

Careers: Quick Reference Guide

We accept applications through our online application system available from Bremer.com. Use this simple and easy-to-use system to find current career opportunities.

Registering on the system

After reaching our online application site, we recommend establishing a user profile so you can save certain information for future use when a position interests you. From the **Login** panel of the page, simply click *Register Now*. Follow the on-screen prompts to create your user name and password. After confirming your password, click *Register*.

Searching open opportunities

You have several options when searching for open positions with Bremer.

- Use the scroll bar at right to manually scroll through openings.
- You may also use the **Basic Job Search** function to search by *keyword*.
- For a more complex search, using multiple criteria or filters, you might prefer to use **Basic Job Search** > *Advanced Search*.

Applying for open positions

After finding a career opportunity that interests you, click *Apply Now* from that position's detail.

- Your first step will involve choosing your **Résumé Options**. Our system allows you upload a new résumé document or use an existing one saved to your profile, to copy and paste text into form fields, or to apply without using a résumé.

After you have selected the résumé option, click *Continue*. Follow the on-screen prompts to enter your name details, then click *Save*. You will then follow the on-screen prompts to enter the information requested in the position's application form. When complete, click *Submit*. Before your application is officially submitted to our Human Resources department, you will need to:

- Complete the **Self-Identification Information** on the screen by choosing *I Agree to these terms* if you agree with the terms shown on the screen.
- Finally, click *Submit* to complete the application process.

If you are interested in more than one opening, or if you are interested in a future opening, you will need to repeat these steps to directly apply for those opportunities.

Understanding next steps

If your experience and other provided information appear to be a good match with the opportunity, a member of our team will contact you to learn more about you or to arrange an interview.