

# Step by Step Guide for Candidate Job application (How to apply)

Dear Applicant,

Carefully follow the following steps by step for applying for the announced job post you interested in:

- ✚ Go to BNR website (<https://www.bnr.rw/>) → Careers → click on **I Recruitment link** → Register today.
- ✚ Provide your details (Email, Family Name, First Name, Password and confirm password) then **click Submit**.
- ✚ Next, will ask to upload your resume (CV) if you want, otherwise you can upload later at job apply process. Then **click Continue**.
- ✚ Click **Jobs tab** → Click on **Available Jobs** → select the interested job position and Click on **Apply now**
- ✚ On **Resume tab**, Click on **upload Resume** to upload you Resume (CV),
- ✚ On **Phone Numbers tab**, Enter your Contact Mobile Number.
- ✚ On **Employment History tab**, Enter (**Employer | Start Date | End Date | Job Title & | Description of Job Duties**) and you can click on **add another employer** if worked for more than one institution.
- ✚ On **Education Qualifications tab**, Click on Add Qualification and Enter your (**College or University | Location | Degree | Major Subject (Area of Study at bachelors)** and **Date Received**).
- ✚ To Enter Diploma, Masters, PHD and Certificates qualifications , Click on **Add Another Qualification tab** and select appropriate (**Category** and **Qualification Type**) | **Enter Qualification (Area of Study)** Depends on Category selected and Select **Date Received**. **For Certificates**, select **OTHERS category** and enter them in **Qualification** field and their respective **Date Received**.
- ✚ On **Documents tab**, click on **Add another Document** and attach all the necessary documents (like: degrees, certificates, IDs and others required).
- ✚ Click **Next** Button.
- ✚ **Enter** Date of Birth (**Like: 03-May-1983**) Make sure you used this Date format. And select Appropriate **Sex**.
- ✚ **Click next**, review your application details you provided to make sure all that is mentioned in above steps is available including attachment documents (Degree, CV, Certificates..)
- ✚ Finally **Click Finish Button** to submit your application and make sure you get confirmation message: **Thank you for submitting your application**

 **Confirmation**

Thank you for submitting your application.