

BNL Careers-How to Apply FAQ's

Why should I consider a career at Brookhaven National Laboratory?

Brookhaven National Laboratory (BNL) is one of ten national laboratories overseen and primarily funded by the Office of Science of the U.S. Department of Energy (DOE). Brookhaven National Laboratory conducts research in the physical, biomedical, and environmental sciences, as well as in energy technologies and national security. BNL also builds and operates major scientific facilities available to university, industry and government researchers. Brookhaven is operated and managed for DOE's Office of Science by Brookhaven Science Associates, a limited-liability company founded by Stony Brook University, the largest academic user of Laboratory facilities, and Battelle, a non-profit, applied science and technology organization. We offer a competitive employment package, complete with great benefits, options to facilitate work /life balance, ongoing training and development and professional mobility. BNL is an Affirmative Action/Equal Opportunity Employer committed to the development of a diverse workforce.

How do I apply for a position at BNL?

Your application begins when you create a secure username and password, upload your resume and create an online career profile that contains all your relevant personal information in addition to answering general questions we ask all applicants. Once your profile has been created, you will have the ability to sign up for our job alerts via our job agent for positions that match your background and skills. At the end of the online application process, your application will be submitted and be placed in the "under consideration" stage in the process.

It takes approximately 10-15 minutes to create an online career profile and apply for a position using our candidate gateway.

How do I request a reasonable accommodation?

It is the policy of Brookhaven National Laboratory to recruit and advance qualified individuals with disabilities. The Laboratory will provide reasonable accommodations to applicants with qualified disabilities in accordance with applicable regulations. If you require a reasonable accommodation for our application process, please call or e-mail Susan Clements at: 631-344-2883 or clements@bnl.gov. Requests will be kept confidential.

When am I considered an applicant?

Per OFCCP regulations, an Internet Applicant is an individual who satisfies the following criteria:

- The individual submits an expression of interest in employment through the Internet or related electronic data technologies
- The contractor considers the individual for employment in a particular position
- The individual's expression of interest indicates the individual possesses the basic qualifications for the position
- The individual at no point in the contractor's selection process prior to receiving an offer of employment from the contractor, removes himself or herself from further consideration or otherwise indicates that he or she is no longer interested in the position

How does creating an online career profile benefit me?

In addition to saving you time, with an online career profile, you are able to:

- Easily update your personal information at your convenience
- Apply for jobs without re-submitting you information each time
- View the status of your submitted applications
- Sign-up to receive job alerts via our 'Job Agent'

Is my application confidential?

Yes, your information is kept confidential and is not shared with anyone outside of the recruitment process.

How do I update my profile?

You may update your profile by logging in with your secure username and password. After you have submitted your username and password your information will be available for review and edit. We encourage you to update your profile whenever your personal information or work experience changes.

What if I forget my login information?

You can click on the Login Help button on the application page. You may submit your username to 'get a new password' or submit your e-mail address for your username to be sent to you.

May I apply for more than one job at the same time?

Yes, after you log in, just click in the boxes next to the job number for which you would like to be considered.

Will you contact me regarding the status of my application?

Due to the volume of resumes received, we cannot respond to individual requests for eligibility status. We encourage you to visit our website and login with your username and password to view the status of your application(s).

If I previously submitted a resume, but wish to be considered for another position how do I apply for another job?

Go back to our website and log in to the Candidate Gateway using your secure username and password. To apply for a job, click on the box next to the job number. You may upload a new resume or use an existing resume from a previous application.

What if a job is no longer on the list of job openings?

It means that we are no longer accepting resumes for that job opening.

What if someone I know works for BNL? May I give them my resume for consideration?

While we always welcome referrals, all resumes must be submitted online to be considered.

What is BNL's Equal Employment Opportunity Policy?

It is the policy of Brookhaven National Laboratory (BNL) to provide equal employment opportunity to all applicants and employees and to attract, retain, develop and promote a diverse workforce; regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, genetic information, marital status, status with regard to public assistance, status as a disabled veteran and/or Veteran of the Vietnam Era or any other characteristic protected by federal, state or local law. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.

Can I send a BNL job to a friend?

Yes, as you view the posting you will see a button at the top that says 'Email to friend'. All you need is a valid e-mail address for your friend and the posting can be sent in minutes.

What should I do if I experience technical problems with my online career profile?

Please see the 'Help Guide' link on the job listing page for screenshots and step by step answers to most of your questions. If you cannot locate an answer to your question by utilizing the 'Help Guide' or our FAQ's, please forward your inquiries to HRISIssues@bnl.gov and someone will get back to you regarding your issue.