****

**HOW TO APPLY FOR NANA JOBS**

It is important to know that each NANA company has a separate application, even though they are all listed on the [www.nana.com](http://www.nana.com) website.

NANA Development Corporation, NANA Regional Corporation, NANA Oilfield Corporation and WorkSafe share the same application and their jobs can be found at [www.nana.com](http://www.nana.com).

Akima, DOWL HKM, NANA Management Services, LLC (NMS), NANA WorleyParsons and WHPacific, (all NANA companies) have their own application. You can find their jobs at [www.nana.com](http://www.nana.com), however when you choose to apply for their jobs, you are re-routed to their website for their application. You can go directly to their jobs listing at the websites below:

* Akima: [www.akima.com](http://www.akima.com)
* DOWL HKM: [www.dowlhkm.com](http://www.dowlhkm.com)
* NMS: [www.nmsusa.com](http://www.nmsusa.com)
* NANA WorleyParsons: [www.nanaworleyparsons.com](http://www.nanaworleyparsons.com)
* WHPacific: [www.whpacific.com](http://www.whpacific.com)

Please keep in mind, that if you are interested in applying for different NANA companies, you will fill out separate applications for each. This means that in order for you to go back into your profile to update your application or check on the status of your application, you will need to go to that company’s website to access your account.

You will need an email address in order to complete the application process. This is important because the most correspondence happens via email, including requests for interviews, follow up questions and updates on your application process.

It is helpful to have your resume on-hand when applying. It is also a good idea to upload your electronic version of your resume in the application. Some managers search for applicants for their job openings by searching resumes. Increase your chance for managers finding you by uploading your resume!

**NEW APPLICANTS (FOR ALL COMPANIES)**

1. Go to [www.nana.com](http://www.nana.com)
2. Click on Employment
3. Click on Apply Here
4. Click on All Open Positions
5. Browse jobs
6. If you find a job you’d like to apply for, open the job description.
7. Go to bottom of job description and click on Apply Now
8. Complete the application.

**RETURNING APPLICANTS FOR**

**NANA Development, NANA Regional, NANA Oilfield Services, Inc. and WorkSafe, Inc.**

**UPDATING YOUR APPLICATION**

1. Go to [www.nana.com](http://www.nana.com)
2. Click on Employment
3. Click on Apply Here
4. Click on Returning Applicant Login
5. Enter your email address and password
   1. If you cannot remember your email or password, call the Human Resource Department at 265-4100
6. Choose the section you want to update from the column on the left.
7. Make the updates in that section.
8. Click Save to save changes. If you do not click Save, you changes will not be saved.
9. Repeat 6 – 8 for each section you need to update.
10. Click Log Out

**APPLYING FOR A NEW POSITION**

1. Complete 1 – 5 above.
2. Click on Browse Open Positions
3. If you find a job you’d like to apply for, open the job description.
4. Go to the bottom of the job description and click on Apply for this Position
5. Answer the questions required of the position. (if any)
6. Click Save Changes
7. Click Log Out

**RETURNING APPLICANTS FOR NMS**

**UPDATING YOUR APPLICATION**

1. Go to [www.nmsusa.com](http://www.nmsusa.com)
2. Click on NMS Jobs link on top left corner of site
3. Click on Returning Applicant Login
4. Enter your email address and password
   1. If you cannot remember your email or password, click on Click here if you have forgotten your login information
5. If your application is incomplete, you will be prompted to enter your missing data. Complete all sections it prompts you to complete.
6. Click Applicant Self Service Center
7. Choose the section you want to update from the column on the left.
8. Make the updates in that section.
9. Click Save to save changes. If you do not click Save, you changes will not be saved.
10. Repeat 7 – 9 for each section you need to update.
11. Click Log Out

**APPLYING FOR A NEW POSITION**

1. Complete 1 – 5 above.
2. Click on Browse Open Positions
3. If you find a job you’d like to apply for, open the job description.
4. Go to the bottom of the job description and click on Apply for this Position
5. Answer the questions required of the position. (if any)
6. Click Save Changes
7. Click Log Out