

## How to Complete Your Online Application & Bid on Jobs

Please visit our website [www.ibew1620.com](http://www.ibew1620.com) to complete your online application. We are not able to accept applications/resumes any other way.

Once this is fully completed, you will have the option to bid on jobs daily as they become available. *You do not have to be a member to bid on jobs.*

**Note:** You do not have to pay any fees upfront to complete your application; you do not become a member of IBEW 1620 until you gain employment - at which point, the initiation fee and union dues will be taken out of your pay.

We are happy to announce that on Wednesday, March 25, 2015 we launched our new Job Bidding system which is available through our website [www.ibew1620.com](http://www.ibew1620.com). Simply login to your account (or if you don't have one, create a new one). Be sure to **FULLY COMPLETE** all sections of your application. **(You will not be able to bid on jobs until this is completed)**. Please upload a copy of your resume and any certificates you have. Once completed, you can view and bid on jobs: see 'Open Jobs' next to the log out option.

This new system will provide details for each available job and allow you to submit your bids, using a numerical preference (1 being your first choice), for jobs you are eligible for. For example: if there are 4 jobs you are qualified for and interested in bidding on, but the third one down is the one you want the most, select 1 in the drop down to the right, and so on. Be sure to hit the 'submit bids' button once you have made your selections. You will receive an email letting you know we have received your bids. (The email may go to your junk mail). These bids will be used to fill job calls, so please be sure to bid on jobs daily if you want to be considered for work. Please keep in mind, we will only submit your application to one job at a time, no matter how many positions you bid on, so please select them in numerical order of your first choice, as described in the example above. If your application is selected, you will receive an email notifying you of such and your resume/certifications will be sent to the contractor for review; if the employer decides you are a qualified candidate, you will be contacted within 5-10 business days to start the hiring process. If the job(s) you bid on are removed from our website and the job line and you have not received a call or an email from the Union office, you have not been selected for the position.

Because the information provided on your member application will be used to determine whether you are qualified for a job, we strongly encourage you to review the details of your member application to ensure your skills, training and certifications and a **detailed resume** are complete and up to date. Please note, we require a valid email address.

If you prefer to call verses using the online system, we have also added a Job Line to our phone system. You can call 709-753-6071 and listen for the selection to hear job updates daily after 4pm. In order to qualify, you must include your full name, phone number(s), whether you are an existing member and which job(s) you are interested in. Please speak clearly when leaving your message.

We are very excited about these new enhancements which will allow us to fill job requests in the most efficient way possible.

IBEW Local 1620

Please visit [www.ibew1620.com](http://www.ibew1620.com) and subscribe to our mailing list to ensure you do not miss out on important information, quarterly newsletters and much more!