

# NOW HIRING!

## Customer Service Representatives



### JOB FAIR

January 19 from 10 a.m. - 2 p.m.  
Hawthorne Community Center for Working Families  
2440 W. Ohio Street in Indianapolis

### Three Options to Schedule an Interview:

1. Visit: [IN.gov/spd/2334.htm](http://IN.gov/spd/2334.htm)  
Click "Apply Now"  
Click "Advanced Search"  
Type "577288" in the Job Opening ID box and press "Search"
2. Visit Twitter  
Use #BMVjobfair2012 and a recruiter will contact you
3. Walk-ins welcome (no registration needed)

### Bring these items to your interview:

- High School Diploma or GED
- Photo ID
- Updated Resume

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The Indiana BMV is internationally recognized for its customer service. We're currently seeking candidates who can deliver high-quality service and maintain high standards.

If you meet these qualifications, we want to hear from you:

- A high school diploma or equivalent;
- Customer service experience;
- Verbal and written communication skills;
- Computer and math skills; and
- The ability of multi-task in a flowing environment

Candidates must be available to work during license branch hours:

- Tuesday: 8:30 a.m. to 7:00 p.m.
- Wednesday through Friday: 8:30 a.m. to 5:00 p.m.
- Saturday: 8:30 a.m. to 12:30 p.m.

# Apply today for Customer Service Representative positions at our Marion County branches.

## Before you begin, please have the following information ready:

- Electronic copy of your resume (i.e. Word document, etc.)
- Employment history (position titles, dates, duties, etc.)
- Education history (dates attended, credits earned, etc.)
- References (at least two professional references)
- Social Security number, driver's license number, or alien registration ID number

## Apply online at [IN.gov/spd](http://IN.gov/spd)

1. Click "Employment Opportunities"
2. Click "Apply Now"

### 3. Current Users

- a. Enter User Name
- b. Enter Password
- c. Click "Login"

### 4. New Users

- a. Click "Register Now" in login box
- b. Create a username and password
- c. Click "Register"
- d. Answer security questions
- e. Click "Save"
- f. Complete "Contact Details" page
- g. Click "Save"

5. To search for the BMV Customer Service Representative position:
  - a. Click "Advanced Search"
  - b. Enter the Job Opening ID: 577288
  - c. Select "Find Jobs Posted Within: Last Three Months"
  - d. Click "Search"
6. Click "BMVC CSR Region 5 Job Fair - January 19, 2012"
7. Click "Apply Now"
8. Select one of the following options:
  - a. Copy and Paste Resume Text Using an Existing Resume
  - b. Apply Without Using a Resume
9. Click "Continue"
10. Review all profile pages for accuracy and complete all required fields for each application
11. Continue through each page until you reach "Submit Online Application"
12. Click "I Agree to These Terms"
13. Click "Submit"

When the application has been successfully submitted, the application status will show "Applied" on the "My Application" page.

**Need help or have questions?** Please email [bmvhr@bmv.in.gov](mailto:bmvhr@bmv.in.gov) to contact a BMV recruiter.