

External Candidate Applications for Rubicon Positions

1. Visit the Rubicon Careers page via this link: [Rubicon Careers Page](#)

If the link doesn't bring you to the page, copy and paste the following as the web address:

https://workforcenow.adp.com/jobs/apply/posting.html?client=ruconllc&cclid=19000101_000001&type=JS&lang=en_US

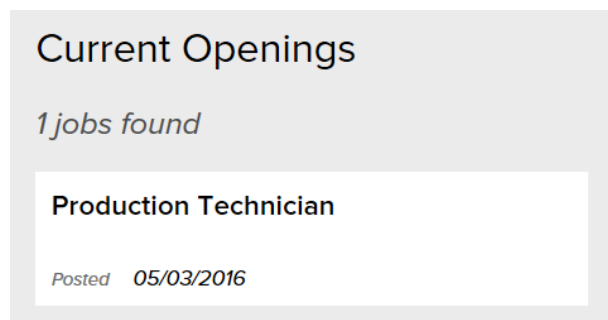
2. Select Sign In at the top of the page.



3. You will be asked to log in
 - a. If it is your first time, you need to register by selecting Register Now
 - b. If you have already registered, enter your user ID and password and select Sign In

A screenshot of a login and registration form. The title is "Returning Applicants". There are two input fields: "User ID" and "Password". Below the fields are links for "Forgot your User ID?" and "Forgot your Password?". A blue "SIGN IN" button is centered below the fields. Below a horizontal line, there is a "First Time User?" label and a "REGISTER NOW" button, with a red arrow pointing to it.

4. Select the job you are interested in

A screenshot of the "Current Openings" section. It shows "1 jobs found". Below this is a job listing for "Production Technician" with a "Posted 05/03/2016" date.

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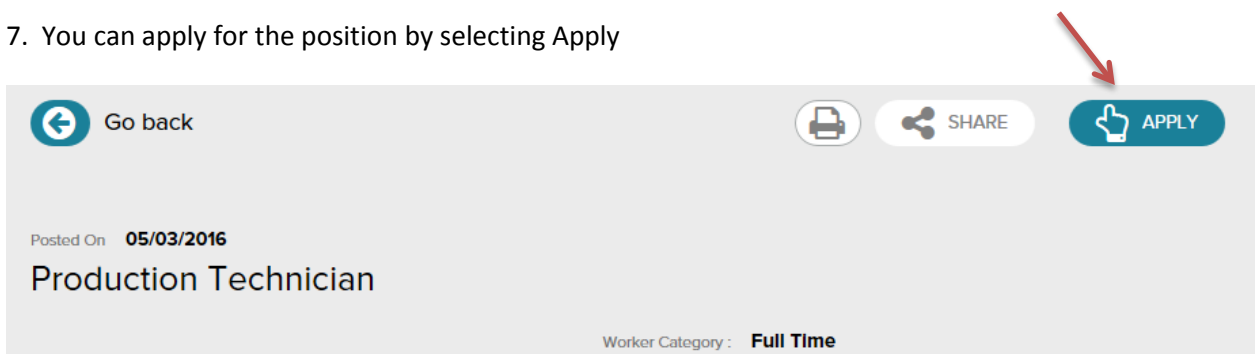
5. You can print the job description by selecting the Printer icon



6. You can share with others by clicking the Share icon and then select the method by which you want to share the position



7. You can apply for the position by selecting Apply




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- Respond to the application by answering all required fields marked with *. You are required to upload a resume or enter your resume as text.
- Use the scroll bar on the right hand side to see all of the requested information.
- Click Next at the end of each step until you reach Step 4.

Add Application for Production Technician-Geismar (GEISM)

1. Personal Information 2. Additional Information 3. Questions 4. Review and Submit

 The information on this step is saved as part of your profile, and can be updated after you complete this application.

Résumé

Attach Résumé Enter Text Résumé

File formats: .DOC, .DOCX, .PDF, and .TXT only

UPLOAD RÉSUMÉ

Contact Information

First Name * Middle Name Last Name *

Generation Suffix

Preferred Language

Country *

Address Line 1 *

Notice of Rights

View "EEO is the Law" poster: [ENGLISH](#)
View "EEO is the Law" Supplement: [ENGLISH](#)
View [PAY TRANSPARENCY POLICY STATEMENT](#)



Voluntary Self-Identification Information

WHY ARE WE ASKING?

Gender Race/Ethnicity *

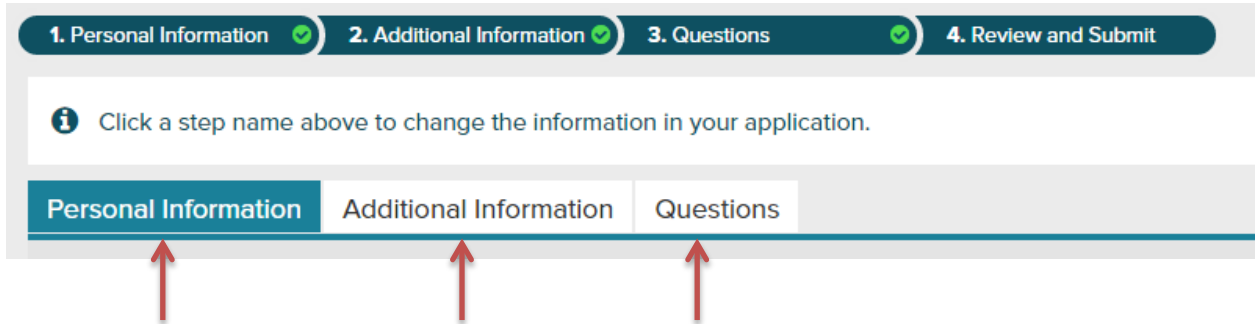
I decline to identify my race and ethnicity.

CANCEL PREVIOUS **NEXT** SUBMIT

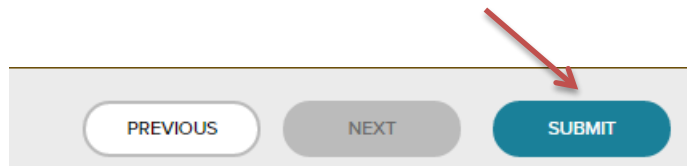


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11. Review all of the information entered by selected each of the 3 tabs at the top of the page:



12. When satisfied with your application, click Submit at the bottom of the page:



13. You're Done! You should receive an automated response from the system via email confirming receipt of your application!