

**PLEASE READ EACH SCREEN FOR ADDITIONAL INSTRUCTIONS ON COMPLETING THE APPLICATION PROCESS**

Before beginning the application process please have the following documents available:

- Social Security Number
- Valid Email address
- Driver's License/State ID

**NOTE:** You can apply at any Advance Auto Parts store.

- Previous Employment information
- Certification(s) information
- Reference(s) contact information

**System Requirements**

- High-Speed or Broadband internet access is HIGHLY recommended. If you do not have it, check your local library.
- We recommend your screen resolution be set at 1024 x 768 or higher.

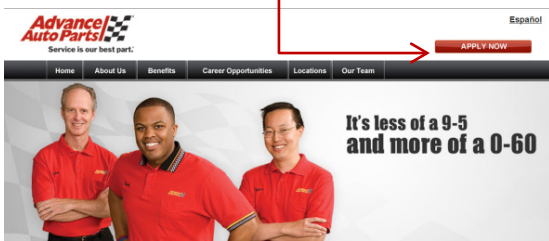
**Recommended Browsers**

Internet Explorer 7.0.x (recommended browser)  
 Internet Explorer 8.0.x  
 Firefox 3.6.x

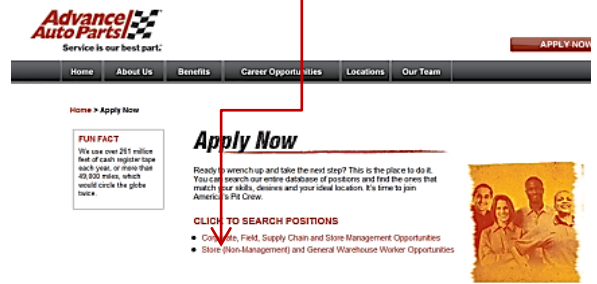
**Supported Browsers**

Safari 1.0.1 (must be set to identify itself as Netscape 7.0)  
 Google Chrome

**1. Click **Apply Now** in the upper right corner**



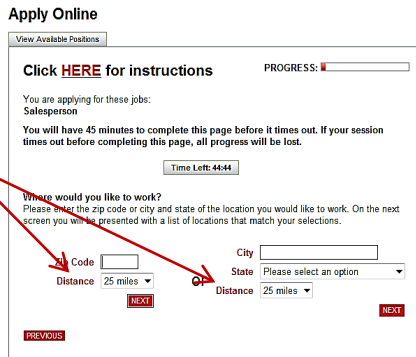
**2. Click **Store (Non-Management) and General Warehouse Worker Opportunities** link.**



**Note:** To return to the previous page, click the **Previous** link at the bottom of each page

Clicking the **Back** button on your browser will cause the application to fail.

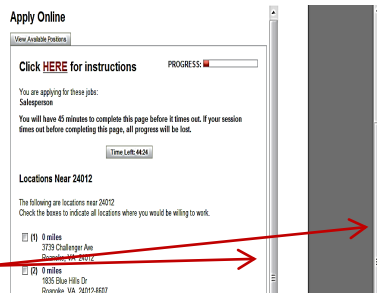
**3. Enter your Zip Code OR City/State.**



From the drop down - select the distance you are willing to travel to work from your Zip Code OR City/State

Click **Next**

A list of all stores meeting your location criteria will be displayed. Select all locations you wish to apply to.



**Note:** Use both scroll bars to move down further on the page.

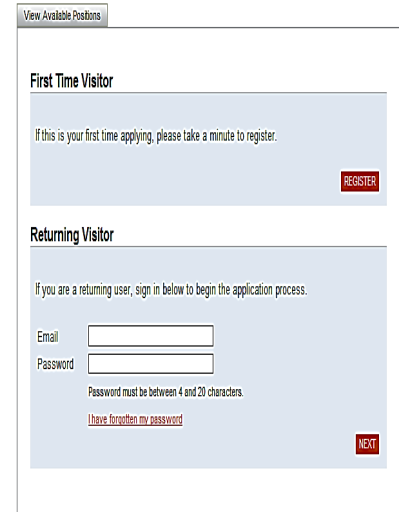
**4. If you are a first time user, click **Register**.**

You will be asked to enter your email and a password and then click **Sign In**. If you do not have an email address, click one of the links to create a valid email address for potential application communications.

**Note:** Remember this email address - you will need to enter it again at the end of the application.

If you are a returning user, enter your email and password and click **Next**

**Sign In**



5. After completing the Personal Information section, the application can be saved by clicking the **SAVE AND FINISH LATER** button at the bottom of the page. . .

**NOTE:** ALL fields in Red are required

To return and finish your application, go to [www.advanceautoparts.jobs](http://www.advanceautoparts.jobs) and complete steps 1 – 3 above and click the **View My Account** tab.

This will open a page that shows a list of your recent applications. Click the **CONTINUE** button to complete the application.

**NOTE:** Application drafts are stored for 30 days.

6. Before starting the assessment piece of the application process, you will be given the opportunity to review and edit your application. If the information is correct click **Next**. To make corrections click **Previous**.

Clicking the **Back** button on your browser will cause the application to fail.

7. After completing and reviewing your application information, you will be presented with the assessment portion of the application process. Please read the instructions on this page and follow the guidelines for completing the assessment successfully. Click **Next**.

8. Your session ID will appear here.

Write it down so that you can return and complete the assessment if unable due to time constraints or system issues.

9. At the completion of the assessment you will return to this page.

Enter your initials to acknowledge you are applying to the position(s) listed.

Click **Submit Your Application**

After completing all the required steps in the application process, you will receive a "Thank You" page

10. You will also receive a confirmation email advising you of next steps.

**NOTE:** Check your email while still online. If you **DID NOT**

receive a confirmation email, you did not complete the process. You must log back in and complete the application process.

*When using a public computer, it is always a good practice to close your Internet Browser to protect your information!*