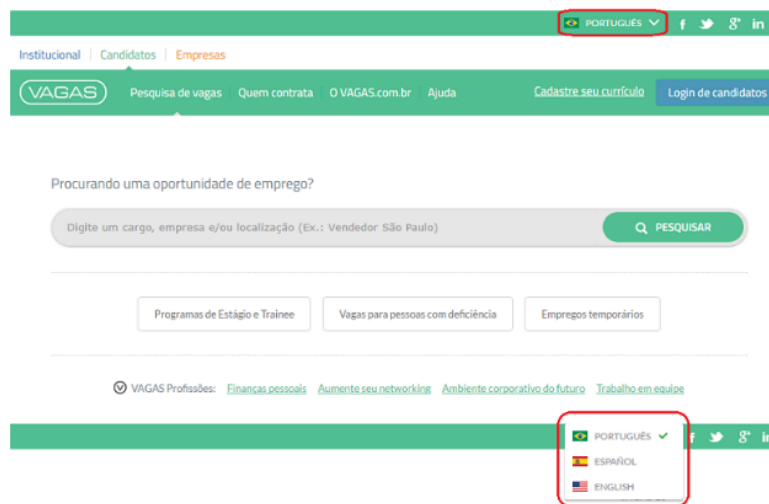


## Vagas and ACNUR: How to register your resume on the recruitment platform

The recruitment company Vagas and the UN Agency for Refugees (UNHCR) have prepared this practical guide for refugees and migrants to provide guidance on how to register your resume on the Vagas.com.br platform. Thus, increasing the chances of being hired in the formal Brazilian job market.

### Changing the language on the platform

It is possible to change the navigation language of the Vagas.com.br platform to English and Spanish. To do so, simply click on the flag representing the desired language (located in the lower right corner of the [page](#)). IMPORTANT: Even if you choose to change the language on the website, it is important to fill in the information in Portuguese so that your CV appears in companies' searches for vacancies in Brazil.



### Step 1: Register your resume on [Vagas.com.br](https://vagas.com.br)

1. In the upper right corner of the [main page](#), click on "Register for free".



2. Fill in the pre-registration data (e-mail, CPF and country), and if you are a migrant or refugee click on "I am a refugee" and create a password.

The screenshot shows the 'Create your profile for free' registration page on the Vagas website. The page has a green header with the 'vagas' logo and a 'Help' link. The main content is a white form with the following fields and options:

- Title:** 'Create your profile for free' and 'And get your next job now!'
- E-mail:** A text input field.
- Password:** A text input field with a visibility icon. Below it, the text reads '7 to 20 characters (numbers and letters)'.
- CPF:** A text input field with the note '(We use it only to avoid duplicity)'.
- I'M A FOREIGNER:** A blue link.
- Profile language:** A dropdown menu currently set to 'Português (Brasil)'.
- Terms of Use:** A checkbox labeled 'I have read and accept the terms of use'.
- Buttons:** A blue 'START USING NOW!' button and a white 'I HAVE ALREADY REGISTERED' button.

3. By selecting the “I am refugee” option, you can enter your current situation in Brazil

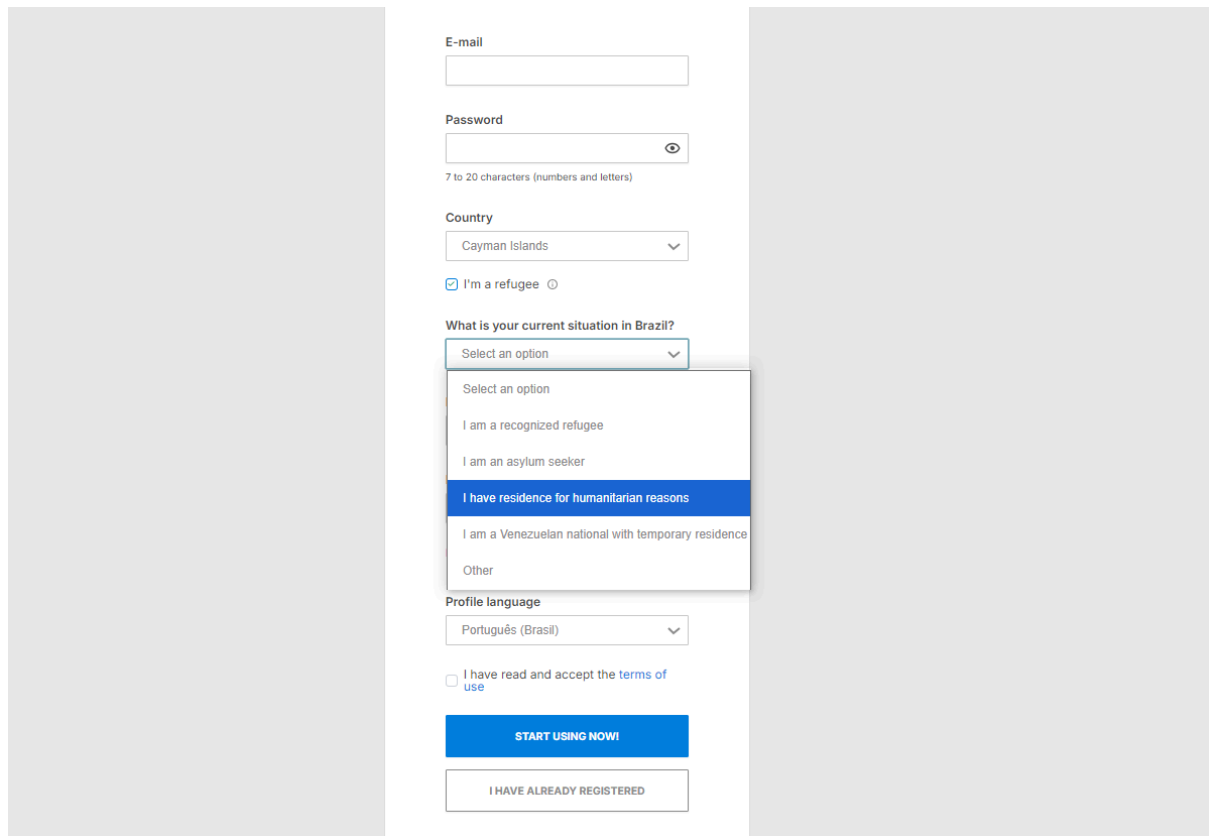
The screenshot shows the 'I'M A BRAZILIAN' registration page on the Vagas website. The form includes the following fields and options:

- E-mail:** A text input field.
- Password:** A text input field with a visibility icon. Below it, the text reads '7 to 20 characters (numbers and letters)'.
- Country:** A dropdown menu currently set to 'Cayman Islands'.
- I'm a refugee:** A radio button that is selected, with a help icon.
- What is your current situation in Brazil?:** A dropdown menu with the option 'Select an option'.
- Document type:** A dropdown menu with the option 'Select a document'.
- Document:** A text input field.
- I'M A BRAZILIAN:** A blue link.
- Profile language:** A dropdown menu currently set to 'Português (Brasil)'.
- Terms of Use:** A checkbox labeled 'I have read and accept the terms of use'.
- Buttons:** A blue 'START USING NOW!' button and a white 'I HAVE ALREADY REGISTERED' button.

4. Four options will appear: I am a recognized refugee, I am applying for refugee status, I have a residence for the purpose of humanitarian reception, I am a

Venezuelan national with temporary residence or Other. You can then choose the type of document you wish to provide.

Don't forget to read and accept the Terms of Use. After that, click on "Start using now!"



The image shows a registration form with the following fields and options:

- E-mail:** Text input field.
- Password:** Text input field with a visibility icon. Below it, the text "7 to 20 characters (numbers and letters)" is displayed.
- Country:** Dropdown menu with "Cayman Islands" selected.
- I'm a refugee**
- What is your current situation in Brazil?:** Dropdown menu with "Select an option" selected. The dropdown list is open, showing the following options:
  - Select an option
  - I am a recognized refugee
  - I am an asylum seeker
  - I have residence for humanitarian reasons** (highlighted in blue)
  - I am a Venezuelan national with temporary residence
  - Other
- Profile language:** Dropdown menu with "Português (Brasil)" selected.
- I have read and accept the terms of use**
- START USING NOW!** (blue button)
- I HAVE ALREADY REGISTERED** (white button)

**5.** Before proceeding with the registration, you will need to verify your e-mail. Go to your inbox, open the "Confirmation e-mail" message and click the "Confirm e-mail" (*Confirmar e-mail*) button



6. We are almost there! To finish the registration, just fill in your personal data, such as name, date of birth, and cell phone (optional).

Tell us a little more about yourself

We will use this information to keep your profile secure.

Full Name (Civil or Social Name)

Date of birth (14 years old or older)

Mobile phone (optional)

I accept alerts by phone

FINISH REGISTER

7. By clicking on "Finish Register", you will be redirected to the resume, with the data previously filled in. Now, just complete the other fields in the items: "Personal Data", "Objectives", "Professional Resume", "Academic and Complementary training", "Languages", "Professional history" and "Additional Information".

## Resume

**Caution:** when you apply for a position, the company receives a link to view your resume online specific vacancy, as all companies will have access to the changes made.

Personal data	▼
Objectives	▼
Professional Resume	▼
Academic and Complementary training	▼
Languages	▼
Professional history	▼
Additional information	▼

## Step 2: How to make your resume ready to search for job openings

If your resume is incomplete, check on the fill-in bar which fields are pending. Note that the red buttons (in the picture below) represent the mandatory fields. By clicking each one, you will be directed to the respective field to add the information.

### Resume

Caution: when you apply for a position, the company receives a link to view your resume online. So, be careful when making changes for a specific vacancy, as all companies will have access to the changes made.

Personal data	Curriculum Fill
Objectives	Fill out your resume to apply for job openings :D
Professional Resume	20%
Academic and Complementary training	WHAT IS MISSING? ^
Languages	PERSONAL INFORMATION ADDRESS
Professional history	CONTACT INFORMATION ROLE
Additional information	AREAS OF INTEREST
	REGION OF INTEREST
	LEVEL OF EDUCATION COURSE
Additional information <a href="#">EDIT</a>	<a href="#">View open curriculum</a>
#workshopvagaseacnur	<a href="#">View Addendums</a>
	<a href="#">Privacy settings</a>
	<a href="#">Download curriculum</a>

Remember: for each update you make, click the "Save" button. After filling in the basic and required information, you will see the following message:

✓ Agora que seu currículo está preenchido você pode se candidatar a vagas de emprego.

This means that you can start your search for job openings now!

## Step 3: How to download your resume


If you need a printed or PDF resume at the time of a job interview, you can also use the information registered on Vagas.

1. To do this, simply access [Vagas.com.br](https://Vagas.com.br) using your username/login and password.
2. On your services page, click on "Update Resume".

## Resume

**Caution:** when you apply for a position, the company receives a link to view your resume online. So, be careful when making changes for a specific vacancy, as all companies will have access to the changes made.

Personal Data ▲

 Daniela Fictícia Lima EDIT

Email: [danielificticia2@gmail.com](mailto:danielificticia2@gmail.com) EDIT

Personal Data (Required) EDIT

What gender identity do you identify with? Mulher Cisgênero  
Age: 32 years old.  
Country: United States  
Documents: SSN (Social Security Number) (USA) (US) 12827379880

Racial Declaration: Black ? EDIT





Vagas.com believes in equal rights and opportunities for all people. For this reason, we are collecting information on the candidates' racial self-declaration, according to the IRGE's identifications and terminologies

Curriculum Fill

Just missing some information to have a champion resume!

92%

**WHAT IS MISSING?** ▼

-  View open curriculum
-  View Addendums
-  Privacy Settings
-  Download CV in PDF





3. Click on the "Download resume" option on the right side of the screen:

Curriculum Fill

Just missing some information to have a champion resume!

92%

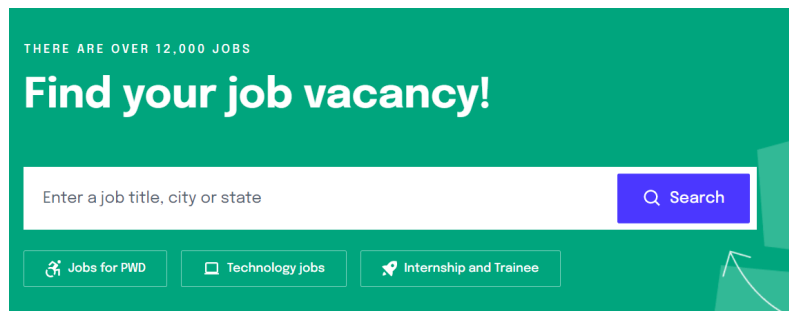
**WHAT IS MISSING?** ▼

-  View open curriculum
-  View Addendums
-  Privacy Settings
-  Download CV in PDF

Your resume will be downloaded in PDF format, without identification from Vagas, to be used as you wish.

#### Step 4: How to search for job openings and apply

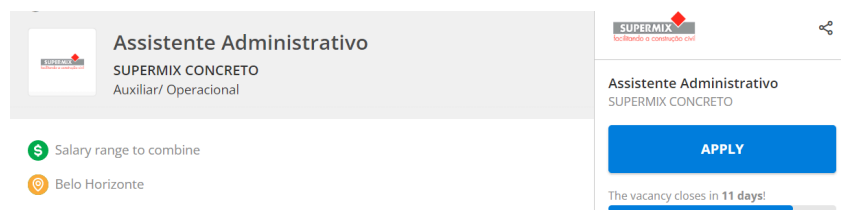
1. On the main page of [Vagas.com.br](https://vagas.com.br) there is a search bar where you can search for job opportunities by job title, area, location, or company. After entering what you are looking for, click the "Search" button:



2. Jobs related to the search terms will be displayed. Note that you can sort the search according to relevance or publication date, and also use the filters (available on the left side of the screen):



3. Found an interesting job opening? Click on it and then on the "Apply" button:



4. If you are not logged in, access your registration using your username/login and password. Then, wait for the application confirmation page.

5. If the company requests tests, fill out the required forms and click "Confirm Application":

**Confirme sua candidatura**  
Caso a vaga solicite fichas adicionais, preencha-as e em seguida pressione o botão 'confirma candidatura' ao final da página.

Vaga	Fichas solicitadas
v1281976 OPERADOR FERROVIÁRIO - AUXILIAR DE MAQUINISTA	<ul style="list-style-type: none"><li>• <a href="#">Teste conhecimentos gerais/suas habilidades - VAGAS</a> (obrigatória)</li><li>• <a href="#">Teste de raciocínio lógico - VAGAS</a> (obrigatória)</li><li>• <a href="#">Teste de língua portuguesa - VAGAS</a> (obrigatória)</li><li>• <a href="#">Indicação</a> (caso tenha sido indicado ou queira solicitar uma indicação, clique aqui e preencha a ficha)</li></ul>

### Data always up-to-date

To contact the candidates, the company responsible for the selection process uses the phone number or e-mail registered in the resume and application history. Therefore, it is essential to keep the **data updated and check your e-mail whenever possible.**

### More information and tips

If you already have a CV registered on the platform, you can also fill in your status as a refugee. Simply log in to the platform, click on your profile photo, enter your country of nationality under Personal Data, click on "I am a refugee" and choose from the options for your current situation in Brazil.

23/02/1992

País de nacionalidade  
Venezuela

Sou refugiado

Qual a sua situação atual no Brasil?

- Sou um refugiado reconhecido
- Sou solicitante da condição de refugiado
- Tenho residência para fins de acolhida humanitária
- Sou nacional da Venezuela com residência temporária
- Outra

Cédula de Identidad (VEN)

Want to know how to include a photo? How to update your resume? Or create a job alert? This and other important information is available at <https://ajuda.vagas.com.br/porta1/pt-br/kb/categoria>.

Good luck!