

## **HOW TO APPLY FOR A LABOR POOL (ENTRY LEVEL) JOB AT INTERNATIONAL PAPER TICONDEROGA MILL**

**All job applications must be submitted online at <https://jobs.internationalpaper.com/>**

1. In the “Keyword” box, type in “Labor Pool”. In the “Location” box, type in “Ticonderoga”.
2. Click “Search Jobs”
3. Click on the “Labor Pool” link at the bottom of the page.
4. On the next page, click “Apply Now”.
5. If this is the first time you have applied for a job at IP, click “Create an Account” and fill in the requested information. **An email address is required**
6. On the “My Candidate Profile” page, input your information and answer all questions completely
  - a. You do not have to upload a résumé
  - b. You **MUST** fill in the “Previous Work History” and “Education” sections.
7. Click “Save” at the top of the page. Then click “Next” at the bottom of the page
8. On the next page, “Application” will appear at the top of the page. Fill in the information requested and answer all questions
9. After completing, review your answers. Then click “Save” at the bottom of the page. Then click “Apply”
10. If you have completed the application correctly, you will receive the response “Your application has been submitted” at the upper left-hand section of the page.