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# BORR Jobs

## Job Seeker Guide

Concept design for Paris/Clifton interchange | for indicative purposes only

# BORR Jobs Bunbury

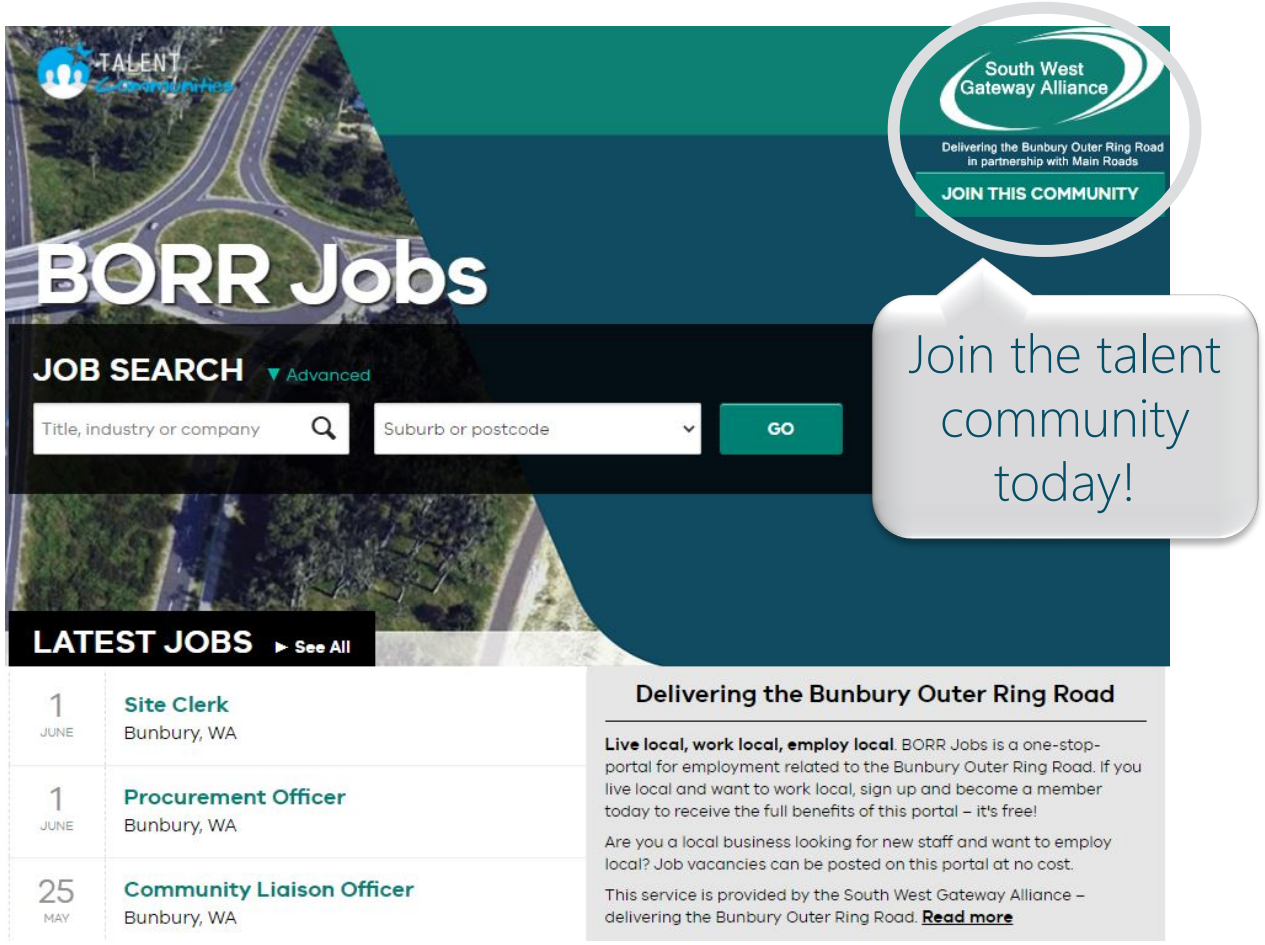
The Bunbury Outer Ring Road (BORR) is a 27-kilometre proposed free-flowing highway linking Forrest Highway to Bussell Highway. When completed it will provide an alternative transport route around Bunbury.

The South West Gateway Alliance (SWGA) has been awarded the contract with Main Roads WA to lead the delivery of the project.

We are currently deploying **BORR Jobs**, a project-based talent community site.

BORR Jobs will be used for advertising jobs with the South West Gateway Alliance and our contractors, giving you the full visibility over opportunities to get involved in the project.

We are fully committed to working with the community to develop sustainable businesses, meaningful employment and lasting benefits for Bunbury.



# Jobseekers

## As a jobseeker, creating a BORR Jobs account will allow you to:

- Search for a job from advertised industry vacancies.
- Apply for a position online and manage your applications.
- Set a job alert.
- Access practical information about searching for work, applying for a job, preparing for and attending an interview.
- Source information on the types of jobs available, required training and how to access it, along with information about career paths that may be opened up.
- Create your own resume using AirCV that you can use to apply for jobs from your mobile device.
- Share your job interests and opportunities with your friends through social media.
- Jobseeker membership is free.

BORR Jobs is an initiative of the South West Gateway Alliance.

| Terminology | Definition |
|---|---|
| Air CV | Is an automated online resume builder specific to the site. You can use your Air CV to apply for jobs on the site. Employers and recruiters can learn more about you via your Career Timeline and Career Profile. |
| Talent community | A Talent Community is a shared technical platform to link jobs and local talent for the Bunbury Outer Ring Road project. |

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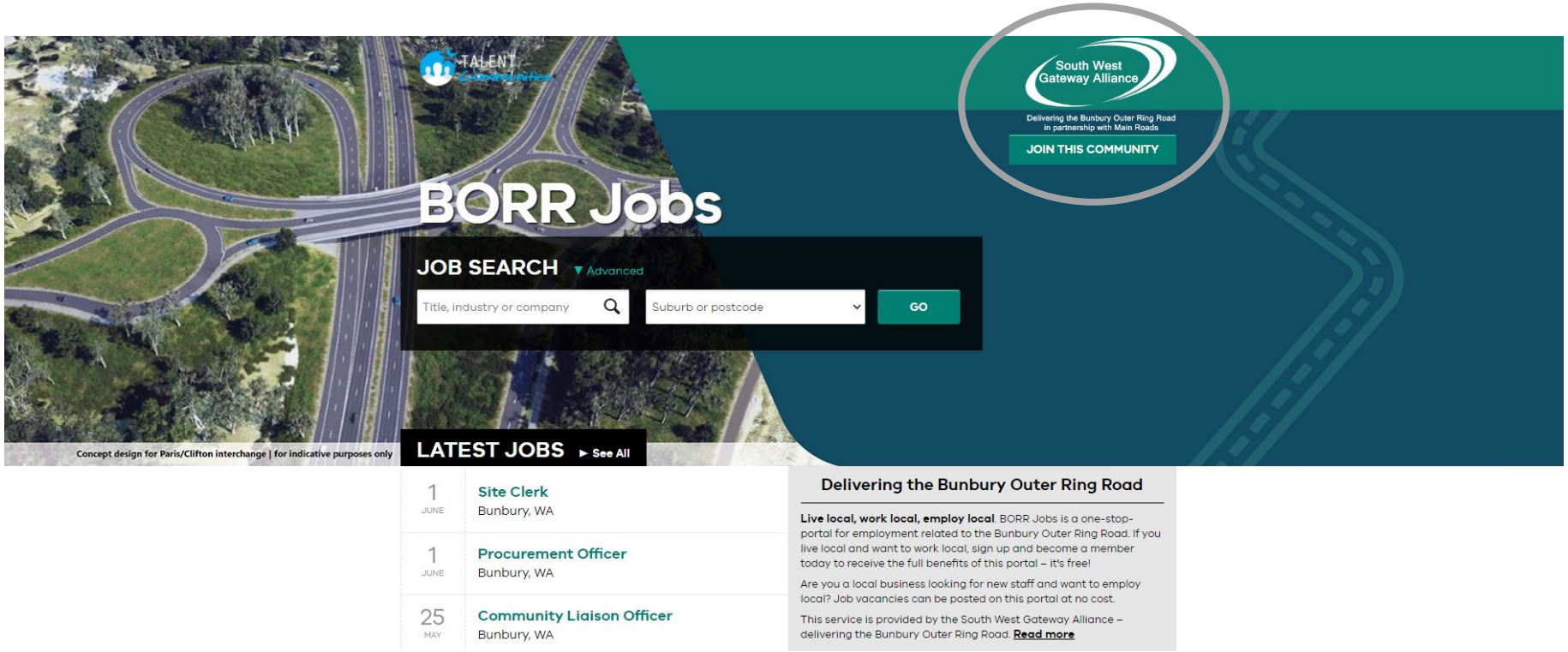
# How to set yourself up as a job seeker

# STEP ONE | JOIN THIS COMMUNITY

[Click here](www.borrjobs.com.au) or visit [www.borrjobs.com.au](www.borrjobs.com.au)




Click on the 'JOIN THIS COMMUNITY' button at the top of the page.

# STEP TWO | REGISTER AN ACCOUNT

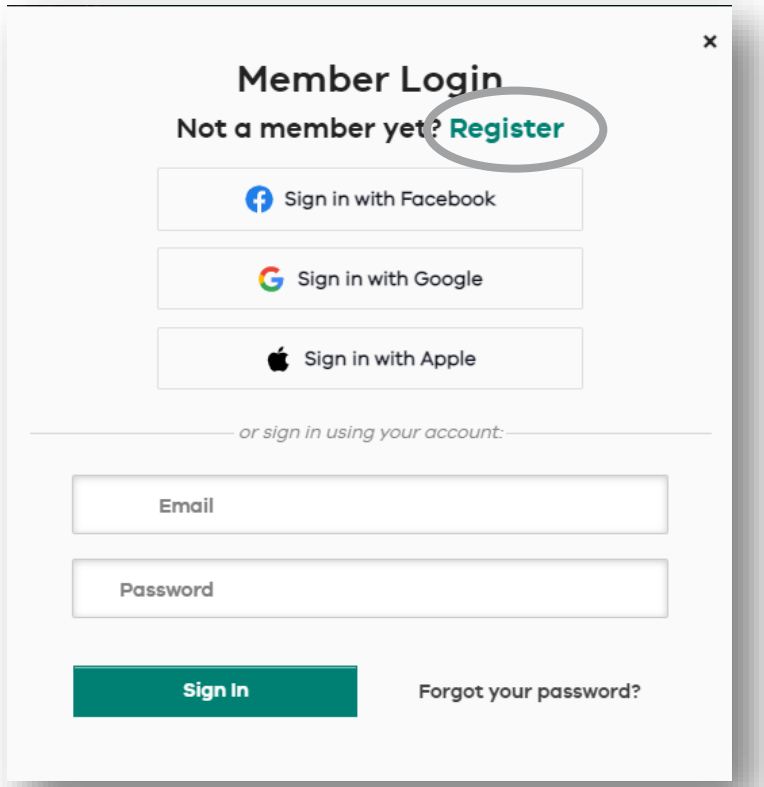
Before you can sign in, you are required to register by creating an account.

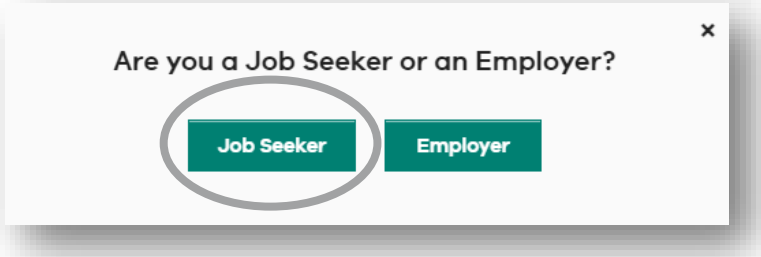
You can register two ways: by clicking the “Register” link or the “Sign in with Apple, Google or Facebook” button.

Complete the registration questionnaire and submit.

Each time you return to the Community, you will need to sign in to access the exclusive jobs.

If you forget your password then you can click the “forgot your password?” link and a new password will be sent to your email account.

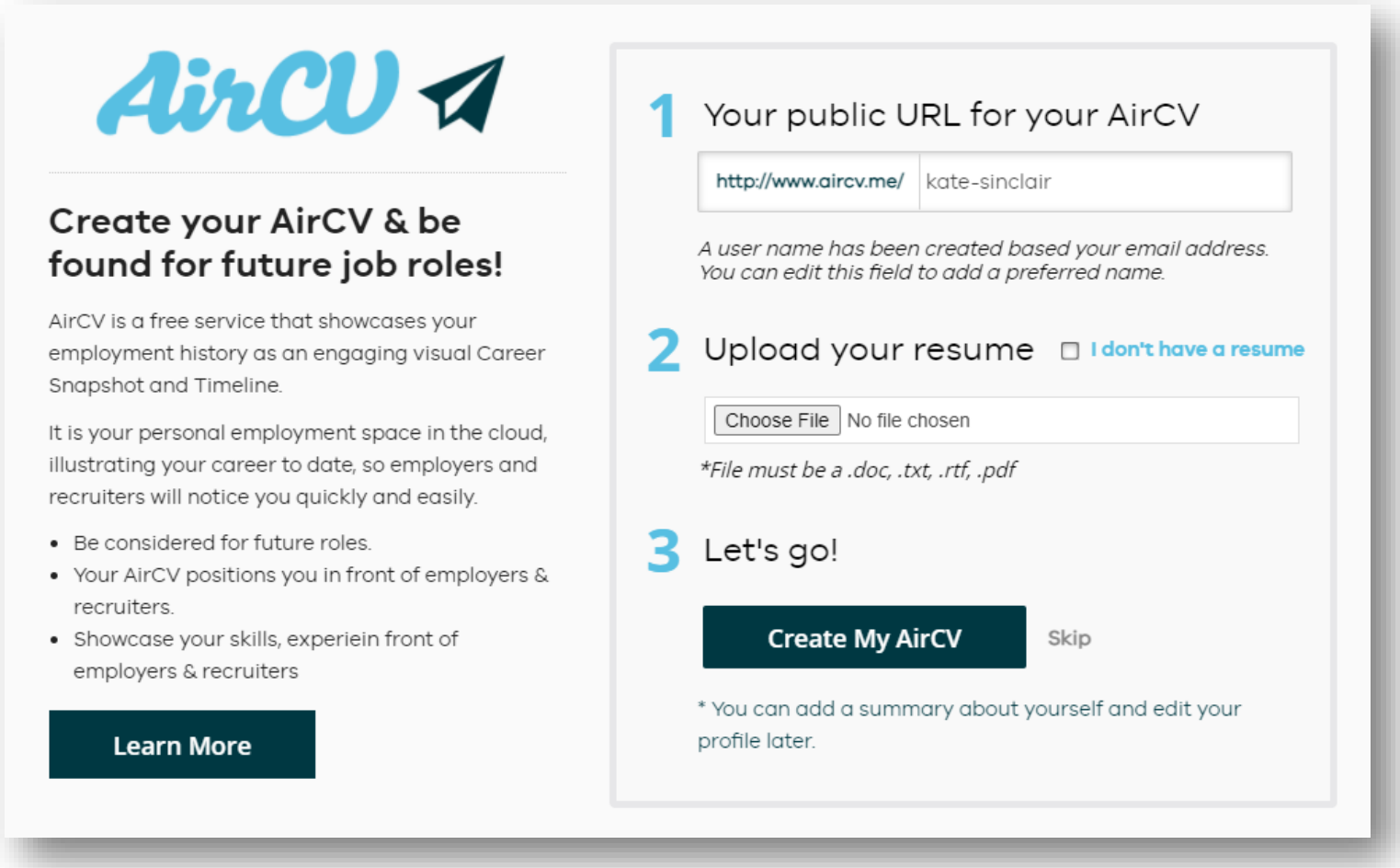


# STEP THREE | CREATE AN AIR CV

Create your Air CV either by uploading an existing resume or following the prompts.

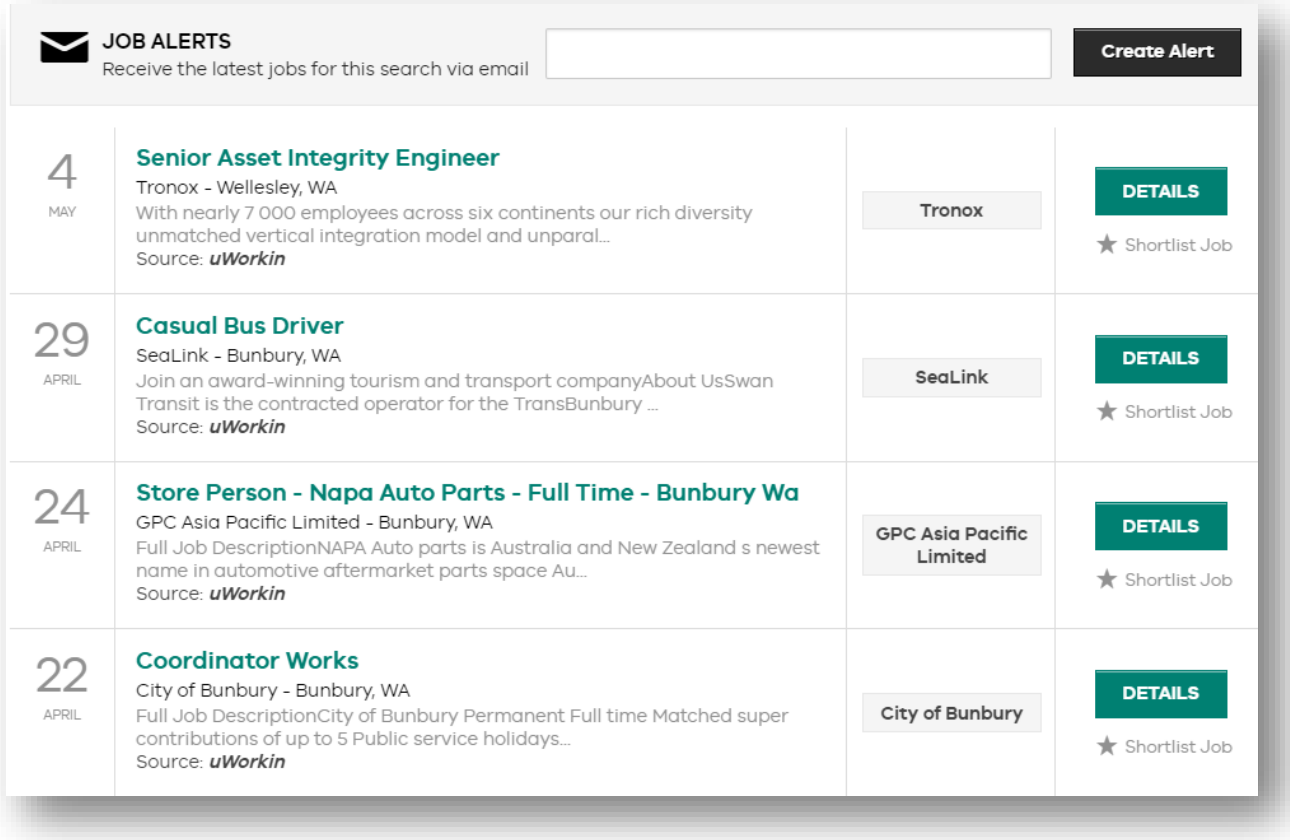
Your Air CV can be used to apply for jobs and be found by potential employers.



# STEP FOUR | EXCLUSIVE JOBS

When you join the community you receive access “Exclusive Jobs” for the project.

You will also be able to apply for jobs specific to the BORR project and communicate with BORR Jobs administrators.



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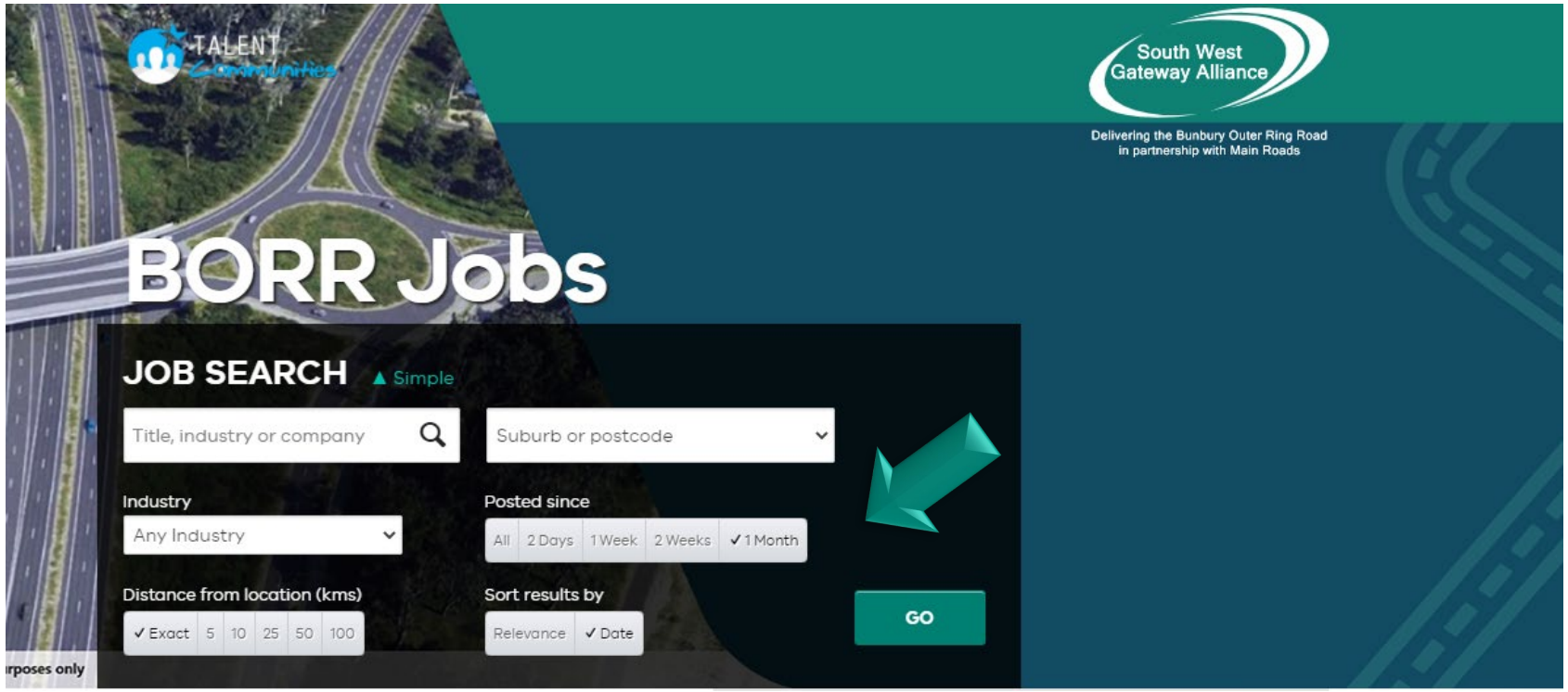
# How to search and apply for jobs

# SEARCH FOR JOB OPPORTUNITIES

Anyone can search for job opportunities within a Talent Community. Simply pick a job or industry type and add a location to start your job search.

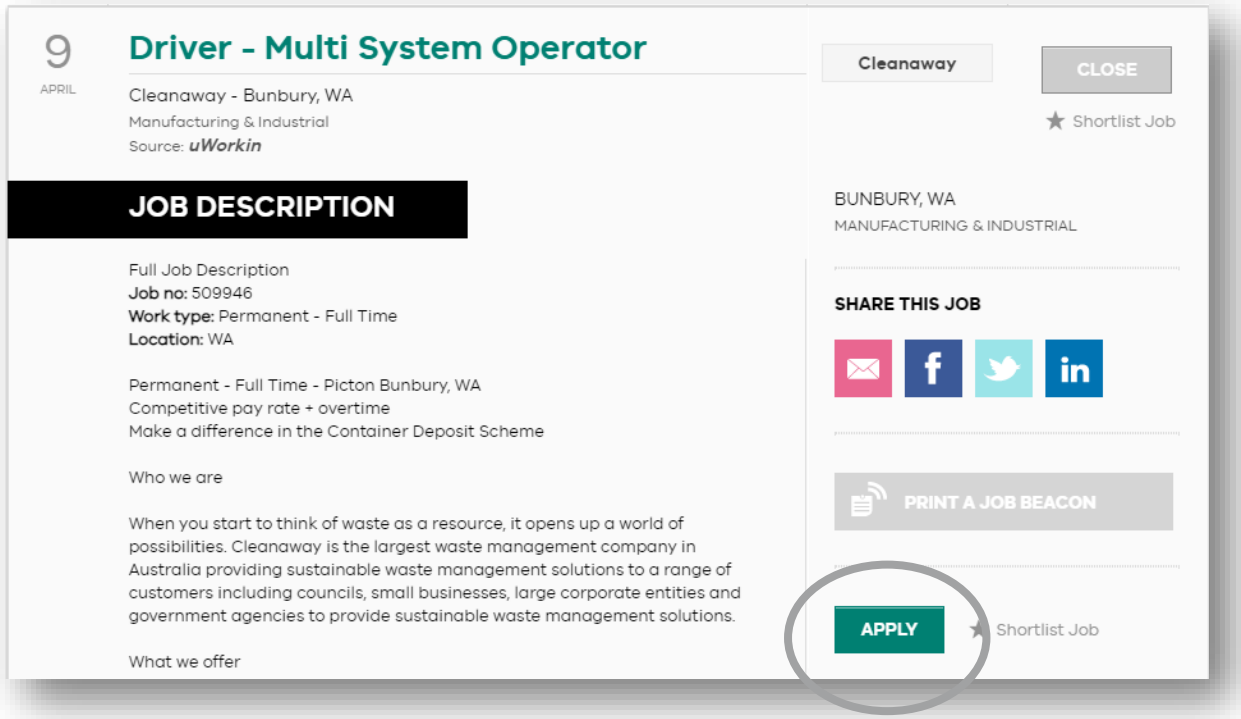
You can use the 'Advanced Search' functions to filter your search by relevance and/or date posted.



# APPLY FOR A JOB

Only signed-in users can apply for Jobs that are displayed on the BORR Jobs Talent Community.

Simply click the apply button on jobs you would like to apply for.



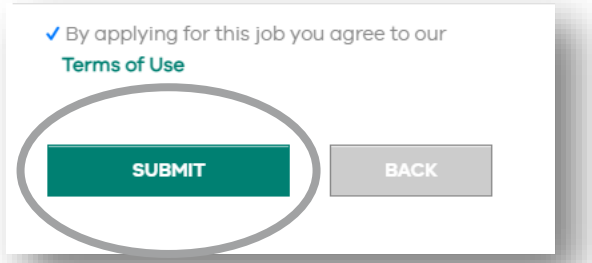
# APPLY FOR A JOB

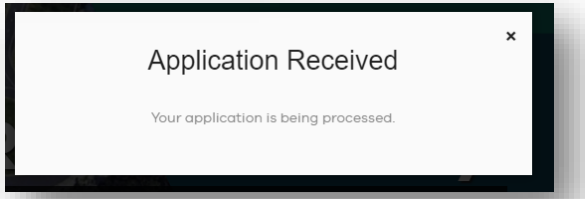
Your contact information will be auto-populated within the job application.

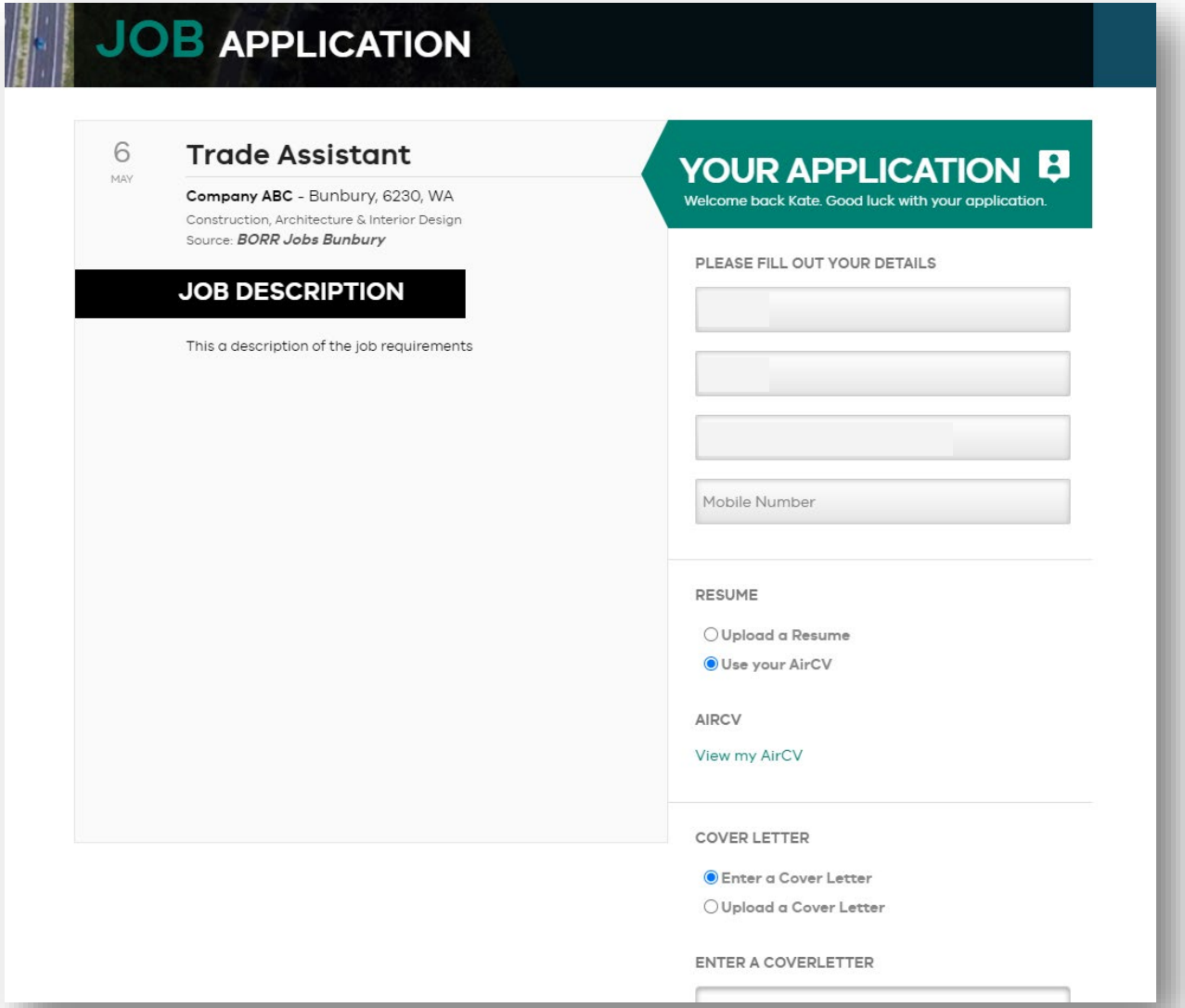
You can choose to either upload a resume or use your AirCV.

You can also choose to Enter a Cover Letter or Upload a Cover letter.

Once you have completed the fields select the submit button at the bottom of the page.



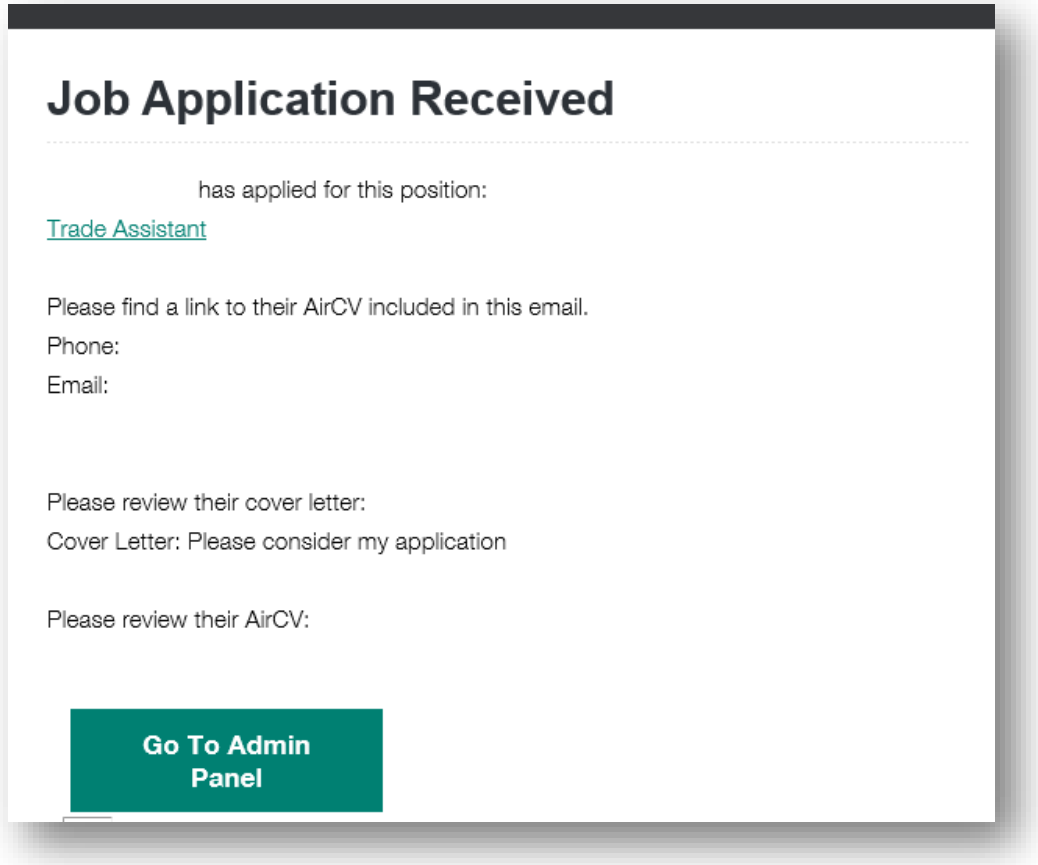



# APPLY FOR A JOB

When you “submit” your application it will be emailed to the employer.

The employer will then review your application and make contact with potential applicants.



# Any questions?

Please contact the South West Gateway Alliance team

1800 979 770

enquiries@swgateway.com.au

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# Thankyou