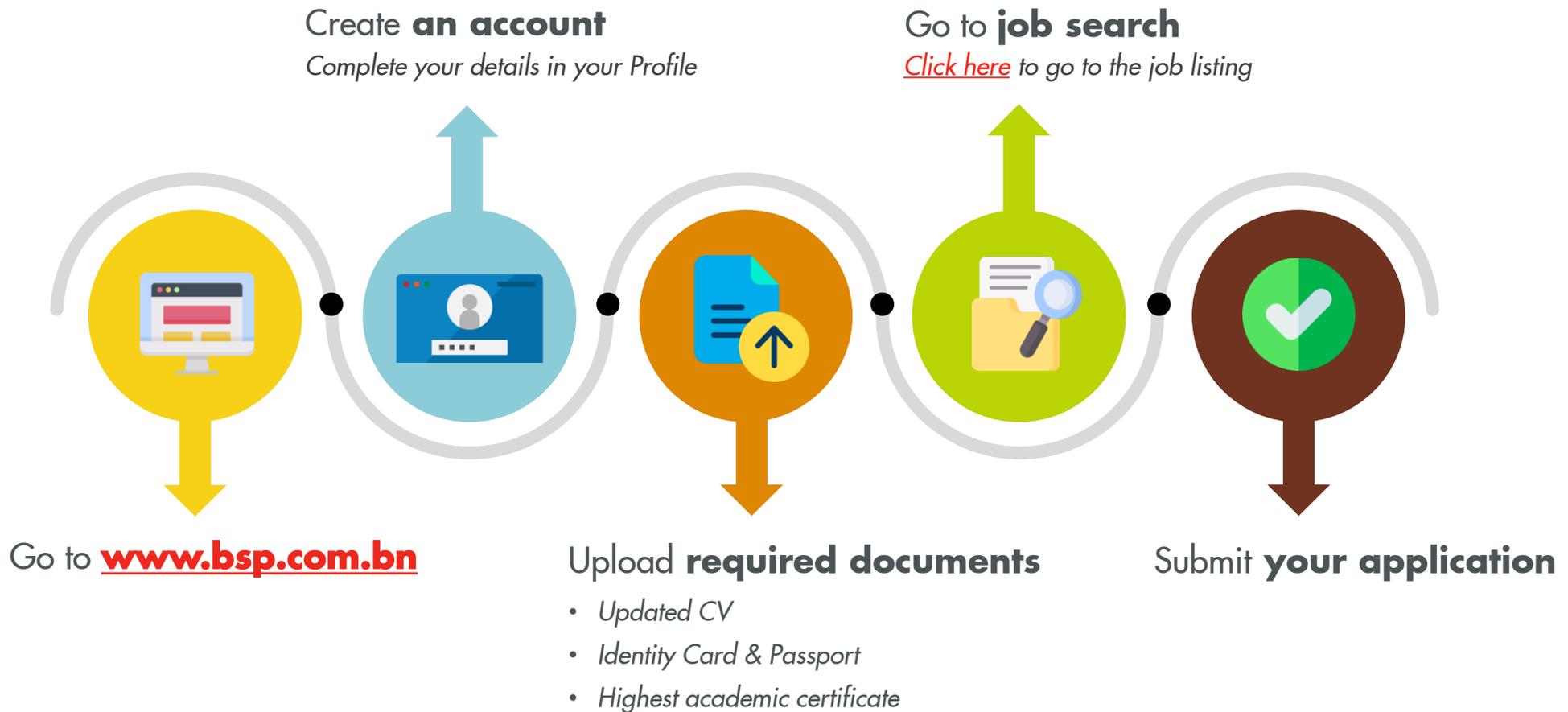




HOW TO APPLY FOR A JOB IN BSJV?



HOW TO APPLY FOR A JOB IN BSJV?



WELCOME TO OUR USER GUIDELINE FOR JOB APPLICATION



**HOW TO CREATE
AN ACCOUNT?**



**HOW TO
UPDATE/REMOVE
DOCUMENT?**



**WHERE CAN I
FIND OUT THE
STATUS OF MY
APPLICATION?**



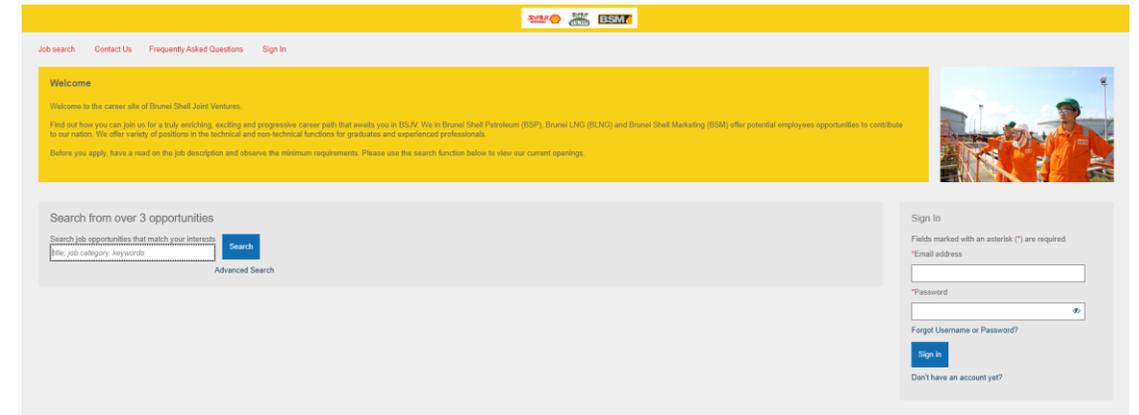
**YOUR ACCOUNT
IS LOCKED?**



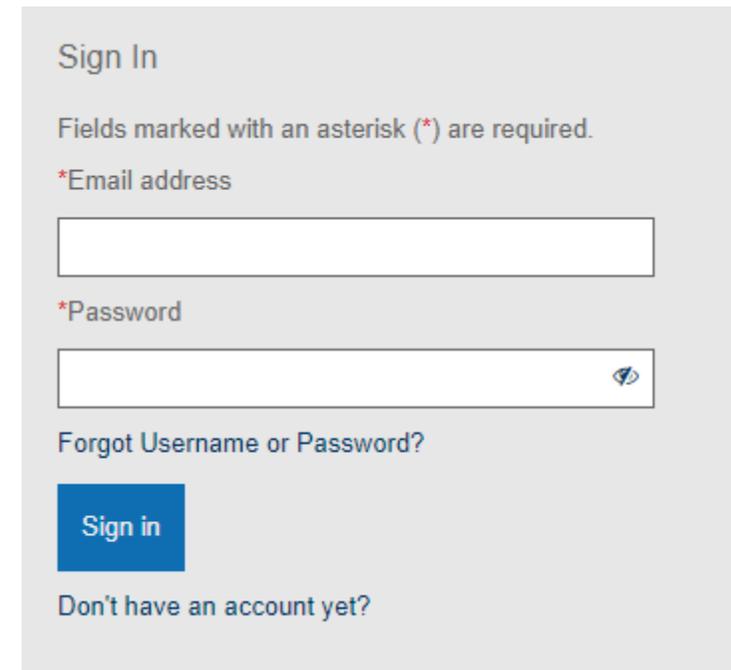
**HOW TO
UPLOAD
DOCUMENT INTO
MY PROFILE?**

HOW TO CREATE AN ACCOUNT?

- Simply go to our website at www.bsp.com.bn
- Go to 'Careers'
- Click on 'How to apply for a job in BSP' and go to our latest job offer page to browse through the current job openings.
- Before you can submit your job application, you must first sign in or register to our recruitment account.
- Update your profile



The screenshot shows the top of the BSP recruitment website. It features a yellow header with the BSP logo and navigation links for 'Job search', 'Contact Us', 'Frequently Asked Questions', and 'Sign In'. Below the header is a 'Welcome' section with a yellow background and a photo of two workers in orange safety gear. A search bar is located below the welcome section, with the text 'Search from over 3 opportunities' and a 'Search' button. To the right of the search bar is a 'Sign In' section with a form for email address and password, and a 'Sign In' button. The form includes a note that fields marked with an asterisk are required and a link for 'Forgot Username or Password?'. A 'Don't have an account yet?' link is also present.



This is a close-up of the 'Sign In' form. It features a blue 'Sign In' button and a 'Don't have an account yet?' link. The form includes a note that fields marked with an asterisk are required and a link for 'Forgot Username or Password?'. The form fields are for email address and password, both marked with an asterisk. The password field has a visibility icon (an eye) to the right of the input box.

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HOW TO CREATE AN ACCOUNT?: UPDATE YOUR PROFILE

Contact Information

Fields marked with an asterisk (*) are required.

*First name

Middle name

*Last name

Address line 1

Address line 2

Country/Region

State/Region/Province

City

Contact Information:

Please fill in your contact information so that we can contact you. Do ensure that your email address recorded is a valid and active account. We do not want you to miss any update from us!

Education History

You may include up to 3 of the most relevant schools or programs you have attended.

Add education

Fields marked with an asterisk (*) are required.

*School name

Graduation year

This is my most recent education

*Major area of study

Degree

Education Background:

Please make sure to update your Education information in your profile based on your highest education achieved.

Work Experience

You may include up to 5 of your most recent positions.

Add experience

Fields marked with an asterisk (*) are required.

*Company

*Job title

*Start year End year

This is my most recent work experience

Responsibilities

Work Experience:

Your application will be reviewed to determine if your education and experience fits our need. Please do share with us your experience.

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HOW TO UPLOAD DOCUMENT INTO MY PROFILE?



[Job search](#) [Contact Us](#) [Frequently Asked Questions](#) [Candidate Zone](#) [Sign Out](#)

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[Profile](#) [My Files](#)

Résumé/CV

You may store up to 100 résumés/CVs.



Cover Letter

You may store up to 100 cover letters.



Other Document

What would you like to upload?

After you have updated your personal information, you can now upload your documents into your profile. You can upload the documents simply by clicking on the 'Add' button.

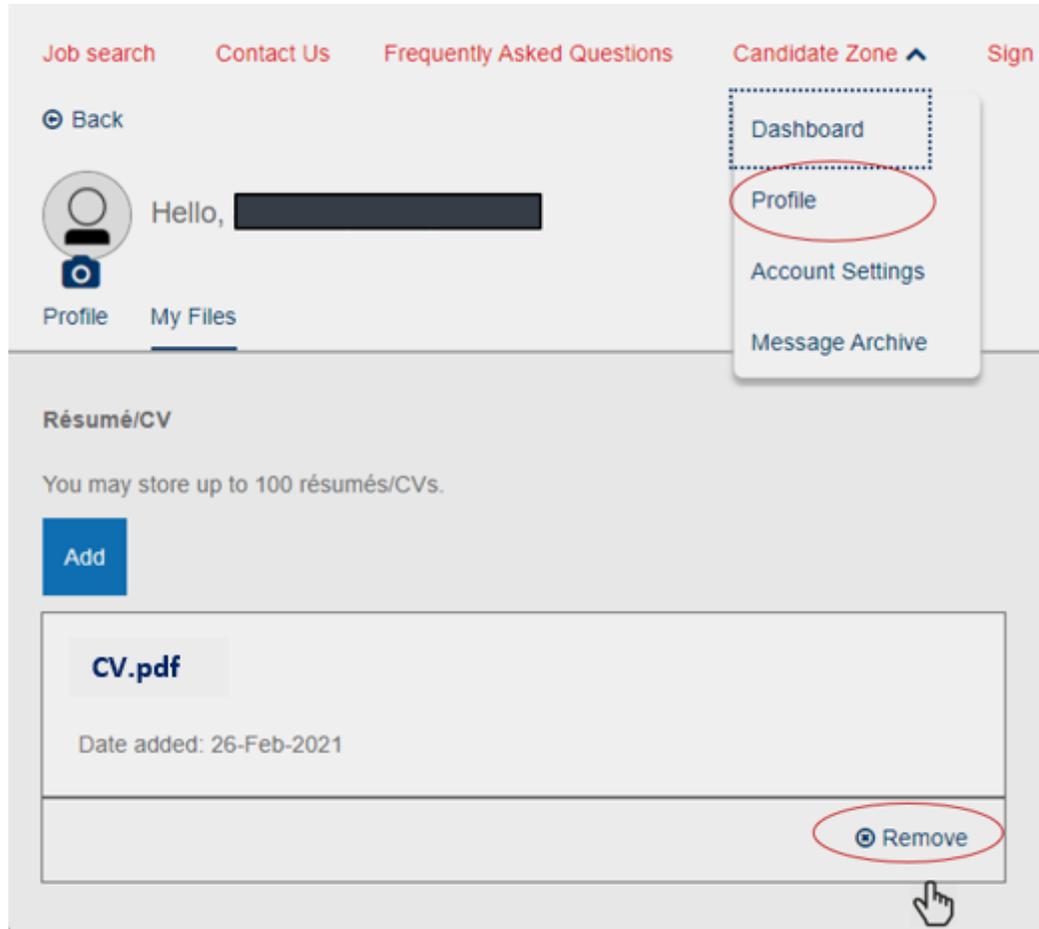
Mandatory documents required for job application:

- Updated CV
- Identity Card & Passport
- Highest academic.

Label your other document properly ie. IC, A level cert and upload to the correct tabs.

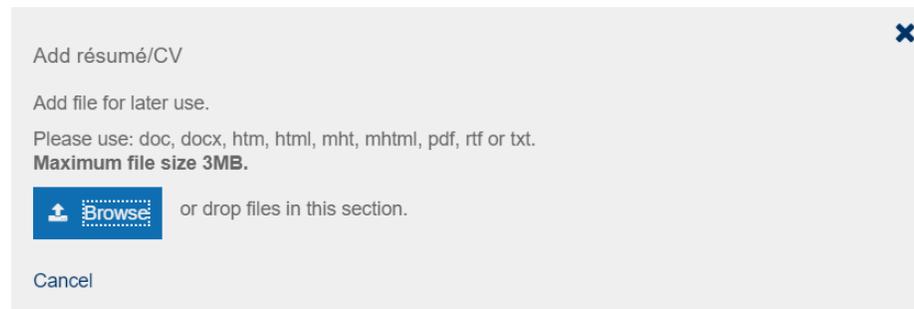
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HOW TO UPDATE/REMOVE DOCUMENT?



The screenshot shows a user interface with a top navigation bar containing links for 'Job search', 'Contact Us', 'Frequently Asked Questions', 'Candidate Zone', and 'Sign Out'. Below this, a user profile section displays a 'Back' button, a profile picture, and the text 'Hello, [redacted]'. A dropdown menu is open under 'Candidate Zone', listing 'Dashboard', 'Profile', 'Account Settings', and 'Message Archive'. The 'Profile' option is circled in red. Below the profile, there are tabs for 'Profile' and 'My Files'. The 'My Files' tab is active, showing a section titled 'Résumé/CV' with the text 'You may store up to 100 résumés/CVs.' and an 'Add' button. A document entry is shown with the filename 'CV.pdf' and the date 'Date added: 26-Feb-2021'. A 'Remove' button with a trash icon is circled in red at the bottom right of the document entry, with a mouse cursor pointing at it.

1. Sign-in to your account
2. Go to "Candidate Zone"
3. Click on "Profile", go to 'My Files'
4. To Add new CV, click the 'Add' button
5. To remove previously uploaded document, click on the "Remove" button.

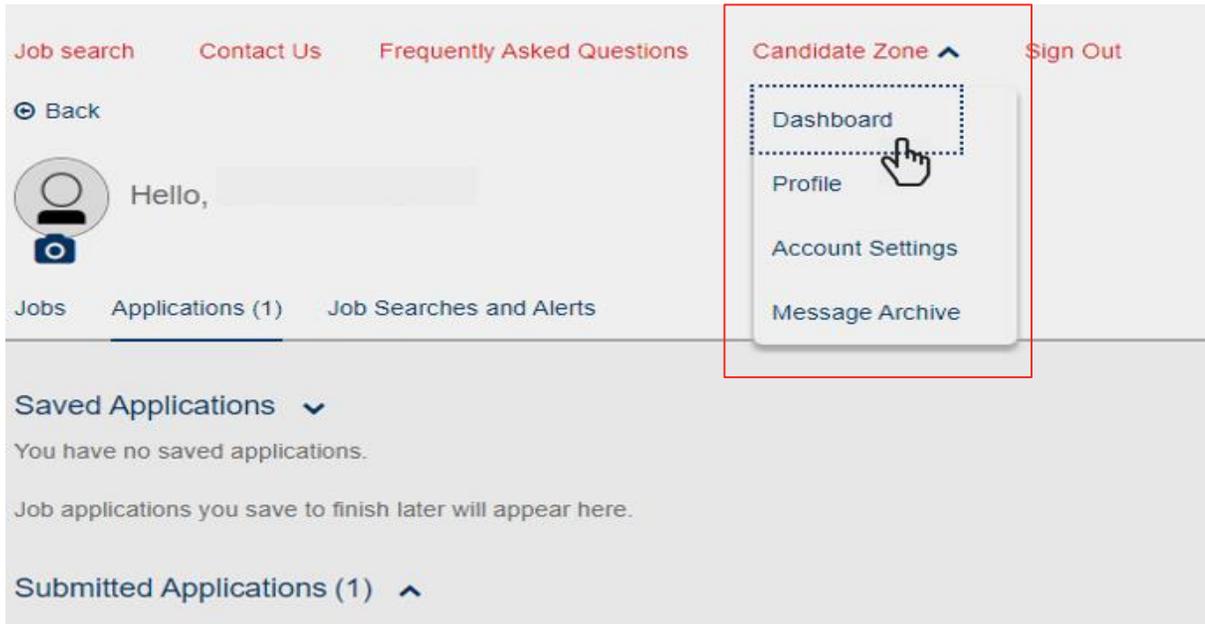


The screenshot shows a file upload dialog box titled 'Add résumé/CV'. It contains the text 'Add file for later use.' and 'Please use: doc, docx, htm, html, mht, mhtml, pdf, rtf or txt. Maximum file size 3MB.' Below this is a 'Browse' button with an upload icon and the text 'or drop files in this section.' At the bottom, there is a 'Cancel' button and a close button (X) in the top right corner.

Do take note on the type and size of the document allowable to upload.

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WHERE CAN I FIND OUT THE STATUS OF MY APPLICATION?



1. Sign-in to your account
2. Go to "Candidate Zone"
3. Click on "Dashboard"
4. Under "Submitted Applications" click on the job title to view the status of your application

You may Review your application, view the job application or Add files.



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IS YOUR ACCOUNT LOCKED?

Sign In



One or more fields require your attention.
Your email and / or password is incorrect and
your account has been temporarily locked.
Please try again later.

You may receive an error message which may be due to several attempts to sign in with an incorrect password. When this happens, please e-mail to RecruitmentBN@bsp-shell.bn for assistance.

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