

# ONLINE APPLICATION PROCESS

Our Online Applicant tool can be accessed from any computer with Internet access or from most mobile devices.

## Before you get started please take note of the following:

You will be required to register and apply with a valid email address. This email address will be used as your login ID for this site as well as for email communication regarding your application.

### If you do not have an email address:

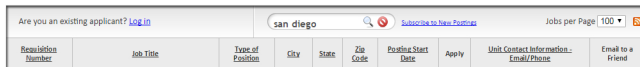
Go to <https://accounts.google.com/SignUp> to create a free email account. When you are ready to apply, follow these simple steps:

## Step One

Go to: <http://sodexo.balancetrak.com>

## Step Two

Search for a job by City & State or by Job Title



## Step Three

Select the job by clicking on it or select "Apply"



## Step Four

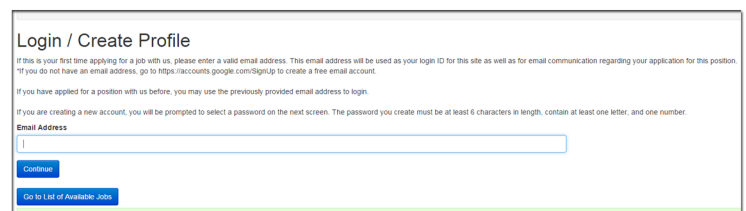
Review job description, ensure that you meet the minimum qualifications of the job, and click "Apply Now"

Apply Now

## Step Five

New users will create a profile and password to continue with the application process.

Returning applicants will log in using the email address provided when initially registering



## Step Six

Follow instructions to complete the application for employment

***\*note you are not considered an applicant until the application is completed in its entirety***

***If applying for multiple jobs, you will need to apply to each job separately. However, once you've created an online profile, your personal details and application information will be saved so you can easily apply for other openings.***