

How to Apply - Devon Careers Webpage

QUICK REFERENCE GUIDE

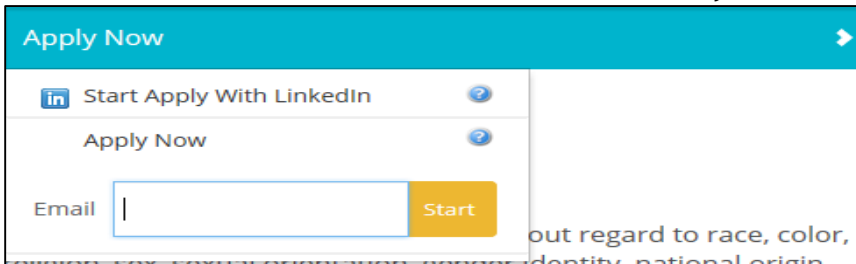


My Candidate Profile

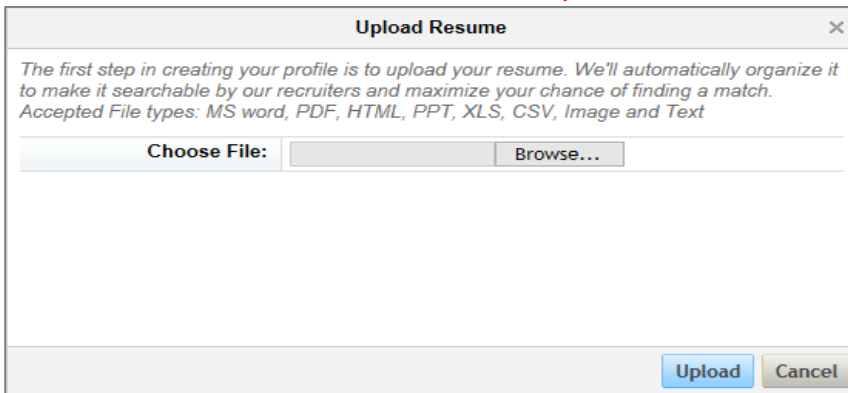
- From the Devon Careers Webpage, select the desired position.
 - Select the **Apply Now** button at the top of the page
 - Click the drop down **Apply Now**



- Enter an e-mail address that will be associated with the “My Candidate Profile”.

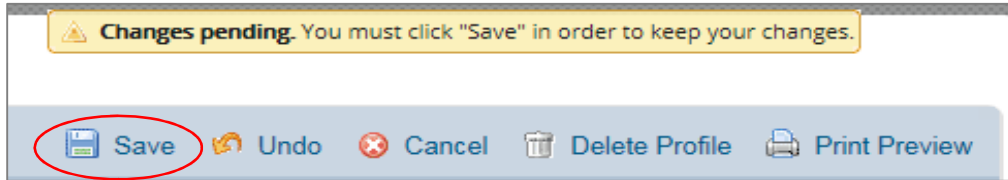


- A window will appear to create the initial “My Candidate Profile”. Scroll down to view and complete the entire form.
 - Select the check box regarding Devon’s Privacy Policy
 - Edit “My Job Agents” to personal preference
 - Select **Next** to complete the “My Candidate Profile”
- Upload a resume and the details will automatically be parsed into “My Candidate Profile”.
Please utilize a resume that is in Word or PDF format.



- If the information (i.e. Experience, Education, Certifications/Licenses) from the resume does not parse or requires changes, edit the respective section on the left hand side of the form. *It is highly recommended to complete the entire “My Candidate Profile” although some sections may not be required.*
- Complete/Update the “More Information” section on the right side of “My Candidate Profile”. Select **Next**.
Any fields highlighted with a red asterisk are required and must be filled out.

- Select **Save** on the top right side of the form.



- Once “My Candidate Profile” has been completed, select **Next** on the lower right side of the form.

Career Opportunities

- Complete the “Career Opportunities” form for the desired position.
- Provide the required response regarding conviction of a crime in the “Career Opportunities” form. *Enter “Not Applicable” in the required box, if never been convicted of a crime.*

<p>* Have you ever been convicted or plead guilty to any crime?</p>	<input type="text" value="No Selection"/>
<p>* If you answered 'yes' to the above question, please provide a brief explanation. Otherwise, please enter "Not Applicable"</p>	<div style="border: 1px solid black; height: 40px;"></div>
<p>If you are applying for a position that requires driving, please disclose any traffic infractions other than minor moving violations. If there are no traffic violations, please enter "Not Applicable"</p>	<div style="border: 1px solid black; height: 40px;"></div>



- To complete the application at a later time select **Save** at the lower right side of the form.



- Once the application has been completed, select **Apply**.



Thank you for your interest in Devon Energy. Your application has been submitted for review.