Tips for Applicants: Using the DynCorp International Online Application System

How to Search for Open Job Listings

1. The **DynCorp International Careers** page is located at:
   http://www.dyn-intl.com/careers/
   - The portal to search jobs is broken down into two categories:
     - United States Citizens and Permanent Residents
     - Non-United States Citizens and Non-Permanent Residents
   - Choose your correct category to enter

United States Citizens and Permanent Residents

Please follow this link to view career opportunities for U.S. citizens and permanent residents.

## Non-United States Citizens and Non-Permanent Residents

Please follow this link to view career opportunities for non-U.S. citizens and non-permanent residents.

2. You will now see choices for different companies within the DynCorp International family.
   - **DynCorp International**
     - Jobs inside and outside the United States
   - **DynCorp International Free Zone**
     - Jobs located outside the United States
   - **DynCorp Aerospace Operations Limited**
     - Jobs located outside the United States
   - **DynCorp International Business Services** (non-U.S. Citizens only)
     - Jobs located in India

3. If you don't know which company you want to apply for, you may want to search through each one to see what is available.

4. You can search through the jobs by Basic Search, Advanced Search, or by All Jobs.

5. Within the Search pages, you can look for jobs in more than one field or location by clicking "Add Job Field" or "Add Location".
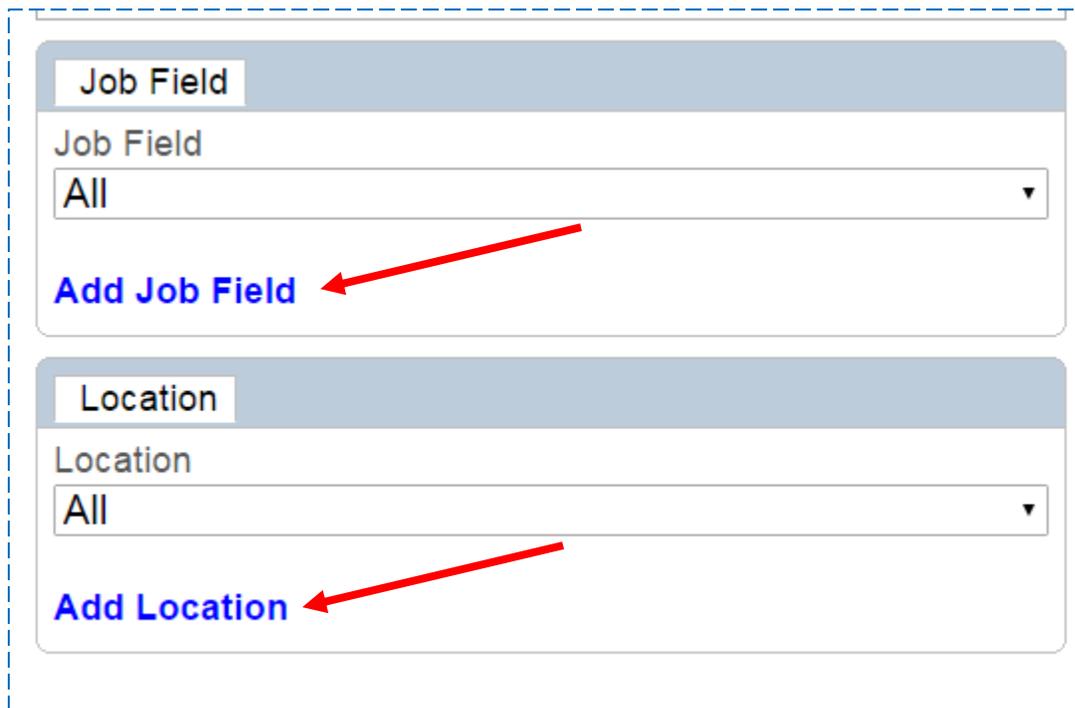
How to Check Your Application Status

1. If at any time you wish to check on the status of your application, click on the "My Job Cart" link. Here you will be able to view the status for any positions you have applied for, jobs you have flagged, any "Saved Searches" and your "Referrals."

Forgot Your User Name or Password?

1. If you forgot your user name or password, you can click "Forgot your user name?" or "Forgot your password?" on the login screen. Carefully follow the instructions for obtaining your username and password to proceed.

How to Set Up Job Alerts and Preferences

1. Users can choose to be notified by email when a new position matching their profile is posted.
2. To set up alert preferences:
   - ➢ Log into the system, click "My account options."
   - ➢ Scroll down and choose to edit under "My Account Editor – Correspondence."
   - ➢ Check the box for email notifications and click "Save."

Technical Support

1. For general technical difficulties with the application system, email ATStechnicalassistance@dyn-intl.com.

Sharing Job Listings

1. If you find a job that someone you know would be interested in seeing, the DI Careers site offers many sharing options. Users can share listings on most social networks by using the "Share" capability. Place your cursor over the desired position's "Share" button to reveal sharing options.

Apply | Add to My Job Cart | ⊕ SHARE ⓕ🐦✉ ...

2. Users may also refer a friend by using the "Submit a friend's profile" capability, located along the right side of the screen.

Refer a friend
Tell us about a friend who might be interested in working for our organization. All privacy rights will be protected.
Submit a friend's profile