BFAIR
Berkshire Family & Individual Resources

Thank you for considering BFAIR as a potential employer!

We hope to hear from you soon!

STEP 1

Search for Desired Position

STEP 2

Click "Apply for Job"

STEP 3

Create an account and complete application

AA/EOE

BEFORE YOU START

- Make sure you have time to complete the entire process. It may take up to 15 minutes.
- We recommend you complete the application on a laptop or desktop computer. It is difficult to fill in all the fields on a phone or tablet.
- Our recruitment portal works best on Chrome but will function in all other web browsers.
- Please have names and phone numbers/emails for at least 3 PROFESSIONAL references from different organizations. It is required to enter them during the application process.

INSTRUCTIONS FOR APPLYING

- Go to www.bfair.org/employment/job-opportunities/
- Click on "Job Opportunities"
- Scroll down the left-hand navigation bar to find desired position
- Read the full description and click "Apply For Job"
- Create account and complete application

HELPFUL APPLICATION TIPS

- Review the full job description prior to applying and make sure you meet all the necessary requirements of the position prior to applying.
- Items marked with an asterisk (*) are mandatory and must be completed to move on to the next page.
- Some boxes (for example "What shifts are you able to work?") show as a drop down but you can enter text as well. For example, on that question, you can type in "any".
- It is important for us to have a clear picture of your employment history. On the "Work Experience" tab, be sure to click the "+ Add Another Company" link to add additional employment information.
- The application must be completed in its entirety to auto-generate a notification to the hiring manager. Please be sure that you complete all the sections of the application.