



This guide will walk you through searching and applying for positions.

Your user name and login ID are the same.

You will be locked out of your account after 3 unsuccessful login attempts. If you have your account unlocked, this will not change your current password. It will automatically unlock after 30 minutes.

You will not be allowed to use the same email address to create another account. If you would like to have two accounts, you must use two different email addresses.

Once you have completed your application, you can't go back in to make changes. This includes updating your resume. We will have to submit a case for you, to have the Onboarding Support Team make the changes for you.

### [How to Search Job Postings](#)

### [How to Sign-In](#)

#### How to Complete Pre-Screening

1. [Contact Information](#)
2. [How did you hear about us?](#)
3. [Documents](#)
4. [Equal Employment Opportunity Information](#) - EEOC
5. [Data Protection Statement](#)
6. [Preliminary Questions](#)
7. [Electronic Signature Disclaimer](#)
8. Application Form
  - a. [Personal Information](#)
  - b. [Education History](#)
  - c. [Employment History](#)
  - d. [References](#)
  - e. [Notice and Disclosure](#)
  - f. [FCRA – Fair Credit Reporting Act](#)
  - g. [Release and Acknowledgement](#)
  - h. [Review and Submit](#)
9. [Rehire Check](#) – Prior Employment with Albertsons Companies
10. [Location Selection](#)

### [Add / Change Resume](#)

### [Refer A Friend](#)

### [Remove from Consideration](#)

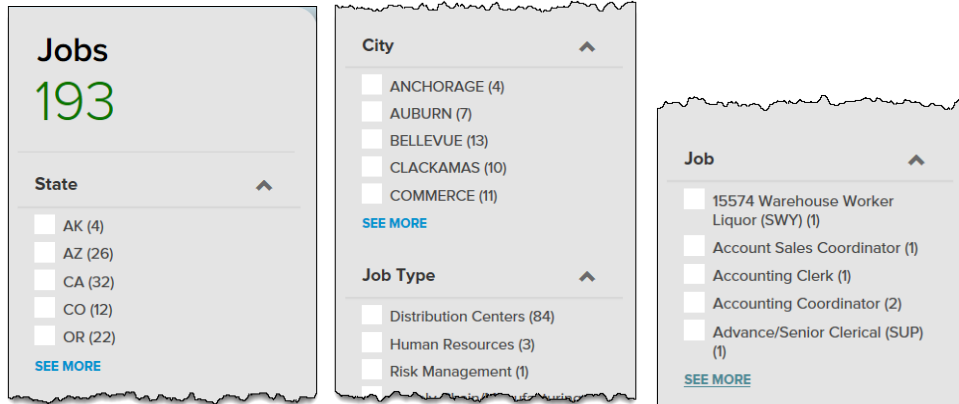
## How to Search Job Postings

You can search all our open job postings by visiting: [www.careersatsafeway.com](http://www.careersatsafeway.com).

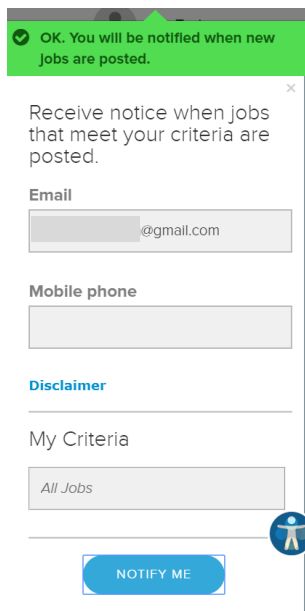
Search for the desired posting using the available filters.

#### Available Search Filters

What <input type="text" value="Job Title or Keywords or Requisition ID"/>	Where <input type="text" value="City, state or zip code"/>	<input type="button" value="SEARCH FOR JOBS!"/>	<input type="button" value="Notify Me"/>
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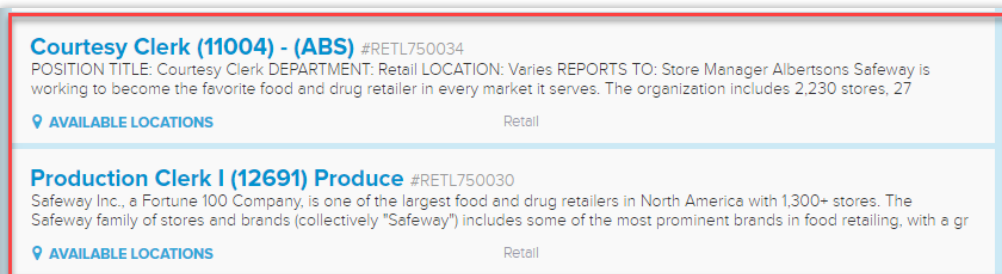
You can set up notifications when new jobs, which meet your criteria, become available. To set up a notification, click the **Notify Me** icon next to the Search For Jobs! button on the first page of the career center.



If you are signed in, your email address will automatically populate in the email field. You can add your phone number, too.

You should see the green confirmation notification after you tap/click the Notify Me button.

Click the job title to view the full description.



Click **Choose Locations**.



Complete the fields to narrow search by location.

You are required to check the box<sup>2</sup> for the location(s) and then click Apply to move forward. The **Where** and **Radius**<sup>1</sup> fields are optional.

There is an option to apply to more than one location at a time. If you do not see the option to select multiple locations, you can change your Search Radius. The Default Search Radius is set to 25 miles.

[Back to Top](#)

### How to Sign-In

When you have found a position for which you would like to apply, click Apply<sup>3</sup>.

If you have previously applied, you can sign in to your existing account and move on to the pre-screen questions.


If you have not previously applied, then you will be prompted to create a new account.

Enter email address and password to create account OR sign in with an existing social media account.



## How to Complete Pre-Screening

### 1. Contact Information

Complete the Contact Information form and click .

If you have previously applied to a different position, you should see your information already in the form fields, in sections 1-4. You still need to progress through the prescreen section by reviewing your information, completing sections 5, 6, and 7, and then clicking the blue forward arrow.

The Zip Code must be numeric AND must be correct for the state. You will receive an error message if one or both are not correct.

Do not add a "1" in front of your phone number. Use only the 10-digits of your actual phone number.

You can click the SMS Messages checkbox to receive text messages related to the position and the company.



1. Contact Information 2. How did you hear about us? 3. Documents 4. Equal Employment Opportunity Information 5. Data Protection Statement

### Contact Information \* - required

Enter your contact information.

Email Address CourtesyClerk@nomail.com	Address 1* 1234 Address
First Name Courtesy	Address 2 <input type="text"/>
Preferred First Name <small>Note: Do not use values such as None or NA in this field. Leave blank to use the default name.</small>	City* Chandler
Middle Name <input type="text"/>	State* Arizona
Last Name Theclerk	Country* United States
Phone (Please use format xxxxxxxxx)* 5558765309	County Maricopa
<input type="checkbox"/> SMS Messages <small>By clicking here, I am agreeing that future text messages relating to Albertsons Training, including company news, job posting and application status updates, and other information, may be sent on behalf of Albertsons Training to the cell phone number I provided above.</small>	ZIP Code* 85226
Alternate Phone (Please use format xxxxxxxxx) <input type="text"/>	

[→](#)

[Back to Top](#)

## 2. How did you hear about us?

Complete the **How did you hear about us** form and click [→](#).


How did you hear about us?

Candidate Source\*  
Barefoot Student

[Back to Top](#)

## 3. Documents




Attach a document (resume/cover letter) and click .

Documents

This tool will electronically extract the content of your resume and populate many fields within your application.

Optional

**Resume**



None submitted

SELECT

**Professional Candidates ONLY:**


Professional candidates can attach a resume and cover letter.

Documents

This tool will electronically extract the content of your resume and populate many fields within your application.

Optional

**Resume**




None submitted

SELECT

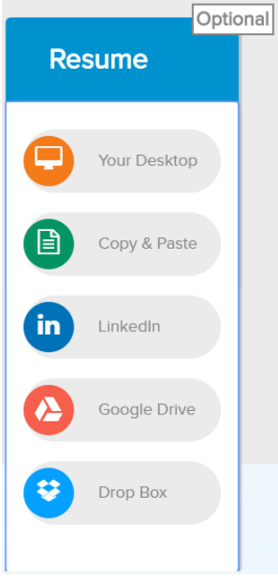
Optional

**Cover Letter**

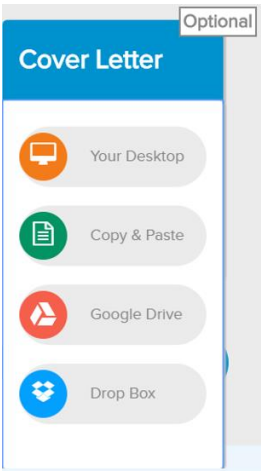


None submitted

SELECT



Once you click Select on the Resume box, you can upload your resume from several different locations – desktop, LinkedIn, Google Drive, or Drop Box - or you can simply copy and paste.



You can also add a cover letter by clicking Select on the Cover Letter box. You can upload your cover letter from your desktop, Google Drive, Drop Box, or you can simply copy and paste.

Our system can search attached documents and extract information from those documents. If you upload a picture/image of your resume and/or cover letter, our system can't extract information from an image. You will need to add all the information into the fields, on the following screens, manually.

[Back to Top](#)

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## 4. Equal Employment Opportunity Information

Complete the **Equal Employment Opportunity Information** and click .



1. Contact Information 2. How did you hear about us? 3. Documents 4. Equal Employment Opportunity Information 5. Data Protection Statement

### Equal Employment Opportunity Information \* = required

The following information is optional and is used only for Equal Employment Opportunity reporting purposes. We ask you to supply it so that we can generate government-mandated statistics. Thank you for your help!

**Voluntary Self-Identification of Race/Ethnicity\***

**Are you Hispanic or Latino?**  
A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

Yes  No

If you answered 'no', please select one of the following categories that best describes your race:

**White**  
Not Hispanic or Latino. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black or African American**  
Not Hispanic or Latino. A person having origins in any of the Black racial groups of Africa.

**Voluntary Self-Identification of Gender\***

Male  
 Female  
 Decline to identify

[Back to Top](#)

## 5. Data Protection Statement

Click the check box at the bottom of the **Data Protection Statement** and click .

If you don't check the checkbox, you won't move forward in the hiring process.

2. How did you hear about us? 3. Documents 4. Equal Employment Opportunity Information 5. Data Protection Statement 6. Preliminary Questions

### Data Protection Statement \* = required

Albertsons Companies processes personal data that you voluntarily submit via our Careers Center only for recruitment purposes. Your personal data application will be active for a period of 90 days and retained thereafter as required by law. Albertsons Companies has contracted with a third party to host the database where applications are stored. The third party has access to that data if necessary to perform its services. The third party is contractually obliged to provide for the confidentiality and security of your data.

I agree to the above \*


[Back to Top](#)

## 6. Preliminary Questions

Once you start answering questions in Section 6, the next question will appear. Make sure you answer all the questions until you see the forward arrow. Answers to these questions is required to apply for a position.





Click the  to continue to the next section.

Select Yes or No to confirm age.

Documents 4. Equal Employment Opportunity Information 5. Data Protection Statement 6. Preliminary Questions

### Preliminary Questions

\* = required

Please answer all questions presented below.

At Albertsons Training we are driven by your success. We engage your unique talents and perspectives. We welcome your ideas on how to do things differently and better. In your efforts to achieve, learn and grow, we support you all the way. If success motivates you, you belong at Albertsons Training

Are you under the age of 18? \*

Yes

No

Select the highest level of completed education.

What is your highest level of completed education? \*

Less than HS Graduate

HS Graduate or equivalent

Some degree

Technical School

2 year college degree

Bachelor's level degree

Some graduate school

Master's level degree

Doctorate Academic

Doctorate Professional

Post doctorate

Registered nurse degree

Select if authorized to work in the United States.

Are you authorized to work in the United States? \*

Yes

No

Select if previously employed by the company.

Do you have prior employment with any employer? \*

If you indicate Yes, you will be required to provide your previous Employment History information. This would also include Military Service or Reserve Service or volunteer experience.

Yes

No

Select if graduated from High School or received a GED.

Did you graduate from High School or receive a GED? \*

If you indicate Yes you will be required to complete an Education History.

Yes

No

Select Yes or No for your participation in the interview process. If you select No, you will not move forward in the hiring process.



The hiring process may consist of a phone interview, manager(s) interview, reference checks, and potential employment assessment. Are you willing to participate in this process?

Yes  
 No

Select 'yes' to certify and click .  
If you select "No" to this question, you will not continue to the application and you will not be considered for a position with our company.

I certify that all information I have provided to Albertsons Training in support of my application for employment is true and accurate.

Yes  
 No

Thank you for completing the preliminary questions. Please click the forward arrow to continue to the Application Form.

[Back to Top](#)

## 7. Electronic Signature Disclaimer

Select the check box at the bottom of the **Electronic Signature Disclaimer Form**.

1. Employment Opportunity Information 5. Data Protection Statement 6. Preliminary Questions 7. Electronic Signature Disclaimer

### Electronic Signature Disclaimer \* = required

**ELECTRONIC SIGNATURE NOTICE AND CONSENT**

This notice is intended to provide you with important information required by the Electronic Signatures in Global and National Commerce Act (E-Sign Act).

**Consent:** By entering your name, you consent to submit your employment application and all related forms, documents and information electronically. You further consent to conduct any matters related to the recruiting, application, background check and/or onboarding process electronically. Typing your name in the textbox under or on a form, entering your login password, and clicking on "Submit" will constitute your electronic signature.

**Right to Withdraw Your Consent:** You have the right to withdraw your consent to receive disclosures and submit information electronically. If you choose to withdraw your consent, the application process will be terminated. You may withdraw your consent by contacting the Company.

**Paper Copies of Electronic Records:** Once completed, you will have the opportunity to download and print a copy of your electronic application for your records.

**Updating Contact Information:** It is your responsibility to update the Company regarding any changes to your e-mail address or other contact information.

**Technical Requirements:** To use this online process and to access and retain electronic records, you will need Microsoft Internet Explorer, Apple Safari, Google Chrome, or Mozilla Firefox. You must also have access to a printer and/or the ability to download information in order to keep copies of the electronic agreements and disclosures for your records.

I agree to the above \*

If you select the forward arrow, and don't check the "I agree to the above" checkbox, you will receive this error message. You can't move forward to the application unless you check the box.



address or other contact information

Technical Requirements  
Microsoft Internet Explorer  
and/or the ability to download  
your records.

**Errors Found** ✕

Before you continue, correct the indicated errors.

I agree to the above \*

[Back to Top](#)

## 8. Application Form

**Completing**

Once the preliminary questions are complete, you are brought to the application form.

This form includes several sections that must be completed before you can move on to the final part of the Candidate Application Process. Some pages are optional depending on answers you provided during the pre-screening questions.

This section includes:

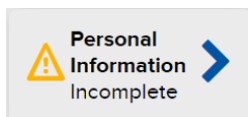
- Personal Information
- Education History
- Employment History
- References
- Notice and Disclosure
- Fair Credit Reporting Act (FCRA)

As you complete each section in the application, you will see the section titles, on the left side of the application, change from yellow to green.

Yellow means the section is incomplete.

Green means the section is complete.

[Back to Top](#)



Review and/or complete the fields in the **Personal Information** section of the **Application Form**. You will need to scroll down the form to see all the Personal Information fields.

Complete each field in the **Availability** section and click .

If you have applied previously, most of the fields will be filled in. You must complete the Availability Section each time you apply for a position. This information does not auto-populate when you apply to a new position.



### Personal Information

First Name* <i>(Legal Name as it appears on your SSN Card)</i>	Middle Name <i>(Legal Name as it appears on your SSN Card)</i>
Deb	
Last Name* <i>(Legal Name as it appears on your SSN Card)</i>	Preferred First Name
Test	
Preferred Last Name	Email Address*
	debtest@nomail.com

Based on the Availability selection you make in the "What is your availability" drop-down menu (Anytime, Weekdays Only or Weekends Only), you will be required to enter a value in the applicable day field. You can enter either alpha or numeric data.


### Availability

Your availability will impact the positions for which you are selected and the number of hours you are scheduled. However, the Company provides reasonable accommodations for those with disabilities and those with sincerely held religious beliefs, so it is not necessary for you to exclude from your availability the time needed for religious observance or disability accommodations. Requests for accommodation related to the hiring process can be made to the Hiring Manager. Requests for accommodation regarding employment can be made to Human Resources and/or Management after hire.

Date Available for Work* 12/01/2017	Total hours available per week* 20
What is your availability?*	
Anytime	

For each day of the week, please include earliest start time and latest end time including AM and PM (ex. 1PM -- 6PM)


Monday** All day	Tuesday** 8-5
Wednesday** 20	Thursday** 2-4
Friday** whenever	Saturday** nights
Sunday** morning	

 **Personal Information Complete**


[Back to Top](#)



**Education History**  
[Optional]  
Complete

OPTIONAL: Complete the **Education History** fields and click  .  
If you selected 'No' to the education preliminary question, the Education History page will not display.  
If you selected 'Yes' to the education preliminary question, the Education History page will display and you must complete all required fields to move to the next section on the application.

Education History

 Education 1


[+ Add Education](#)

School/University Name**	Degree Level** HS Graduate or Equivalent
Degree Granted** — Please Specify —	Major
Date Attended From mm/dd/yyyy	Date Attended To** mm/dd/yyyy

**Education History**  
[Optional]  
Complete

[Back to Top](#)

**Employment History**  
[Optional]  
Complete

OPTIONAL: Complete Employment History fields and click  .  
If you selected 'No' to the prior employment question, in the preliminary section, the Employment History page will not display.



- Personal Information Incomplete
- Education History [Optional] Complete
- Notice and Disclosure Incomplete
- FCRA Incomplete
- Release and Acknowledgement Incomplete

If you selected 'Yes' to the prior employment question, in the prescreen section, the Employment History page will display and you must complete all required fields to move to the next section on the application.

**Employment History**

Please provide information for **four (4) employers or 10 years' employment history** (whichever is shorter), including Military/Reserve Service and volunteer and/or part-time work experience.

To add additional employers, click the "Add Employer" button below.  
The "Remove Last Employer" will delete all entries for the last employer that you have entered.

Have you ever worked for Albertsons, Safeway, Vons, Randalls, Tom Thumb, Carr's, shaws, Acme, Jewel-Osco, Huggens, United, GroceryWorks, Genuardi's, Dominick's or other Albertsons banner companies?  
— Please Specify —

Please start with your current or most recent employer including Military and/or Volunteer Organization.

**Employer 1**

+ Add Employer

Employer/Military/Volunteer\*\* Address

Address 2 Country\*\*

— Please Specify —

- Employment History [Optional] Complete

[Back to Top](#)

- References Incomplete



This step applies to Professional candidates only.

Complete all **References** fields and click .

Personal Information Complete


Education History [Optional] Complete

Candidate Name: Tester, Joy

Professional References Preferred

To add additional references, click the "Add Reference" button below. The "Remove Last Reference" will delete all entries for the last reference that you have entered.

References

References Incomplete 

Notice and Disclosure Incomplete

FCRA Incomplete

Release and Acknowledgement Incomplete

Review and Submit

Reference 1

+ Add Reference

Name \*

Relationship \*

Employer

Phone Number \*

Number of years known

E-mail Address

References Complete

[Back to Top](#)

Notice and Disclosure Incomplete

Select 'I agree' on the **Notice and Disclosure Statement** page and click .



### Notice and Disclosure Statement

#### NOTICE CONCERNING CONSUMER REPORTS AND INVESTIGATIVE CONSUMER REPORTS


This Notice, which you should read carefully before signing the separate Consent to Consumer Reports and Investigative Consumer Reports document, has been provided to you because Albertson's LLC, Safeway Inc., New Albertson's, Inc. and any of their affiliated companies ("the Company") may request consumer reports, including, but not limited to, criminal background check reports from a consumer reporting agency ("CRA") in connection with your application for employment or, if you are or become employed by the Company, during the course of your employment with the Company. Such reports may be requested for purposes of evaluating your suitability for employment, promotion, reassignment, retention or other employment-related purposes.

The types of reports that the Company may request from a CRA include, but are not limited to: criminal records checks, court records checks, motor vehicle records, and summaries or verification of educational and employment records and histories.


The Company also may order "investigative consumer reports." Such reports typically include information from personal interviews conducted by the CRA, most commonly from an applicant's prior employers or references. You have the right to request more information about the nature and scope of any investigative consumer report by contacting the Company.

You must agree to the terms of the Notice and Disclosure Statement to be considered for employment. If you do not, the application process will terminate at this point.

— Please Specify —

 **Notice and Disclosure**  
Complete

[Back to Top](#)

 **FCRA**  
Incomplete

Scroll to the bottom of the page to enter your Legal name as it displays on the page above. eSign is an electronic signature proving you read and understand the **Fair Credit Reporting Act (FCRA)** statement.

Do Not type your Preferred Name into this field. It will result in you receiving an error message and you will not be able to continue with the application.


By eSigning, I understand that I am certifying I have read, understand and agree to the information above and I agree that my electronic signature will have the same authority and legal effect as my original signature.

Legal First Name: Courtesy Legal Last Name: Theclerk

Your name as it appears above: \*

Date


[Not Provided]

 **FCRA**  
Complete

[Back to Top](#)





 Release and Acknowledgement Incomplete

Complete the following fields on the **Release and Acknowledgement** form.

- B. Assistance drop-down.
- C. Type your name EXACTLY as it appears above the field
  - o Do Not type your Preferred Name into this field. It will result in you receiving an error message and you will not be able to continue with the application.
- D. Accept or Decline. If you decline, you will not be considered for the position.

5. I understand that if I am employed by the Company, my employment is at will and for no specific term unless otherwise provided by an applicable collective bargaining agreement or written employment agreement executed by the CEO or his/her designee.

6. I understand the Company, in its sole discretion, may change its existing hiring practices and policies at any time with or without notice to me.

7. I understand that this application for employment will be active up to 90 days and after 90 days, it will be necessary for me to reapply.

By eSigning, I understand that I am certifying I have read, understand and agree to the information in the Release/Acknowledge and I agree that my electronic signature will have the same authority and legal effect as my original signature.

Please let us know if you received assistance completing this application. \*

**A** Completed and Signed by Applicant ▾

Legal First Name: Courtesy Legal Last Name: Theclerk


Your name as it appears above: \*

**B** Courtesy Theclerk


**e-signature**  Accept  Decline **C**


*If you choose to Decline, your application will not be considered at this time.*

Date  
[Not Provided]

 Release and Acknowledgement Complete

[Back to Top](#)

 Review and Submit

Click  to review and complete the **Application Form**. You will scroll through the entire Application form before submitting the final form.



### Application Form \* = required

- Personal Information**  
Complete
- Notice and Disclosure**  
Complete
- FCRA**  
Complete
- Release and Acknowledgement**  
Complete
- Review and Submit** ➔

#### Personal Information Edit

Candidate Name: Test, Deb

Be sure to click the arrow at the bottom of the page to proceed to the next step.

#### Personal Information

<b>First Name *</b> <i>(Legal Name as it appears on your SSN Card)</i>	<b>Middle Name</b> <i>(Legal Name as it appears on your SSN Card)</i>
Deb	[Not Provided]
<b>Last Name *</b> <i>(Legal Name as it appears on your SSN Card)</i>	<b>Preferred First Name</b>
Test	[Not Provided]
<b>Preferred Last Name</b>	<b>Email Address *</b>
[Not Provided]	debtest@nomail.com

Scroll to the bottom of the **Review and Submit** section and click to submit.

### Application Form

Thank you for submitting your information. You can download a copy below.  
\*\*\*Please click the forward arrow to submit your application and complete the next step in the process.\*\*\*

[Download the completed form](#)

[Back to Top](#)

## How to Complete

# 9. Rehire Check - Prior Employment with Albertsons Companies

Complete the **Rehire Check – Prior Employment with Albertsons** fields and click .



Rehire Check - Prior Employment with Albertsons Companies \* = required

Last 4 digits of SSN\*

Birthday (Day then Month)\*

[Back to Top](#)

## 10. Location Selection

If you applied to a professional (management/corporate) position, you will not see this location screen. You will see the "Thank You" screen.

If you apply to an evergreen position, you will need to validate your original location selection.

Click **Search** and validate the location displayed below **Hiring Now**. Click to submit the completed application.

Location Selection

Enter your zip code to narrow your search and then Select your preferred job locations. All successful submittals for this Job will appear in the "Already Applied" section of this page as well as the "Current Applications" page. After making your selection, please click the forward arrow to complete the application process.

ZIP:  Radius:

Hiring Now

**2150 N JOSEY LANE, CARROLLTON, TX** ✔

Hiring Soon

No Results Found



Your application is complete and was submitted to the position successfully when you see the Thank you screen.

1. Contact Information 2. How did you hear about us? 3. Documents 4. Equal Employment Opportunity Information

# Thank you!

Thank you for your interest in opportunities with the Albertsons Companies and completing this portion of the application process for the Warehouse Supervisor position.

We have received your application and will send an email to advise you of any next steps. Meanwhile, you can click the 'Check Status' button to return to the Submittal Activity page to check your application status and review any additional instructions.

[Back to Top](#)

## Add / Change Resume on Application Evergreen Applicants

You can't change your resume on the application, if you applied to a specific location. You will need to contact the recruiter to provide them the updated document.

If you applied to a General Application, you can upload new documents by clicking Upload new documents for this application. Once you are signed in to the career center, search for the general application in your Application Status / Submittal Activity section. This is the homepage once you are signed in.

## Professional Applicants

You can't change your resume or cover letter on the application. You will need to contact the recruiter to provide them the updated documents.

Warehouse Person - IC — General Application

1 Application Complete. You may apply to additional locations. Simply click the arrow and choose.

[View Job Description](#) | [Upload new documents for this application](#) | [Remove me from consideration for this job](#)

Application date: Feb 24, 2018 09:14 am MST

## General Application – Evergreen Only

If you didn't complete the entire application, for a specific location, you would only be applied to the general application. You won't show up as a candidate for a specific position.



You will need to back in to the career site, find the partially completed application, and complete that application.

If you can't find the partially completed application, you can search and apply for the job again.

### Refer A Friend

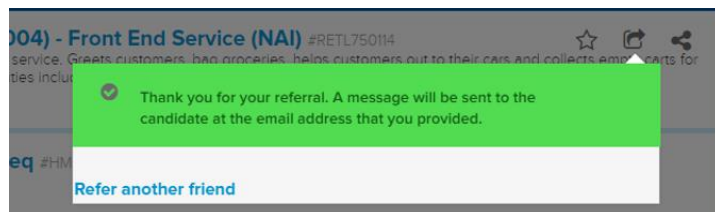
You can participate in the Refer a Friend program, if a position is eligible for the program.

You will see the Refer a Friend icon in the upper right corner of the Position Description box on the Search page. It's the right facing arrow in a box.

If you are signed in, to the career center, your information will automatically populate in the Your Information fields.

Enter your Friend's Information and click Submit.

You will receive a confirmation that your referral was successful. Click anywhere on the Search page to remove the confirmation. Or you can click "Refer another friend" and submit another friend for this position.



If the position is eligible for a referral bonus, you may be entitled to the bonus if your friend is hired and completes all requirements.

### Remove from Consideration

If you are no longer interested in being considered for a position, you can click the "Remove me from consideration for this job link". Clicking this link will not allow you to apply for this position, or any position in this location.



You can click the link on the location application to remove yourself from being considered for this position at this location.

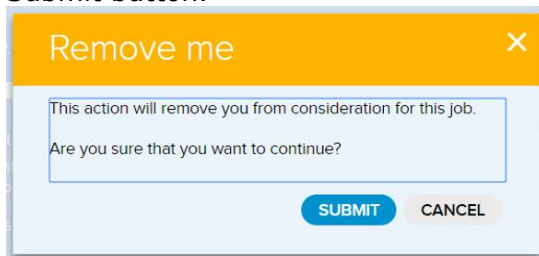
Receiver Methuen DC — METHUEN DISTRIBUTION CNTR-6652A-METHUEN-MA

Thank you for your interest. You have completed your application for the Receiver 10-13972 position in our store in METHUEN. We will contact you as soon as we have a reason.

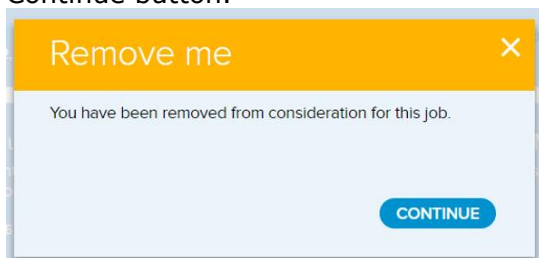
[View Job Description](#) | [Remove me from consideration for this job](#)

Application date: Mar 26, 2018 02:09 pm CDT

You will receive a warning message asking if you would like to continue. If yes, click the Submit button.




You will receive a confirmation that you have been removed from consideration. Click the Continue button.




On the Application Submittal/Activity screen, you will only see the General Application for this position. You can leave the General Application if you wish to apply to another location or you can remove this application completely by clicking the "Remove me from consideration for this job" link on the General Application.

Receiver Methuen DC — General Application

 Application Complete. You may apply to additional locations. Simply click the arrow and choose.

[View Job Description](#) | [Upload new documents for this application](#) | [Remove me from consideration for this job](#)

Application date: Mar 26, 2018 02:07 pm CDT



If you wish to apply to this position or location in the future, call us and we will submit an HR case for this restriction to be removed from your application. It will take approximately 24 hours for your application to be open to that position and location.

Do have questions? Call Direct2HR at [1-888-255-2269](tel:1-888-255-2269).

