

Benefits & Pay

BART offers one of the most comprehensive compensation and benefits programs you will find anywhere. We pay at rates that are strongly competitive in the labor market, and complement our pay program with an outstanding benefits package.

Benefits include the renowned CalPERS pension, excellent medical, vision, and dental coverage, supplemental

insurances, excellent paid sick leave, holidays and vacation, as well as two investment programs, one of which is entirely funded by BART on your behalf. BART also saves you money in your paycheck because no deductions are made for Social Security.



Bay Area Rapid Transit

BART Human Resources
300 Lakeside Drive
20th Floor
Oakland, CA 94612

Phone: 510-464-6112
E-mail: employment@bart.gov

Bay Area Rapid Transit



How to Apply for Jobs

Online Application Process



Bay Area Rapid Transit

www.bart.gov/jobs

Online Application Process

(External Applicants Only)

In this process, an external applicant (non-BART employee), will be able to view current job openings and to apply on-line.

Online Application (Internet) Navigation:

1. Go to: <http://www.bart.gov/jobs>

2. Click on **'Future BART Employees'** or you may review the FAQ link (Frequently Asked Questions) to get familiar with our online application process

3. To login to the Careers Home page, you need to enter a username and password. If registering for the first time, click the **'Register Now'** link to set up a username and password. **Note:** Returning users who have a registered account prior to 11/6/09 should enter their email address as their User Name (your password remains unchanged).

4. Click on the Job Title of the job you want to apply for, or check the Select box(es) for the job(s) you want to apply for

5. Click on **'Apply Now'**

6. Choose from the following options:

- Copy and paste resume text
- Upload a new resume
- Use an existing resume (only if applicant has previously created an account and resume)
- Apply without using a resume

7. Click on the **'Continue'** button

Note: First time applicants will be directed to the **"My Profile"** page to enter personal information:



Online Application Process

- Name
- Address
- Email address
- Phone number

Click **'Save'** after all personal information is entered

8. In the **'Complete Application'** page, enter all appropriate information on your application:

- Work Experience
- Education History
- Post-Secondary Education
- Licenses & Certificates
- Languages
- References
- Referral Information
- Application Questionnaire
- **Are you a former employee?**

9. When all information is added, click on the **'Submit'** button. From the **'Submit Online Application'** page, applicants will be presented with BART's EEO statement along with a chance to self-identify and **agree/disagree to the Terms & Agreements.**

10. Click the **'Submit'** button after agreeing to the Terms & Agreements.

11. Congratulations! Your application has been submitted.

Upon successful submission of an application, applicants are taken to the **'My Applications'** page, which shows a list of all applications submitted, along with the application date. Use the **'Next'** button (if necessary) to navigate to additional pages of applications you've submitted.

To return to view the list of applications you've submitted, click on the **'My Career Tools'** link at the top of the **'Careers Home Page'**.

If you encounter difficulty in this process, please call us at :

(510) 464-6112

or email us at:

employment@bart.gov

Creating a Job Search Agent

The Job Search Agent is an online process that will allow you, the applicant, to receive email notifications regarding open positions that will meet your interest. To do this, you must use the **'Advanced Search'** feature from the **'Careers Home Page.'**

1. After logging in, applicants are "dropped off" on the 'Careers Home Page'
2. Click the 'Advanced Search' box
3. Use any and all desired search criteria to filter your search:

- Keywords
- Locations
- Job Families
- Full/Part Time
- Regular/Temporary
- Job Opening ID



Creating a Job Search Agent

4. Click the 'Save Search' button
5. Create a name for your Job Search in the **'Name Your Search'** field
6. Check the **'Use As Job Agent'** checkbox
7. Enter the appropriate email address to which you'd like to receive job notifications in the **'Job Agent Notification To'** field
8. Click the **'Save Search'** button
9. You can create as many Job Searches for as many email addresses as you'd like. Notifications will be sent to the indicated email address, as well as your Careers Home Page.

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