

# Apply for a Job External (first time)

- Click on Careers page
- If you have never used this new Applicant software you must select
  - Click Here to Register

Oracle Careers page showing search and login options. A black arrow points from the 'click here to Register' link in the instructions above to the 'Register Now' link on the website.

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

**Basic Job Search**

Keywords:   
Posted: Last Month

[Search](#) [Advanced Search](#) [Search Tips](#)

**Login**

User Name:   
Password:

[Login](#) [Login Help](#) [Register Now](#)

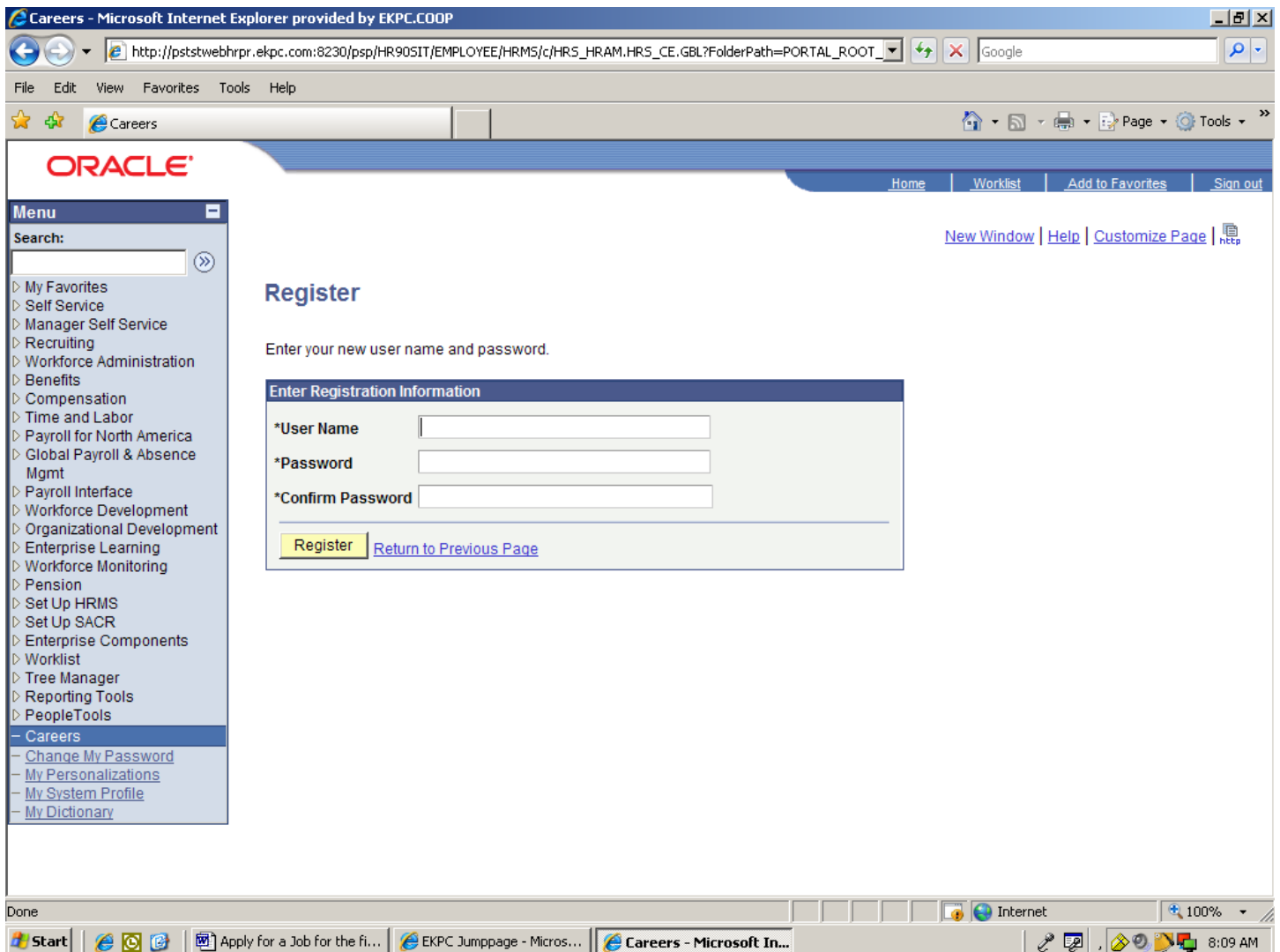
**Latest Job Postings**

Select	Date	Job Title	Job ID	Location
<input type="checkbox"/>	09/21/2009	<a href="#">Auxiliary Operator - Spurlock Station, Maysville, Kentucky</a>	3559	Spurlock
<input type="checkbox"/>	09/21/2009	<a href="#">Auxiliary Operator</a>	3559	Spurlock
<input type="checkbox"/>	08/13/2009	<a href="#">Auxiliary Operator</a>	3555	Bavarian Landfill Power Station
<input type="checkbox"/>	08/02/2009	<a href="#">Assistant Electrician</a>	3556	Burnside

[Select All](#) [Deselect All](#) [Save Jobs](#) [Apply Now](#)

[Apply now without adding a job](#)

- Enter a user name (case sensitive). If you type **John Doe** as your user name, then you must type it in exactly this way in the future or the system will not recognize you. They system will not recognize **john doe**. You do not have to elect your own name, or have two words as your user ID. You may elect any user name you wish. Just make sure you write it down somewhere secure so you don't forget it.
- Enter a password for you to use each time you login the system. You must enter the same password twice. The second time is to confirm. The password is case sensitive like the user name. If you used capitalization, when you entered your password for the first time, then each time you log in afterwards, you must also use the same capitalization. The system will not recognize any differences in the password you have made regarding capitalization. For example. If you password is **PASSWORD 15**, the system will not recognize it if you enter **password15** in the future.
- After you have selected a user name and password select **Register**



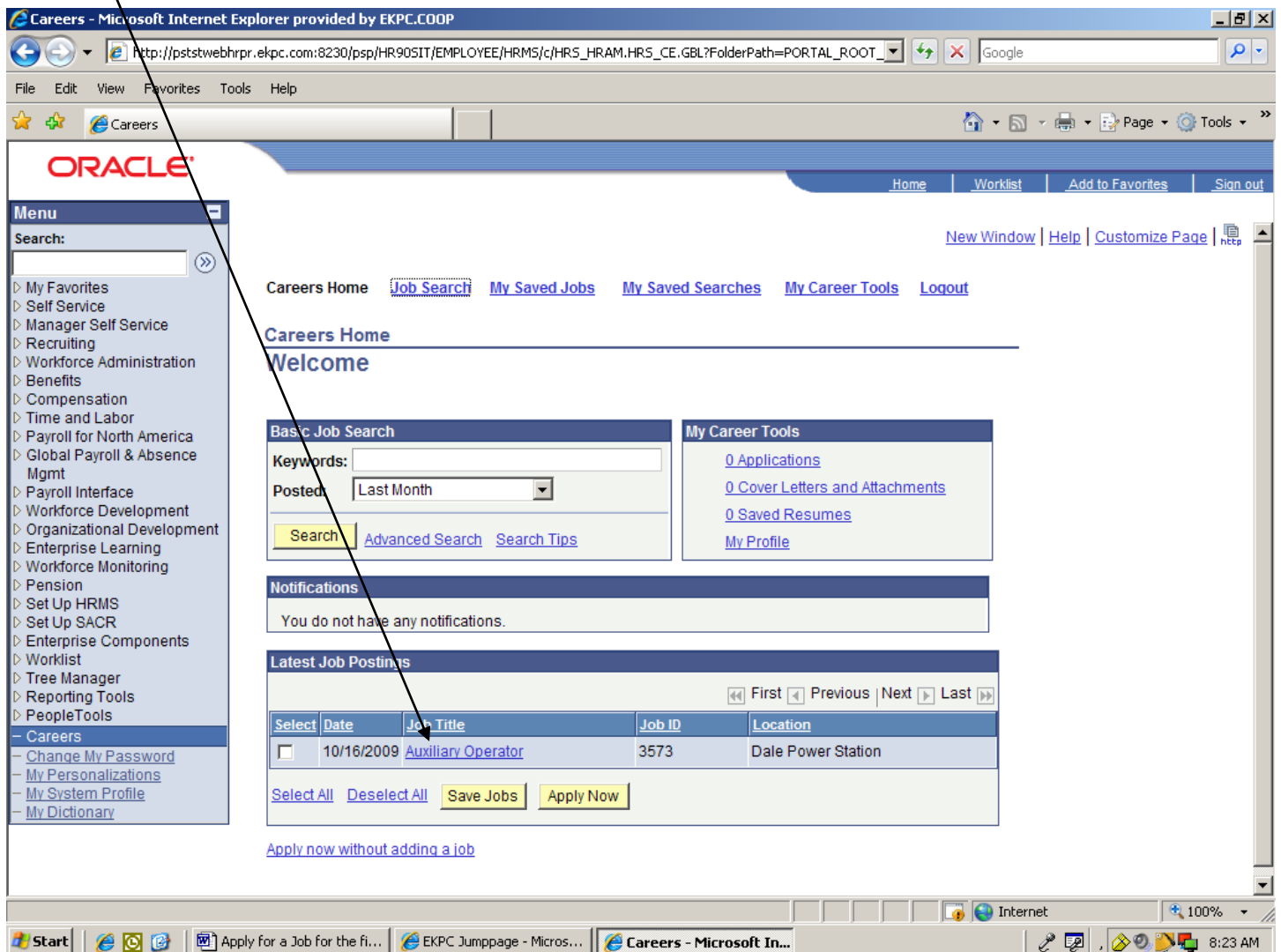
The careers page will appear. Here you can:

1. build a applicant profile
2. build a resume in our system
3. apply for a job

Under the Latest Job Openings Section, you can view the jobs that are currently open at EKPC. If there are no jobs listed here, this means EKPC has no open positions at the present time. As in the past, EKPC does not accept unsolicited applications and you will not be able to apply for a position unless there is an open job available.

Example: As you can see on this sample page, there is an Auxiliary Operator Position open at our Dale Power Station.

Click on the blue underlined [Auxiliary Operator](#) to view the job posting.



If you decide after you have read the job posting that you would like to apply for this job

- Select the icon **Apply Now**

The screenshot shows a Microsoft Internet Explorer browser window with the Oracle HRMS portal. The address bar shows the URL: [http://pststwebhrpr.ekpc.com:8230/psp/HR90SIT/EMPLOYEE/HRMS/c/HR5\\_HRAM.HRS\\_CE.GBL?FolderPath=PORTAL\\_ROOT\\_](http://pststwebhrpr.ekpc.com:8230/psp/HR90SIT/EMPLOYEE/HRMS/c/HR5_HRAM.HRS_CE.GBL?FolderPath=PORTAL_ROOT_). The Oracle logo is visible at the top left. A navigation menu on the left includes options like 'My Favorites', 'Self Service', 'Manager Self Service', 'Recruiting', 'Workforce Administration', 'Benefits', 'Compensation', 'Time and Labor', 'Payroll for North America', 'Global Payroll & Absence Mgmt', 'Payroll Interface', 'Workforce Development', 'Organizational Development', 'Enterprise Learning', 'Workforce Monitoring', 'Pension', 'Set Up HRMS', 'Set Up SACR', 'Enterprise Components', 'Worklist', 'Tree Manager', 'Reporting Tools', and 'PeopleTools'. The 'Careers' section is highlighted. The main content area displays the 'Job Description' for an 'Auxiliary Operator' (Job ID: 3573) at the 'Dale Power Station'. Below the job details are buttons for 'Email to Friend', 'Save Job', and 'Apply Now', along with a 'Return to Previous Page' link. The 'Salary for this position' is listed as 'Skill Based pay Progression Ladder Entry level up to \$20.53 with related experience up to \$21.85'. The 'EKPC Company Information' section describes the company as one of the fastest growing electric utilities in Kentucky. The 'Key Roles' section states: 'Performs all duties and assignments necessary to effectively monitor, operate and control a variety of'. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 8:28 AM.

The EKPC applicant process now requires you to submit a resume. You can submit a resume one of 2 ways:

1. You can build a resume on our web-site and keep it for future use by selecting:
  - **Copy and paste resume text** – *this option also allows you to type your resume into this field.*

**YOU MAY NOT ATTACH A DOCUMENT FOR YOUR RESUME, YOU MUST CUT AND PASTE A RESUME FROM YOUR FILES INTO THE FIELD. EKPC is not able to download attached documents.**

2. If you already have a resume saved in your profile documents on the EKPC web site:
  - **Select Use an existing resume**
    - Select the name of the resume you want to use

Select which option you wish to use by clicking on the  beside the option you choose.

***Applicants who do not submit a complete resume with educational and work history including dates of employment and complete job duties will not be considered for a position.***

[Apply Now](#)

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## Choose Resume

Resume Options
<p><b>How would you like to proceed?</b></p> <p><input type="radio"/> Copy and paste resume text</p> <p><input type="radio"/> Use an existing resume</p>

[Continue](#)

[Return to Previous Page](#)

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To build a resume on our website, select **Copy** and Paste a resume text and select **Continue**

- title the resume with your name, the job you are applying for, and the current date (abbreviated)
- Click inside the resume box and enter the data (or cut and paste) regarding your:
  - Educational background, what school you have attended including high school and any college classes you have taken
  - Work history for the last 10 years
  - Name of company,
  - Supervisor name
  - Contact information (phone number of company)
  - Salary at this position
  - Job duties at this position
  - Dates of employment (start date) & (end date)
  - Reason you left the company
  - May we contact this employer? Please indicate if we may contact this employer for a reference.
- select **Continue** button **(Please read statement below carefully before continuing)**

**IMPORTANT** Make sure you do not click the **cancel** button. Clicking this button will cause you to lose all information you just entered in the resume. Also, after you select **Continue** button, you do not want to select the **Return to previous page** button, because that will also erase all the information you had input in the Resume Text box.

The screenshot shows a web browser window displaying the Oracle HRMS 'Enter Resume Text' form. The browser is Microsoft Internet Explorer. The Oracle logo is visible at the top left. The page has a navigation menu on the left and a main content area. The 'Attach Resume' section is active, showing a form with the following fields and content:

- Title:** John Doe resume
- Language:** English
- Resume:** John Doe Resume

The resume text in the text area reads:

Graduated Clark County High school

Attended Morehead State University for 2 years. Have 33 hours toward an Accounting Degree

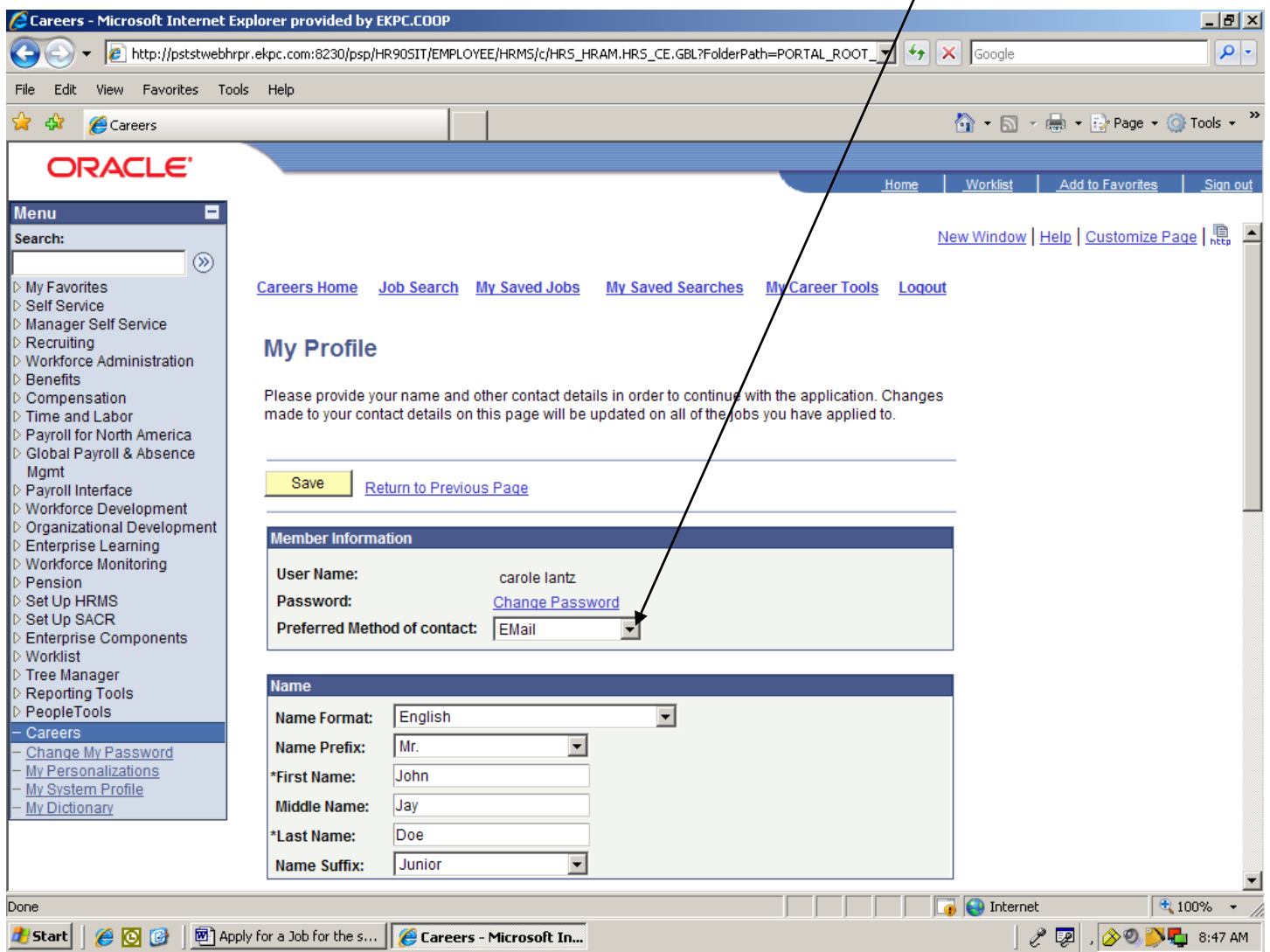
(or if you have completed a degree it may be written like this)

Bachelor of Science in Business Management graduated Summa Cum Laude from Morehead State University.

John Doe Company  
567 Winchester Road  
Winchester, Kentucky 40391  
Supervisor: Joe Doe 859-744-8888  
Salary: \$45,000  
Dates of Employment 1/1990 - currently employed  
Reason for Leaving - still employed  
Job Title: Accountant  
Job Duties: all accounting functions including PSoft query, report writing, configuration. Implemented Finance model in 1998 and upgraded to 8.8 in 2010.



After you select the **continue** button, enter the data on the next screen:

- Complete the **preferred method of contact** field regarding this position **by clicking on the down arrow box to the right beside the field.**
  - If you select **e-mail** we will be able to contact you regarding your applicant status as we begin to review applications. If you select phone, we will be unable to contact you
  - **Name Format** field is **English (select English** Complete the Prefix data **by clicking on the down arrow box to the right beside the field.**
- It is **not necessary** that you complete the prefix field
- Enter your name in each name field as it is written on your Social Security Card
- Complete Suffix information if applicable, Jr., Sr., III, II,

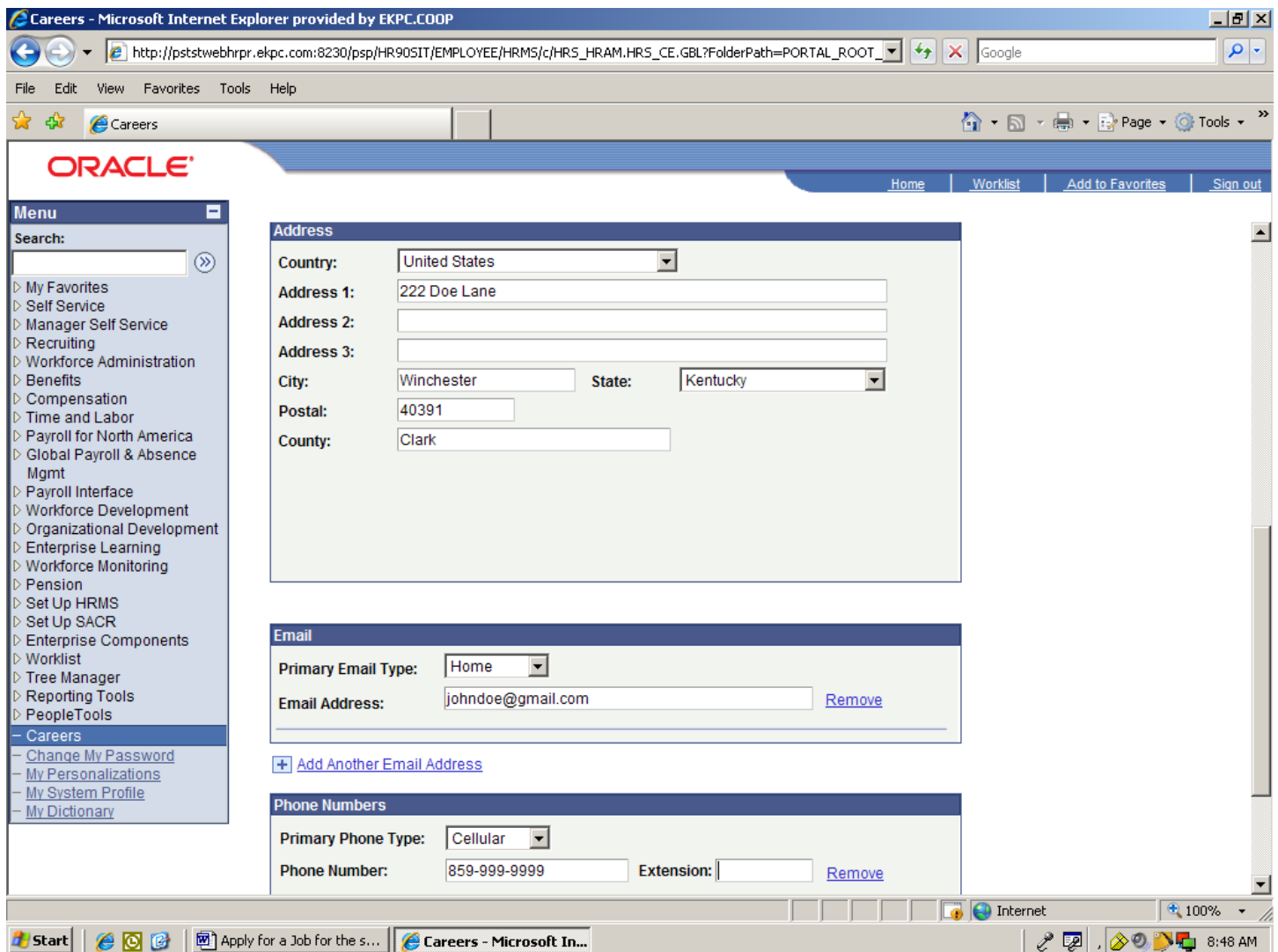


Complete the Address, e-mail and phone number as in the example below.

Complete:

- Country - ( it is very important you select the country because the formatting for the remainder of the information is formatted to the country you pick). If you do not select a country your information will be incomplete and your application will not be considered.
- **Address** – enter your P O Box or your physical address, wherever you receive your US Postal Service mail.
- **E-mail address** – the e-mail address you list as primary will be the address where we contact you regarding this job. You may add an alternate by selecting the  add another e-mail address button.
- **Phone number** – the phone number you list as primary will be the address where we contact you regarding this job. You may add an alternate by selecting the  add another e-mail address button.
- Select the **save** button at the bottom of the screen

If you have forgotten a field that is required in the data, you will get a message. Go back and enter this data and select **save** again.



**Careers - Microsoft Internet Explorer provided by EKPC.COOP**

http://pststwebhrpr.ekpc.com:8230/psp/HR905IT/EMPLOYEE/HRMS/c/HRS\_HRAM.HRS\_CE.GBL?FolderPath=PORTAL\_ROOT\_

File Edit View Favorites Tools Help

Home Worklist Add to Favorites Sign out

**ORACLE**

**Menu**

Search:

- My Favorites
- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
- Benefits
- Compensation
- Time and Labor
- Payroll for North America
- Global Payroll & Absence Mgmt
- Payroll Interface
- Workforce Development
- Organizational Development
- Enterprise Learning
- Workforce Monitoring
- Pension
- Set Up HRMS
- Set Up SACR
- Enterprise Components
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Careers**
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

**Address**

Country: United States

Address 1: 222 Doe Lane

Address 2:

Address 3:

City: Winchester State: Kentucky

Postal: 40391

County: Clark

**Email**

Primary Email Type: Home

Email Address: johndoe@gmail.com [Remove](#)

[+ Add Another Email Address](#)

**Phone Numbers**

Primary Phone Type: Cellular

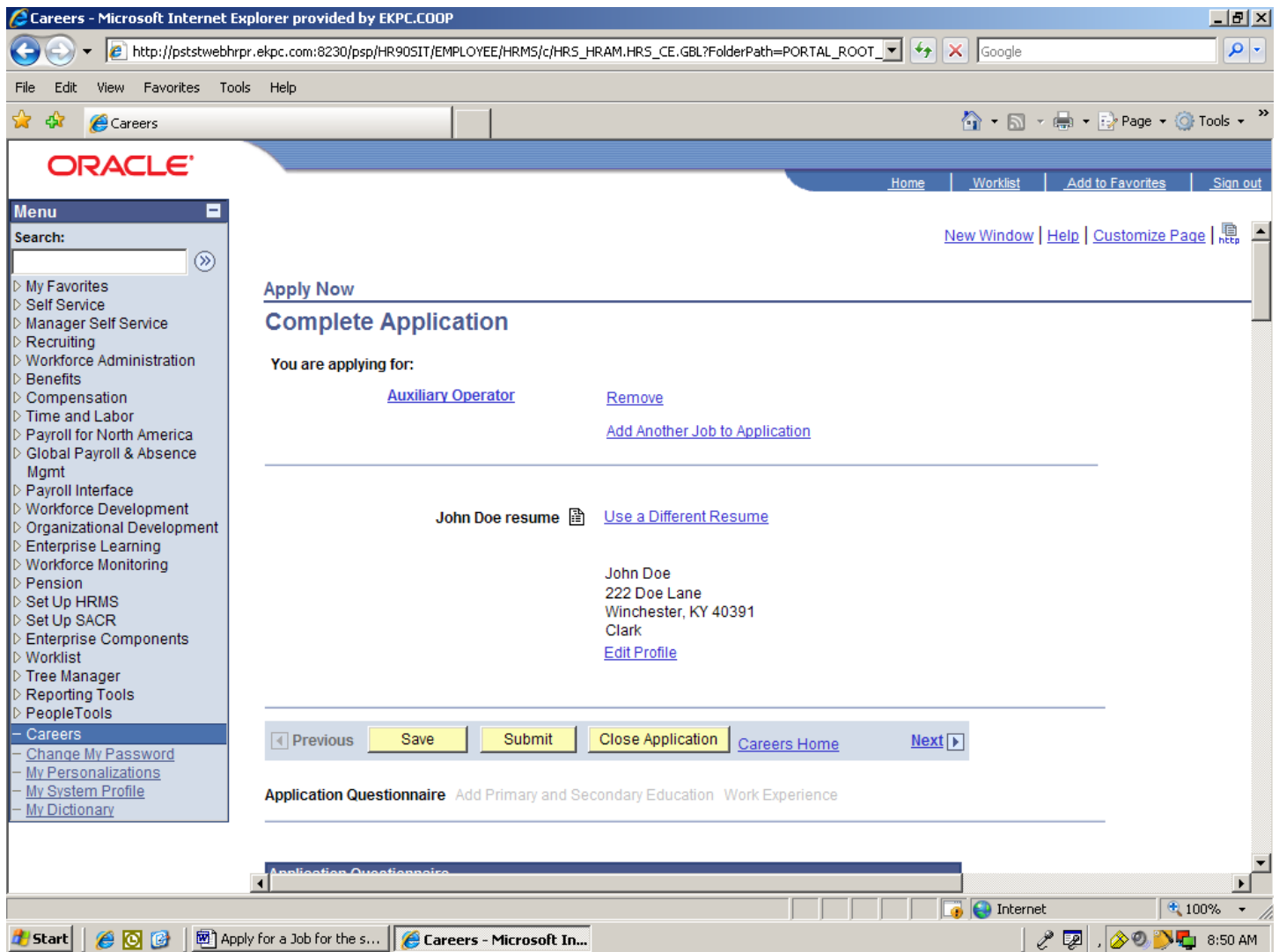
Phone Number: 859-999-9999 Extension: [Remove](#)

Start Apply for a Job for the s... Careers - Microsoft In... 8:48 AM

After saving your personal information you will see the application to apply for the job you selected. The page indicates which job you are applying for. Scroll down the page to begin answering the questions regarding this position.

**Important information** –

- Do not select the **Submit** button at this time or it will submit your application before you have entered your information for the position. **AFTER YOU HAVE SUBMITTED YOUR APPLICATION YOU CAN NOT CHANGE IT.**
- Do not select the **Close Application** button at this time or it will close you out of your application without saving the information you have just entered.



This is the page where you:

- answer questions relating to this position and your eligibility for employment at EKPC

**If you do not answer every question, your application will be considered incomplete and you will not be considered for this position.**

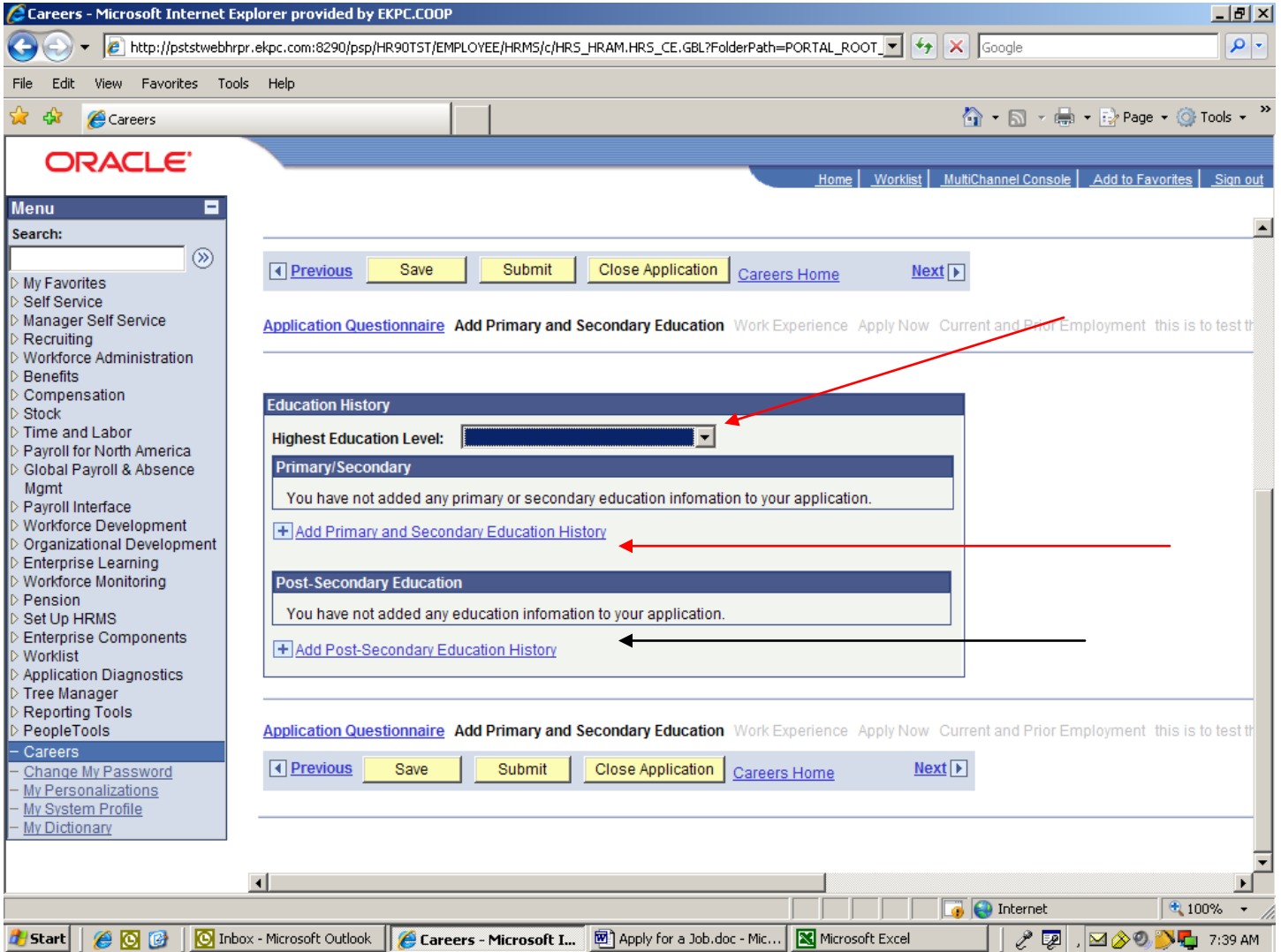
- **Answer all questions on the screen.** You have to scroll down the screen (using your mouse) to see the set of questions you need to answer. Before going to the next screen, use your mouse to scroll back up to the top of the questions to make sure you have an answer selected for each question.
- Then select the **Next >** button at the bottom of the screen and continue to answer questions until all questions are answered and you no longer see a **Next >** button.

If you select the **save application** button you will save your information to this point, but your application will not be submitted. It is best to select this button if you don't have time to complete the application, and want to come back later and complete the information and then **Submit** your application. **Remember:** **AFTER YOU HAVE SUBMITTED YOUR APPLICATION YOU CAN NOT CHANGE IT.**

The screenshot shows a web browser window titled "Careers - Microsoft Internet Explorer provided by EKPC.COOP". The address bar shows the URL: [http://pststwebhrpr.ekpc.com:8290/psp/HR90TST/EMPLOYEE/HRMS/c/HR5\\_HRAM.HRS\\_CE.GBL?FolderPath=PORTAL\\_ROOT\\_](http://pststwebhrpr.ekpc.com:8290/psp/HR90TST/EMPLOYEE/HRMS/c/HR5_HRAM.HRS_CE.GBL?FolderPath=PORTAL_ROOT_). The Oracle logo is visible in the top left corner. A navigation menu on the left includes "My Favorites", "Self Service", "Manager Self Service", "Recruiting", "Workforce Administration", "Benefits", "Compensation", "Stock", "Time and Labor", "Payroll for North America", "Global Payroll & Absence Mgmt", "Payroll Interface", "Workforce Development", "Organizational Development", "Enterprise Learning", "Workforce Monitoring", "Pension", "Set Up HRMS", "Enterprise Components", "Worklist", "Application Diagnostics", "Tree Manager", "Reporting Tools", "PeopleTools", "Careers", "Change My Password", "My Personalizations", "My System Profile", and "My Dictionary". The main content area displays the "Application Questionnaire" with a progress bar showing "Add Primary and Secondary Education", "Work Experience", "Apply Now", "Current and Prior Employment", and "this is to test the". Below the progress bar, there are buttons for "Previous", "Save", "Submit", "Close Application", "Careers Home", and "Next >". The questionnaire questions are: "Do you have a High School Diploma or a GED?" with radio buttons for "Yes" and "No"; "Do you have a valid driver's license?" with radio buttons for "Yes" and "No"; and "This is an on-call position that requires you to have a telephone (cell or land line). Do you have a phone? Are you willing to be on call during non-work hours?" with radio buttons for "Yes" and "No". At the bottom, it states "This position requires that you work a 12 hour swing shift that will shift between night and day". The Windows taskbar at the bottom shows the Start button, Internet Explorer, Microsoft Outlook, Microsoft Internet Explorer, and Microsoft Excel, with the system clock showing 7:30 AM.

The next screen will be where you input your educational history.  
The first field is the highest education level you have achieved.

1. Click on the drop down box beside the field. Click on the highest level of education you have achieved whether it be a degree level, or if you have finished high school and completed some college level classes select **Some College**
2. The second field is your Primary/Secondary school which is High School.
3. Select the [+ Add Primary and Secondary Education History](#)



Complete the following information:

- Country - ( it is very important you select the county because the formatting for the remainder of the information is formatted to the country you pick). If you do not select a country your information will be incomplete and your application will not be considered complete.
- State
- School Type
- School **do not complete the**  **field** Select the  field and list your school name here
- Level Achieved
- There is **no** need to enter data for .
- Select the box if your education was completed and you graduated at this level
- Select **Save and Return**

The screenshot shows a web browser window titled 'Careers - Microsoft Internet Explorer provided by EKPC.COOP'. The address bar shows the URL: [http://pststwebhpr.ekpc.com:8290/psp/HR90TST/EMPLOYEE/HRMS/c/HRM\\_HRAM.HRS\\_CE.GBL?FolderPath=PORTAL\\_ROOT\\_](http://pststwebhpr.ekpc.com:8290/psp/HR90TST/EMPLOYEE/HRMS/c/HRM_HRAM.HRS_CE.GBL?FolderPath=PORTAL_ROOT_). The page features the Oracle logo and a navigation menu on the left. The main content area is titled 'Add New Application' and 'Add Primary and Secondary Education'. It contains a form with the following fields:

- Country: United States (dropdown)
- State: Kentucky (dropdown)
- School Type: High School (dropdown)
- \*School: (dropdown) Other:
- Level Achieved: High School Diploma (dropdown)
- \*Date Acquired: 10/04/2009 (calendar icon)
- Average Grade:   Completed

Buttons for 'Save & Return', 'Save & Add More', 'Cancel', and 'Return to Previous Page' are visible. A note at the bottom indicates '\* Required Field'. The taskbar at the bottom shows the Start button and several open applications: Microsoft Outlook, Microsoft Internet Explorer, Microsoft Word, and Microsoft Excel.

Select **+ Add Post-Secondary Education History** this is for any education you have completed past High School or after completing your GED.

- Country - *(it is very important you select the county because the formatting for the remainder of the information is formatted to the country you pick). If you do not select a country your information will be incomplete and your application will not be considered complete.* Click on the magnifying icon at the side of the field and select the appropriate country.
- State
- School Type
- School **do not complete the school field** Select the **Other** field and list your school name here
- Major **do not complete the major field** Select the **Other** field and list your major here
- Degree – select a degree from the drop down box
- You do **not** have to complete the **Average grade** field
- Select the  **Graduated** field if you graduated from the school and the major you listed here.
- **DO NOT COMPLETE EDUCATOR FIELD**
- Select **Save and Return**

The screenshot shows a web browser window titled "Careers - Microsoft Internet Explorer provided by EKPC.COOP". The address bar shows the URL: [http://pststwebhrpr.ekpc.com:8250/psp/HR90UAT/EMPLOYEE/HRMS/c/HR5\\_HRAM.HRS\\_CE.GBL?FolderPath=PORTAL\\_ROOT](http://pststwebhrpr.ekpc.com:8250/psp/HR90UAT/EMPLOYEE/HRMS/c/HR5_HRAM.HRS_CE.GBL?FolderPath=PORTAL_ROOT). The page content includes the Oracle logo, a navigation menu on the left, and a main section titled "Add New Application" with a sub-section "Add Post-Secondary Education".

The "Add Post-Secondary Education" form contains the following fields and options:

- Buttons: **Save & Return**, **Save & Add More**, **Cancel**, and [Return to Previous Page](#)
- Section: **Enter Post-Secondary Education Details**
- Country: USA (with a magnifying icon and "United States" text)
- State: Kentucky (dropdown menu)
- \*School: (dropdown menu) Other: University of Kentucky
- \*Major: (dropdown menu with magnifying icon) Other: Business Management
- \*Degree: Bachelor of Business Admin (dropdown menu)
- Average Grade: (text input field)
- Graduated**
- Educator: (text input field)
- Buttons: **Save & Return**, **Save & Add More**, **Cancel**, and [Return to Previous Page](#)

At the bottom of the form, there is a note: \* Required Field

Select the **Next >** button at the top of the screen

The screenshot shows the Oracle HRMS application interface. At the top, the Oracle logo is on the left, and navigation links for Home, Worklist, Add to Favorites, and Sign out are on the right. Below the logo is a 'Menu' sidebar with a search box and various application categories. The main content area displays the user's profile for 'John Doe', including their name, address (222 Doe Lane, Winchester, KY 40391), and last name (Clark). A red arrow points to the 'Next >' button in the navigation bar. Below the navigation bar, there are links for 'Application Questionnaire', 'Add Primary and Secondary Education', and 'Work Experience'. The 'Education History' section is expanded, showing a dropdown for 'Highest Education Level' set to 'A-Not Indicated'. Underneath, there are two sections: 'Primary/Secondary' and 'Post-Secondary Education', both indicating that no education information has been added and providing 'Add' buttons for each.

Select [+ Add Work Experience](#)

The screenshot shows a web browser window with the Oracle HRMS interface. The browser title is "Careers - Microsoft Internet Explorer provided by EKPC.COOP". The address bar shows a URL starting with "http://pststwebhpr.ekpc.com:8230/psp/HR90SIT/EMPLOYEE/HRMS/c/HR5\_HRAM,HR5\_CE.GBL?FolderPath=PORTAL\_ROOT\_". The page content includes a search bar, a navigation menu on the left, and a user profile for "John Doe" with contact information. Below the profile, there are navigation buttons: "Previous", "Save", "Submit", "Close Application", "Careers Home", and "Next". The "Work Experience" section is highlighted, and a blue arrow points to the "+ Add Work Experience" link. The text in the Work Experience section reads: "You have not added any employment information to your new application."

- Complete each field on this page (with the exception of the Address 2 and Address 3 fields).
  - If you are currently working at this employer, just list the end date as the current date
- The screen shot below is what your page should look like after you have completed it.
- Please list under the Comment Section what you did at this job and the specifics of the job.
  - Select Save and Return after you have entered all the data.

Complete your employment history for the last 10 years. Complete one of these pages for each job you have held in the last 10 years.

If you have had more than one job title at the same employer, please give complete information on how long you held each job title at that company and your specific job duties for each job.

Select **Save and Add More** to add an additional Employment History screen (remember we need employment history for the last 10 years)

Select **Save and Return** after you have submitted the last employment history screen.

**ORACLE**

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

**Menu**

Search:

- My Favorites
- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
- Benefits
- Compensation
- Stock
- Time and Labor
- Payroll for North America
- Global Payroll & Absence Mgmt
- Payroll Interface
- Workforce Development
- Organizational Development
- Enterprise Learning
- Workforce Monitoring
- Pension
- Set Up HRMS
- Enterprise Components
- Worklist
- Application Diagnostics
- Tree Manager
- Reporting Tools
- PeopleTools
- Careers**
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

**Enter Employment Details**

\*Start Date: 10/01/1990

End Date: 10/12/2000

\*Employer: Mayfield Manor

\*Ending Job Title: Accountant

Telephone: 859-999-9874

Comments: I was an Asst Acct for 3 years and then was promoted to Accountant for 7 years. I worked with A/P, A/R, journal entries, and end of month closing and Financial Statements, completed payroll tax returns, and sales tax returns.

**Address**

Country: United States

Address 1: 333 Mayflower Manor Drive

Address 2:

Address 3:

City: Lexington State: Kentucky

Postal: 40555

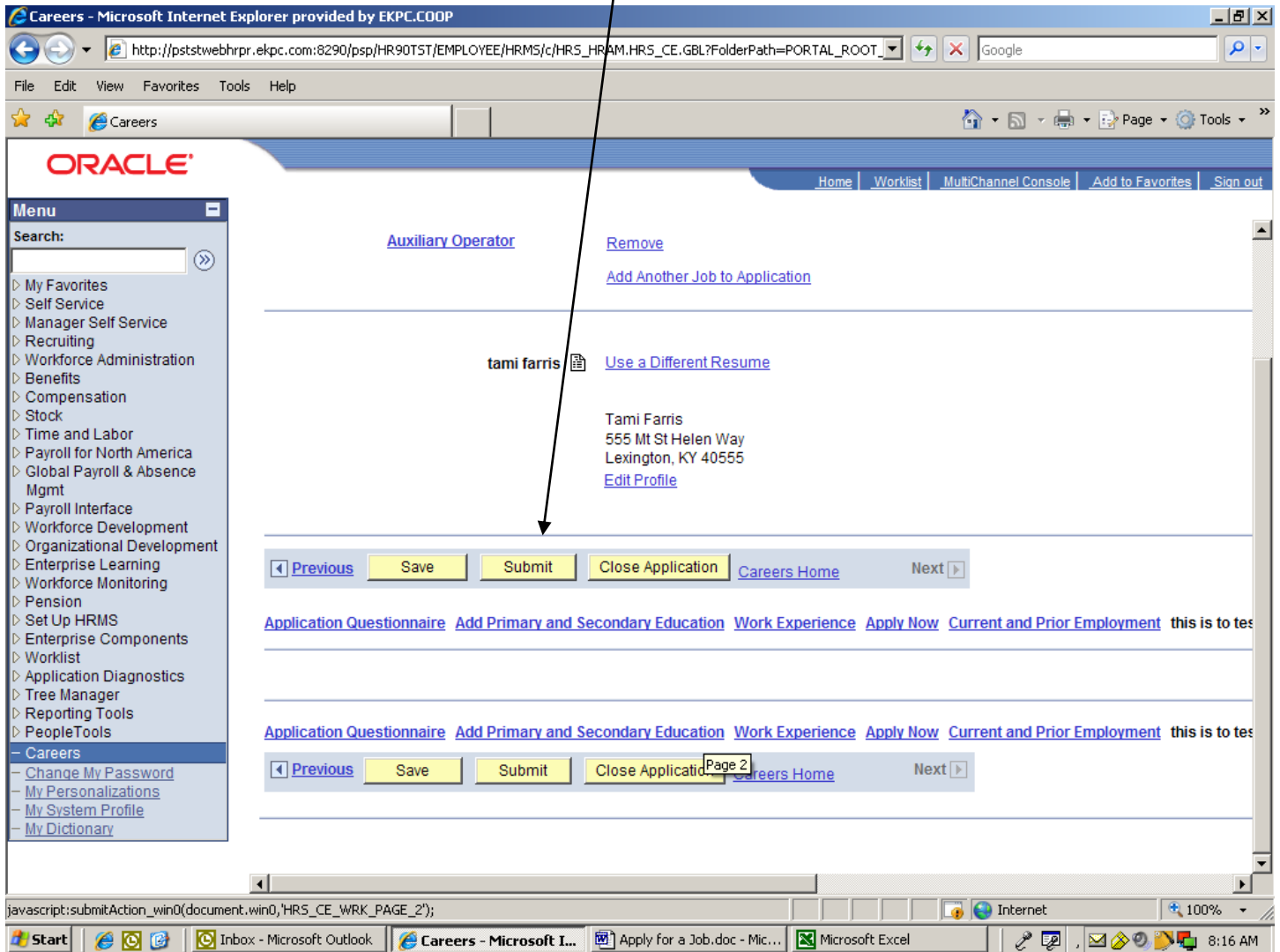
County: Fayette

Start | Inbox - Microsoft Outlook | Careers - Microsoft I... | Apply for a Job.doc - Mic... | Microsoft Excel | 8:09 AM

**Remember, after you submit your application, you can not go back and change it.**

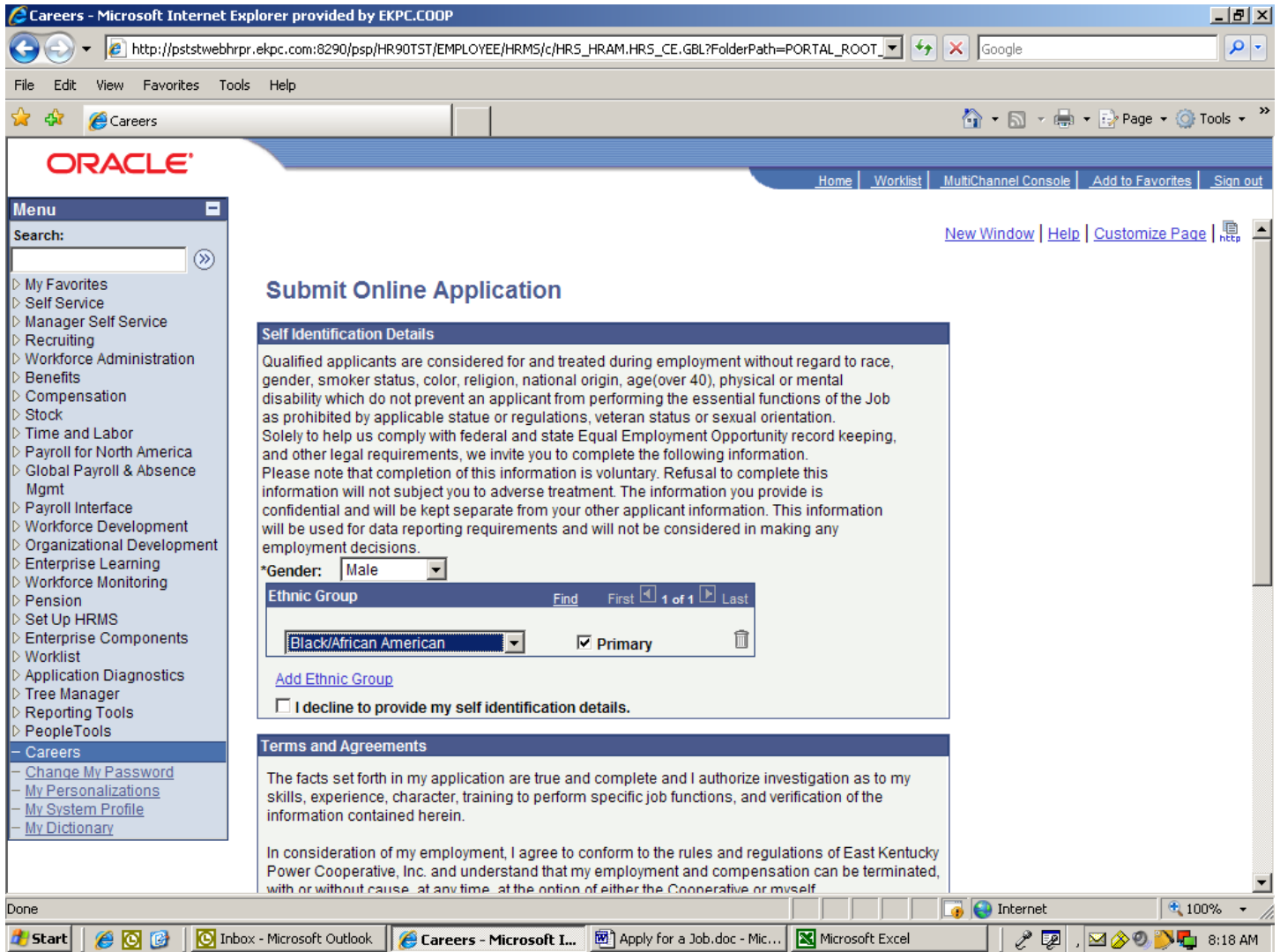
If all the fields are completed you may select **Submit** button to submit your application.

**You are not finished yet**, after you select the **Submit** button, you are asked to voluntarily submit your gender and race information for our Affirmative Action Program. Please see the next page to review this screen. **Even if you choose not to submit this voluntary information, there is one final step before you can OFFICIALLY submit your application.** Please read the next page.



- Either
  - complete your gender and ethnicity information or
  - select I decline to provide my self identification details.

Then proceed to the bottom of the screen (shown on next page)

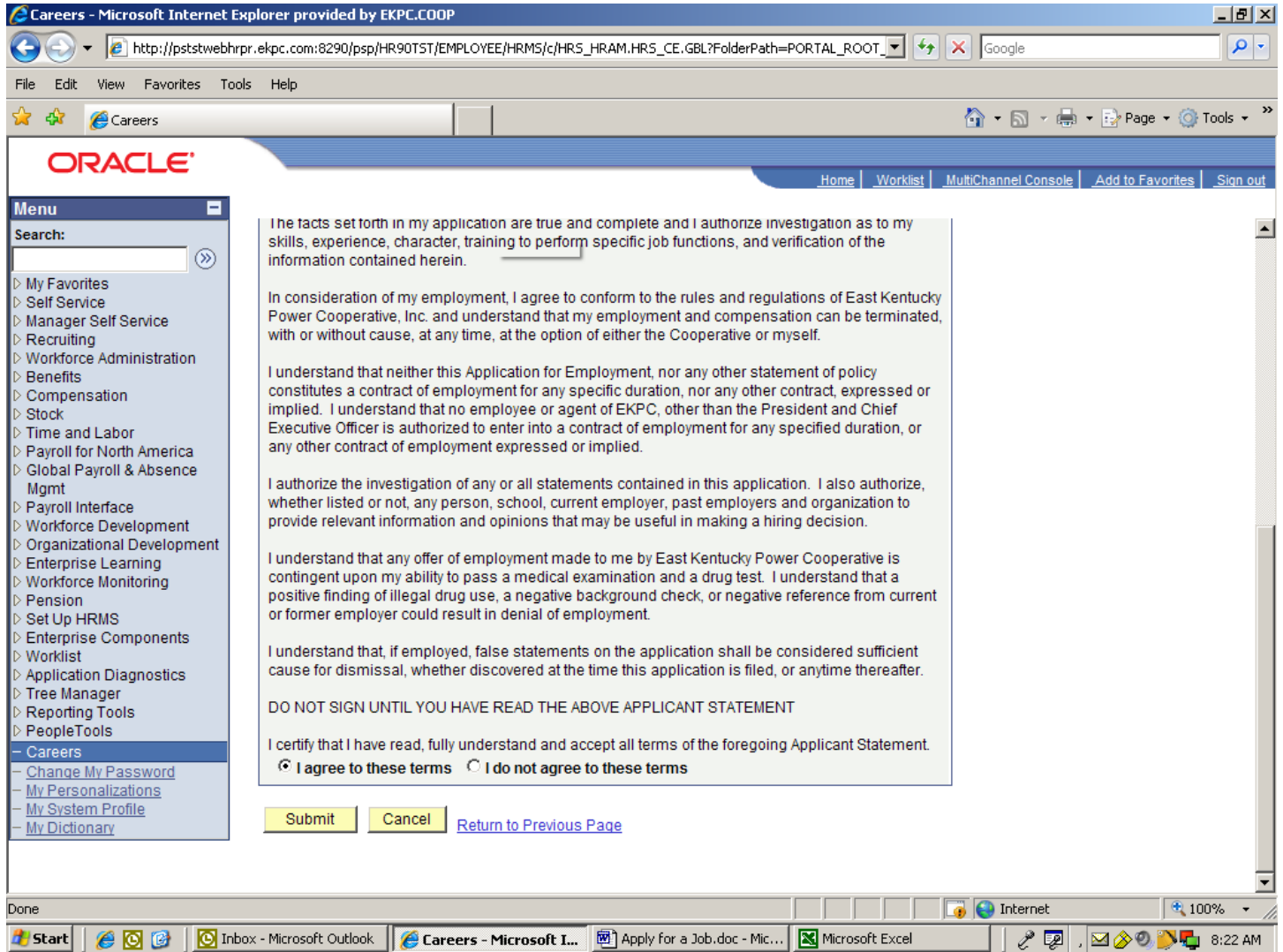


Please read the material provided. This is the EKPC terms of application. If you do not agree to these terms, you will not be allowed to submit your application.

If you agree to these terms, select  I agree to these terms and select the **submit** button.

**At this point, and only after you have completed all these steps have you applied for a job with EKPC.**

We appreciate you taking the time to submit your application and your interest in EKPC.



After you have submitted your application, a screen will appear where you can see your applications have been successfully submitted by the indication on the computer screen. See below

After you have submitted your application you may check on all the previous applications you have submitted:

- Click on Display Applications from:
  - Select a method to display the applications you want to see.
    - By selecting **All Applications** you will see any applications you have submitted for EKPC since January 4, 2010
  - Select **Refresh**
  - Your previously submitted applications will be shown

**We will send you e-mail messages during the screening process for the job you have applied for. Please check your e-mail status regarding notices of your application status. You will hear from us under the following circumstances:**

- **You do not pass the initial screening process**
- **We want to interview you for the job**
- **You will be notified after the job is filled if you have passed the initial screening process**

The screenshot shows the Oracle Careers portal in Microsoft Internet Explorer. The browser address bar displays the URL: [http://pststwebhpr.ekpc.com:8290/psp/HR90TST/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_EMP.HRS\\_CE.GBL?FolderPath=PORTAL\\_R](http://pststwebhpr.ekpc.com:8290/psp/HR90TST/EMPLOYEE/HRMS/c/HRS_HRAM_EMP.HRS_CE.GBL?FolderPath=PORTAL_R). The page title is "Careers - Microsoft Internet Explorer provided by EKPC.COOP".

The Oracle logo is visible at the top left. A navigation menu on the left includes "Recruiting Activities" with sub-items like "Careers", "Check Referral Status", "Confirm Referral", "Interview Evaluations", "Interview Calendar", and "Interview Team Schedule". Other menu items include "Class Search / Browse Catalog", "Academic Planning", "Enrollment", "Campus Finances", "Campus Personal Information", "Academic Records", "Degree Progress/Graduation", "Transfer Credit", "Admissions", "Student Admission", "Outreach", "Student Recruiting", "Involvement", "Review Transactions", "Student Center", "Faculty Center", "Gradebook", "Request Information", "Request Official Transcript", "View My Advisees", "Class Search", "Browse Course Catalog", "Evaluate My Transfer Credit", and "Community Directory".

The main content area is titled "My Applications". It features a confirmation message: "You have successfully submitted your job application." Below this is a section for "My Applications" with a dropdown menu set to "All Applications" and a "Refresh" button. A table displays the application details:

Application	Status	Application Date
<a href="#">Auxiliary Operator - S Kentucky</a>	Applied	09/22/2009 11:31AM

The table also includes navigation controls: "First", "Previous", "Next", and "Last".