



Caterpillar On-Line Application Process for the Student Trainee Program High School

In an effort to improve the efficiency and ease of applying for a Student Trainee position at Caterpillar, an on-line application process was developed. This method allows students to search and apply for jobs on-line during the designated application timeframe. **All students must apply on-line, in addition to submitting the paper application packet to be considered for a position at Caterpillar. Students may begin applying on-line Monday, January 7, 2013.**

To apply, students must follow the steps below:

- 1) Meet the minimum requirements
 - **2.8 out of 4.0** G.P.A. (cumulative)
 - Legally authorized to work in the United States
 - Be a junior/senior in high school or a full-time freshman/sophomore at a community college
 - Must be at least 16 years old by June 3, 2013

- 2) Work with school coordinators to obtain:
 - Addendum Application
 - Attendance and disciplinary record (to be completed on cover sheet)
 - Transcripts
 - Faculty Recommendation

Return completed application to the school coordinator. **Applications and all related materials must be postmarked no later than March 1, 2013.**

3) Create a resume

4) Apply on-line through <http://www.caterpillar.com/careers>

- Click on “Careers” and then choose “Careers in the Americas”
- Click on “Experienced Professionals”
- Click on “Apply Now”
- Read the “Caterpillar Employment Data Privacy Statement”
- “Agree” or “Disagree”
- Type in the job opening number from the list below that you are applying for and then click “Search for Jobs Now”
- Click on the job opening title
- Read the Privacy Statement and “Accept” or “Decline”
- Click on “New User” and follow the instructions to create your online profile. Once you have created your user name and password you will be taken to the

application. Please complete the application and click “Submit” when it is completed. **Please be sure to attach your resume before you submit.

- Make sure you apply for only **one** Student Trainee position that is applicable to your career interest and skill
- If you have any questions or technical difficulties with applying online, please contact our Global HR Service Center at (800) 447-6434 or (309) 494-2363 or by email at HR_Service_Center@cat.com . **To be considered for employment and to apply for a job, you must apply online in addition to submitting the paper application packet.** Resumes will not be reviewed nor processed at the above address.

**Hint: Click “submit as draft” if you are not able to complete the application once it has been started.

Job Opening #	Field	Description
120007I8	Accounting	Basic Accounting, Basic Accounts Receivable, Basic Bank Reconciliation
120007I6	Clerical	Proficient in Typing & Computer Software Knowledge, Data Entry, Filing, Answer Phones, Schedule Meetings, Distribute Mail, Operate Copy Machine, Maintain Office Supplies, etc.
120007I4	Technical-Engineering	CAD, Engineering, Manufacturing, Logistics, Electronics, PRO-E
120007I2	Technical-IT	Personal Computer Support, Web Site Maintenance, Rework Computer Hardware, Basic Electric Experience in Lab, HTML, Install Computer Hardware/Software