

Search for a Job and Apply for a Specific Position

1. From the [Careers](#) page, click **Log In or Sign Up**.

The job postings are listed on the lower section of the page. See the **Latest Job Postings** table.

Use the navigation links (First, Previous, Next and Last) at the top of the table to move through the list.

To sort the table, click on a column heading: Date, Job Title, Job ID, Location or Removal Date. The information in the table will sort accordingly. Example: To search by Job Title, click on the **Job Title** column heading.

2. View the list of jobs. Click on a specific job title link to view the Job Description page, including location, job description, job status and minimum and preferred qualifications.

Job titles are not always reflective of the position. You may want to click on all of the Job Title links. This could ensure you don't miss an opportunity to find a position you would like to apply for.

3. On the Job Description page, click **Return to Previous Page** to return to the job listings page.

4. Select the position or positions you would like to apply for and click **Apply Now**. (You can apply for more than one position.)

You may also click **Apply Now** on the individual Job Description pages. The Choose Resume page displays.

5. Select a resume option. Options are explained below:

Upload a new resume

Use this option to upload your resume file. Acceptable file formats include Microsoft Word (.doc), Adobe Acrobat (.pdf), text (.txt) and HTML (.htm or .html). If your resume file is in another format, you may use the copy and paste resume text option.

Copy and paste resume

Use this option to copy and paste the content of your resume into the Enter Resume Text page. Please use the Title field to enter your name and use the Resume field for the details (copy and paste) of your resume. Updates can be made in the fields before continuing.

Apply without using a resume

Use this option to apply for a job without including a resume. You will, however, be required to provide additional information and employment history.

6. Click **Continue** after selecting a resume option.

7. The My Profile page display if you have not completed your profile information, which include your contact information.

Complete the profile page and click **Save**.

8. Click **Continue**. The Complete Application page displays.
 - It is EXTREMELY advantageous to complete this page in order to be considered for employment at Ameren.
 - Please also ensure you complete the Referral Information section to let us know how you heard about Ameren.
9. Click **Submit** to submit your application immediately or select **Save for Later or Close Application** if you would like to save your information and return later to complete it.

If you do not click the **Submit** link, your application is NOT submitted for this position.
10. Review and respond to the Self Identification Details and Terms and Agreements.
11. Click **Submit**.