

Circle K Online Job Application Tips

About our application system:.....	1
Selecting a Store and Position:	1
Tips during the application process:	2
Getting an error on the Employment Page:	3
Circle K Select Survey (Assessment):.....	3
Printing a copy of your application:	3
Starting a second application:	4
Miscellaneous System problems:	4
If this still doesn't answer your question:	6

About our application system:

The online system will accept applications for all positions at all times. Although there may not currently be an opening for each of those positions, store managers from nearby stores can also view your application. Additionally, store managers can consider you for positions other than the one that you applied for if they have an opening for that position.

For the first 48 hours, only the store to which you applied can view & take action on your application. After that time, if that store has not taken action on your application, it will move to the "Pool", and will then be available to all stores in the area.

You can only have one application in the system at a time, and once it is submitted, it cannot be modified. If no one acts on it after 45 days, it will be released and you will be allowed to apply again.

Selecting a Store and Position:

You can narrow the results display by selecting a Job Title to which you want to apply.



In the Location Search, you can select a street name or Cross Street and/or city. Always enter a state to limit the results.

This example uses a Street name --

Job Title	Address	Cross Streets	City	State	Zip Code	Store
Customer Service Rep (CSR) ▾	Shea			Arizona ▾		
						<input type="button" value="Search"/> <input type="button" value="Reset"/>

Total positions found in search: 3.

Address	Cross Streets	City	State	Zip Code	Store	Job Title	
17125 E Shea Blvd		Fountain Hills	AZ	85268	06664	Customer Service Rep (CSR)	<input type="button" value="Select"/>
7140 E Shea Blvd	Nwc Shea Blvd / Scottsdale Rd	Scottsdale	AZ	85254	05027	Customer Service Rep (CSR)	<input type="button" value="Select"/>
8890 E Shea Blvd	E Of The Nec Shea Blvd / Pima ...	Scottsdale	AZ	85260	05410	Customer Service Rep (CSR)	<input type="button" value="Select"/>

Total positions found in search: 3.

By using a Cross Street search in this example, two additional stores were found – but not all stores have Cross Streets specified, so you might need to try both types of searches to find the store closest to you.

Job Title	Address	Cross Streets	City	State	Zip Code	Store
Customer Service Rep (CSR) ▾		Shea		Arizona ▾		
						<input type="button" value="Search"/> <input type="button" value="Reset"/>

Total positions found in search: 4.

Address	Cross Streets	City	State	Zip Code	Store	Job Title	
9618 Saguaro Blvd	Nwc Saguaro Blvd / Shea Boulev...	Fountain Hills	AZ	85268	05030	Customer Service Rep (CSR)	<input type="button" value="Select"/>
10213 N Scottsdale Rd	Nec Scottsdale Rd / Gold Dust ...	Scottsdale	AZ	85254	00136	Customer Service Rep (CSR)	<input type="button" value="Select"/>
7140 E Shea Blvd	Nwc Shea Blvd / Scottsdale Rd	Scottsdale	AZ	85254	05027	Customer Service Rep (CSR)	<input type="button" value="Select"/>
8890 E Shea Blvd	E Of The Nec Shea Blvd / Pima ...	Scottsdale	AZ	85260	05410	Customer Service Rep (CSR)	<input type="button" value="Select"/>

Total positions found in search: 4.

Click **Search**. The Results section of the Job Search page refreshes to display a list of the jobs that match your search criteria. If the Store to which you want to apply does not display in Results section, revise your search and filter criteria as necessary.

Click on the Select button, to display and review the Job description.

Tips during the application process:

Use the **Save and Next** button on the lower right to move from page to page and to complete your application.

At any point, you can use the **menu on the left** to return to any page which you have completed, but that does not save any changes on your current page.

You can use the **Previous** button to return to the previous page, but that does not save any changes on your current page.

Limit the use of special characters in text fields. In particular, stay away from the less than < and greater than > symbols.

All Telephone numbers must be entered in the format 999-999-9999, including the dashes (-).

If you have any error messages on the page, they will be displayed at the top of the page.

Pages time-out in 35 minutes. Use the "Save & Next" button to save the page and then "Previous" to go back and continue to add information.

Getting an error on the Employment Page:

If you have received an error message on the Employment page (or other page), the following are a few possible causes:

- Could it be that you are spending more than 35 minutes filling out that page?
- Several fields have limits to the number of letters you can type, are you exceeding those?
- Certain fields are required, have you missed one?
- Could you be using the greater than (>) or less than (<) symbols?

Suggestion --

After you complete each past employer, use the "Save & Next" button – then use the "Previous" to go back. That way it will save each past employer and you know each one has passed the validations.

Circle K Select Survey (Assessment):

Part of our job application process is the Circle K Select Survey and your application will not be complete and visible to the store managers unless it is complete. The assessment has 2 parts, Section 1 has 92 questions and Section 2 has 18 questions.

Move from page to page in the assessment using the **Next** button. If you do not see the **Next** button, scroll all the way to the bottom, then it should be visible.

If you chose to exit during the Assessment, your responses are saved up to but not including the page you exit on.

Printing a copy of your application:

After completing your application, log back into your Job application using the Login name and password you created. You will be able to view/print your application from there. Note: this requires Adobe Acrobat reader.

Starting a second application:

You can only have one complete application in the system at a time. If no one acts on it after 45 days, it will be released and you will be allowed to apply again.

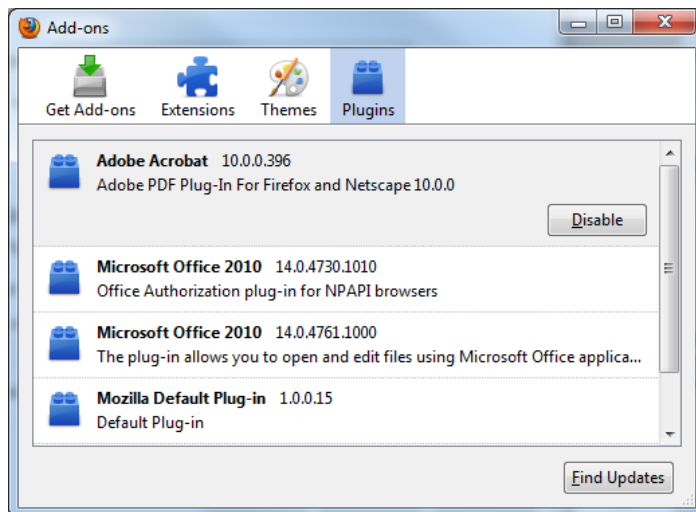
Miscellaneous System problems:

Cannot display pdf Documents

If you are using Firefox and cannot display the pdf documents (Circle K Job descriptions on the Prescreen question page or the Job Application pdf), and you get a pop-up window asking if you want to save the document, or what program to use to open it – this indicates that you do not have the Adobe reader installed and/or you have not set it as your default. This is how to verify that you have the Adobe PDF plug in for Firefox installed.

To verify:

1. Starting on the Firefox navigation menu select Tools.
2. Select Options.
3. On the General, select the Manage Add-ons button.
4. Select the Plugins icon.
5. Verify that there is an Adobe Acrobat plug-in.



If the plug-in is not present you will need to select Get Add-ons and install the plug-in.

You must enable Java Script

Our website requires the use of Java Script and that must be enabled on your computer. Please refer to the Help documentation for your browser for the steps on how to do that.

Cannot get past the NAME page – Save&Next takes you back to beginning

There is a compatibility issue with the latest versions of Internet Explorer. You could use a different browser (Firefox or Chrome) if available. Or, you can continue with IE after setting the Compatibility View as shown below:

The image shows two screenshots from an Internet Explorer browser. The top screenshot shows the 'Tools' menu open, with 'Compatibility View settings' highlighted. A yellow callout box with red text says: '1) Click on Tools Menu' and '2) Click on Compatibility View Settings'. A red arrow points from the callout to the 'Compatibility View settings' option. The background shows a webpage with a list of benefits: 'Competitive salaries', 'Medical and dental plans', '401(k) savings plans', 'Paid vacation', 'Paid holidays', and 'Tuition assistance'. There are also buttons for 'Click here to Start a New Application' and 'Click here to view or print an Application completed in the past 45 days'. The bottom screenshot shows the 'Compatibility View Settings' dialog box. The 'Add this website:' field contains 'circlek.com'. A yellow callout box with red text says: 'Circlek.com will already be there. Just click on 'Add' button.' A red arrow points from the callout to the 'Add' button. The dialog box also has a 'Remove' button and checkboxes for 'Display intranet sites in Compatibility View' and 'Use Microsoft compatibility lists'. A 'Close' button is at the bottom.

If this still doesn't answer your question:

You may be experiencing a problem with a setting in your browser or on your PC (like a Pop-up or Ad-ware blocker) or perhaps you have a special Toolbar (such as Yahoo) that tries to "help" by auto-completing some fields for you.

You can apply using the computer in one of our stores, but you may need to schedule a time with the store manager as it is used for business purposes as well.

Or you can go to a public internet site, like a library and use a computer there.

You can send a question to jobapphelpdesk@circlek.com. Be sure to identify your **name** and your **state** when you write to us. We will respond to questions via e-mail Monday – Friday during standard working hours.