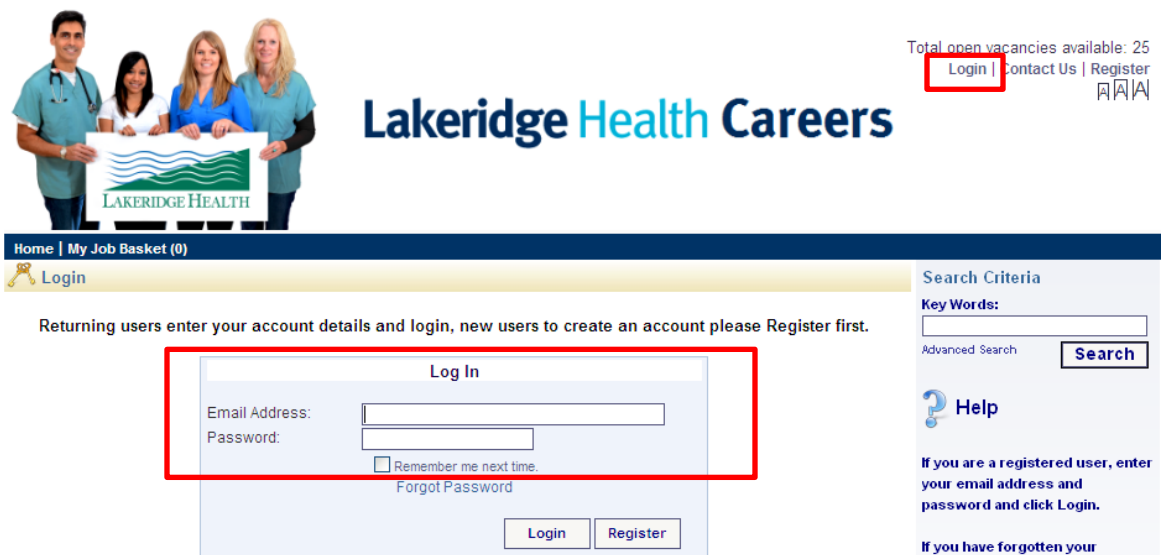


eRecruitment for Lakeridge Health Staff


How to Apply

1. In the top right corner, click the 'Login' button and enter the e-mail address and password you used to Register.



The screenshot shows the Lakeridge Health Careers website. At the top right, there is a navigation menu with a 'Login' button highlighted by a red box. Below the navigation menu, there is a banner for 'Lakeridge Health Careers' featuring four healthcare professionals. To the right of the banner, it says 'Total open vacancies available: 25'. Below the banner, there is a 'Home | My Job Basket (0)' navigation bar. The main content area has a 'Login' button and a message: 'Returning users enter your account details and login, new users to create an account please Register first.' A 'Log In' form is highlighted with a red box, containing fields for 'Email Address' and 'Password', a 'Remember me next time' checkbox, and a 'Forgot Password' link. Below the form are 'Login' and 'Register' buttons. To the right of the form is a 'Search Criteria' section with a 'Key Words' field, an 'Advanced Search' link, and a 'Search' button. Below the search section is a 'Help' link and instructions for registered users and those who have forgotten their password.

2. Review the vacancy positions on the home page. Find the job you would like to apply for by viewing what was recently published or clicking on the vacancy categories.



The screenshot shows the Lakeridge Health Careers website home page. At the top, there is a 'Home | My Job Basket (0)' navigation bar. Below the navigation bar is a 'Home' link. The main content area is divided into two sections, both highlighted with a red box. The first section is 'Recent Vacancies', which shows 'Vacancies published in the last 14 days' and a 'Show 5' dropdown menu. Below this, there is a 'Recently published vacancies - 1 found' section. The first vacancy listed is '0130000691 - Aboriginal Patient Navigator' in Oshawa, posted on 07/08/2013 and closing on 03/09/2013. Below the vacancy list is a link to 'Select the vacancy reference/title to view the vacancy in detail.' The second section is 'Vacancy Categories (Open Vacancies)', which lists several categories with their respective counts: Allied Health/Health Professional (6), Clinical Management (4), Hospital Administration (4), and Nursing (9).

3. To apply for one of the jobs, click on the 'Apply for Job' button.



4. Complete each section of the application.

Notes:

- Any field with a date must be entered in the following format. (dd/mm/yyyy), the '/' must be entered
- ***SOME JOBS POSTINGS*** will prompt you to upload your cover letter and resume in the documents section enter a description and then click browse to select the file path to add the document, then click 'Add Document'. You may add more than one document. The description cannot contain any special characters (', !, #, *, etc.). The maximum file size is 250 kb.

A screenshot of the 'Add Documents' section of the application. On the left, a sidebar lists 'Add Documents', 'Vacancy Questions', and 'Complete'. The main area has a heading: 'To attach documents specific to this application, use the Add Document button below:'. Below this is a table with columns 'Document Description' and 'Add to My Documents'. The first row contains 'Resume', a checked checkbox, and a 'Delete' button. Below the table, it states: 'The following file extensions are allowed: com, doc, docx, jpeg, jpg, pdf, rtf, txt'. There is a form with a 'Description' field, a 'Select File' field with a 'Browse...' button, and an 'Add to My Documents' checkbox which is checked. At the bottom of the form are 'Add Document' and 'Clear' buttons. A red oval highlights the 'Description', 'Select File', and 'Add to My Documents' fields.

TO VIEW A VIDEO ON HOW TO UPLOAD YOUR COVER LETTER AND RESUME GO TO THIS YouTube VIDEO:

[Video - How to Attach a Cover Letter and Resume](#)

5. When the application is filled out, click the 'Complete' button. You will receive a message of confirmation as well as an e-mail that your application has been received.