

simonteam.com

Thank you for your interest in career opportunities with Simon! This quick reference guide outlines steps required to complete an online application. Note: Current Simon employees must complete an Internal Application via the Pathways System – Contact Human Resources for more information.

LOCATING THE SIMON CAREERS PAGE

- 1. Navigate to <u>www.simonteam.com</u>
- 2. Click "Explore Careers" at the top of the page to be redirected to the Careers Page
- 3. Click Any of the "Apply Now" buttons to be redirected to the Simon/Colas job postings page
 - a. The page will load automatically, or you can click "continue" to proceed immediately



SEARCHING FOR JOB OPENINGS - SIMON/COLAS CAREERS PAGE

- **4.** Search by keyword/country; OR
 - a. Click on Show More Options to search by Job Posting Type; Job Posting Employment type; Subsidiary; Nature of Contract
- 5. Scroll down to review all available positions
- 6. Click on the name of the position to review the job summary





💁 Simon | Road Construction Comp 🗙

C

Questions? Contact Human Resources at 307-635-9005 or e-mail humanresources@simonteam.com for assistance!

1



COMPLETING AN ONLINE APPLICATION

QUICK REFERENCE GUIDE FOR NEW CANDIDATES

COMPLETING THE APPLICATION

- **7.** After reviewing the job summary, click "Apply now" to begin the application process
- 8. Sign In

a. If you are a new user, click "Create an Account"

Don't forget to save your login information to apply for future openings!

- b. If you are a <u>returning user</u>, login with the email and password you previously registered with (use the "forgot your password" link to reset)
- **9.** Carefully review the instructions and complete the application sections Note the following sections are <u>required:</u>
 - i. Profile Information
 - ii. Previous Employment (5-years of history is required)
 - iii. Job-Specific Information
- 10. Tell us how you heard about this position we always want to know how great candidates like you are hearing about Simon career opportunities. If you were referred to this position by a current Simon employee, please let us know who referred you by entering their first and last name in the field provided.

SIMON Ready Mix Driver - Rapid City, SD (6106)	
Dear Candidate,	Profile Information
If you are currently employed at Colas, or any of its subsidiaries, you must apply from an interna application and contact your human resources representative for information.	Previous Employment
In this section you have the opportunity to add additional details about your personal profile. Th individuals who are reviewing your application.	Formal Education
If you do not have a specific interest in any of our current open positions, you can fill in your prot our recruiters.	Cartificationell inspense
You may be contacted in the event there is a match between your saved profile and a current var of applications we receive, it is recommended that you apply directly to any positions that you ar	 Cerunduons/Licenses
Required fields contain a red asterisk (*) before the label and must be completed in order to sub	 Language Skills
PLEASE NOTE THE ONLY SECTIONS THAT HAVE REQUIRED FIELDS ARE:	Geographic Mobility
Profile Information Job-Specific Information Previous Employment (if none, indicate "N/A")	Job-Specific Information







SUBMITTING THE APPLICATION

11. At the end of the "Job-Specific Information" section (scroll down to view), you will see "**Applications Authorization and Acknowledgement**". Complete the required fields on the form, and click "**Apply**".

IMPORTANT NOTE: "Apply" is the <u>only</u> button that will submit your application.

(If you click "Save and Return Later", it <u>WILL NOT</u> submit your Application.)

WHAT'S NEXT?

- Once you have submitted your application, it will be sent to the hiring manager for review; if you are selected for an interview, a Simon representative will contact you
- Please also watch your e-mail for updates regarding positions and/or additional opportunities that may be sent to your inbox
- Be sure to keep retain your login information, and keep the contact information on your profile up-to-date.

Thank you for your interest in joining the SIMON team! If you have any questions, or need further assistance, please do not hesitate to contact a member of the HR team at <u>humanresources@simonteam.com</u> or 307-635-9005.

	11
Applications Authorization and Acknowle	Igement
I hereby certify that the information cont checked by the Company unless I have contacts, to provide the Company any a release all parties and persons from any misrepresentation, falsification, or mate dismissal from employment.	ined in this application form is true and correct to the best of my knowledge and agree to have any of the statements ndicated to the contrary. I authorize the references listed above, as well as all other individuals whom the Company d all information concerning my previous employment and any other pertinent information that they may have. Further, I and all liability for any damages that may result from furnishing such information to the Company. I understand that any al omission of information on this application may result in my failure to receive an offer or, if I am hired, my immediate
In consideration of my employment, I ag terminated at will, with or without cause or representative of the Company, other make any express or implied agreemen relationship or enter into any employme specifies the intent to do so. I agree tha relationship and that there are no oral, v	ee to conform to the rules and standards of the Company. I further agree that my employment and compensation can be and with or without notice, at any time, either at my option or at the option of the Company. I understand that no employee han its president, has the authority to enter into any agreement for employment for any specified period of time, or to contrary to the foregoing. Further, the president of the Company may not alter the at-will nature of the employment t agreement for a specified time unless the president and I both sign a written agreement that clearly and expressly this shall constitute a final and fully binding integrated agreement with respect to the at-will nature of my employment ritten, or collateral agreements regarding this issue.
I also understand that all offers of emplo satisfactory proof of an applicant's ident completion of a post-offer medical exam being permitted to commence work with	ment are conditioned on the Company's receipt of satisfactory responses to reference requests and the provision of y and legal authority to work in the United States. Offers of employment are also conditioned on the satisfactory nation demonstrating that I meet the qualifications for the position, with or without reasonable accommodation, before he Company.
* Typed Signature	
Typed Signature is required	
View Profile	Save and Return Later Apply to Position