

[How to apply for a Role at Sellafield](#)

We would like you to have a good experience in your contact with Sellafield Ltd and therefore we have provided direction to support you in completing your application to us.

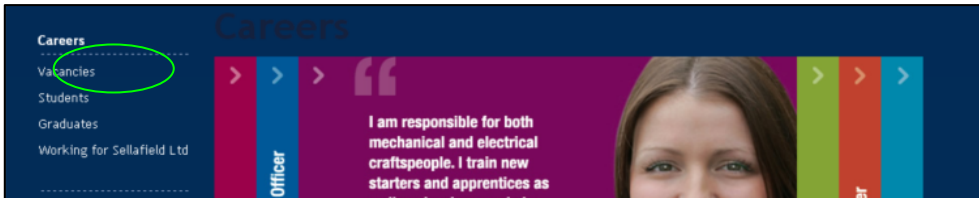
Sellafield Ltd wants to ensure that we find the right people for the job, and to this end we need to help you find the right fit when applying to us.

When applying for a role, it is important to read the 'Advert/Job Description' as much of the information required to complete the application process will be found in here.

Due to the large number of applications we always receive for roles at Sellafield Ltd, we use the online questionnaire as part of the selection process.

We require a CV and cover letter for all our applications.

- 1) Visit the website <http://www.sellafieldsites.com/careers>
- 2) Click on the [Vacancies](#) link



- 3) Find the role that you are looking for and click on it

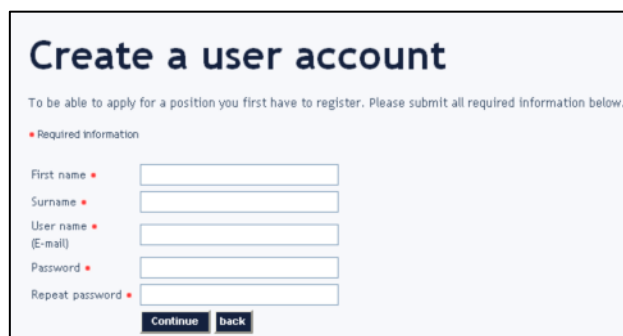


- 4) Read and Accept the Statement provided then Click the '**Apply**' button at the bottom of the page to apply

- 5) You will be asked to sign in using an **email address** and **password** which should have been set previously. If not:

- a. click on the **New User** link

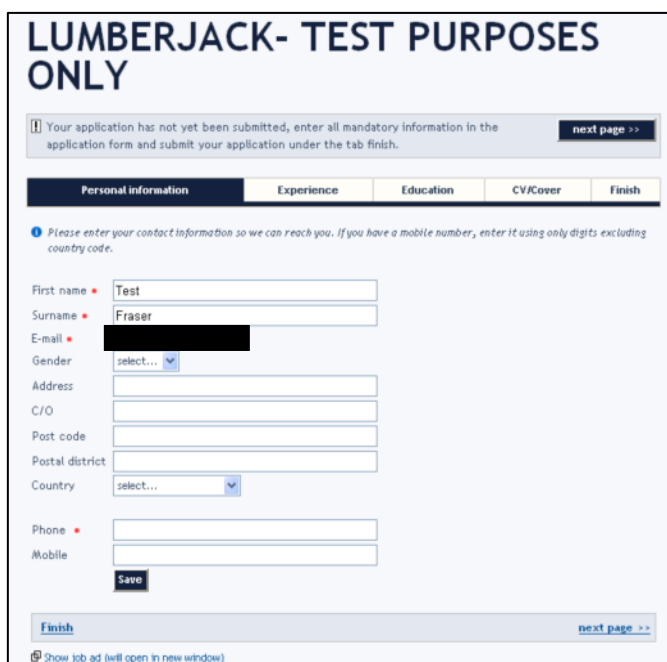
[A.1.1.1 Creating a New User](#)



- b. Enter your personal details in the text boxes provided. A **Red Dot** denotes a mandatory field
- c. Click **Continue**

[A.1.1.2 Applying for a Role](#)

- 6) You will then be taken to the main application page where you can apply for the position selected previously



- 7) Complete the **Personal Information** section entering all required information into the text boxes provided - *throughout the application, any section with a red dot beside it denotes mandatory fields and must be completed before moving to next section.*
- 8) Click **Save**
- 9) After the page has reloaded click the **Experience** Tab at the top of the page.

- 10) **Business Area** - The Business Area that you are applying for is found at the start of the Job Description. Although very Sellafield centric, it is set up this way for our reporting purposes. Once you have checked against the job description, click on the drop down menu and select the area identified.
- 11) **Role** - Again the Role is listed just under the Business Area at the start of the job description. Once you have selected the Business Area, this box automatically selects the roles that operate within that business area. Find the role identified in the job description and select it.
- 12) **Experience** – This section asks for experience in the role you are applying for. It may be that you do not have any experience in this area, and this is not always a prerequisite for the job. If you have experience in this area, please indicate the number of years you have.
 - a. If you have not had experience in the specific role do not be disheartened, as there is a **free text box** that allows you to complete the type of experience you have, that could be transferable to the area we are recruiting in. You can add as many roles you have had in your working experience by completing the section and then clicking add. This builds up a profile of your working experience.
- 13) Click **Add** – You are able to add several Roles as Business Experience. Enter all the roles you have presently been a part of clicking **Add** after each one is complete.
- 14) After the page has reloaded click the **Education** Tab at the top of the page

- 15) **Education** – Click on the drop down menu and select your highest level of education achieved. Select the qualification and move onto the next box. If your qualification type is not listed, please select Other.

a. This box allows you to select the area of study that you have completed. If your area of study is not listed, please select Other.

16) **Language** – please select any languages you speak. Due to the nature of our business, it is generally a pre – requisite to have a good command of the English language, as there are many regulations, instructions and safety requirements to be understood and adhered to at Sellafield.

17) Click **Add** – You are able to add several Qualifications. Enter all the roles you have presently been a part of clicking **Add** after each one is complete.

18) After the page has reloaded click the **CV/Application** Tab at the top of the page

Document	Filename	Date	Attach	Remove	Size
• CV document	Mandatory document		add		
• Personal letter	Mandatory document		add		

19) Finally **attach** your CV and Cover letter to your completed application and click **Submit**.

You will receive an email shortly after applying to acknowledge the receipt of your application. If an email is not received please check Junk/Spam mail folders.

You can go back and review your form before clicking the submit button. Once submitted you will only have a limited number of days to amend your application should you need to. This is set at 4 days.

[A.1.1.3 General Application](#)

If you do not see a role that you are interested in, you can still register with Sellafield Ltd, by clicking on the General Applications link and completing the details as above.

Vacancies

Below you see a list of vacancies. If you don't find any interesting jobs matching your profile you can always submit a [general application](#).

E-mail :

Password : [log in](#)

[Have you forgot your password?](#)
[New user?](#)