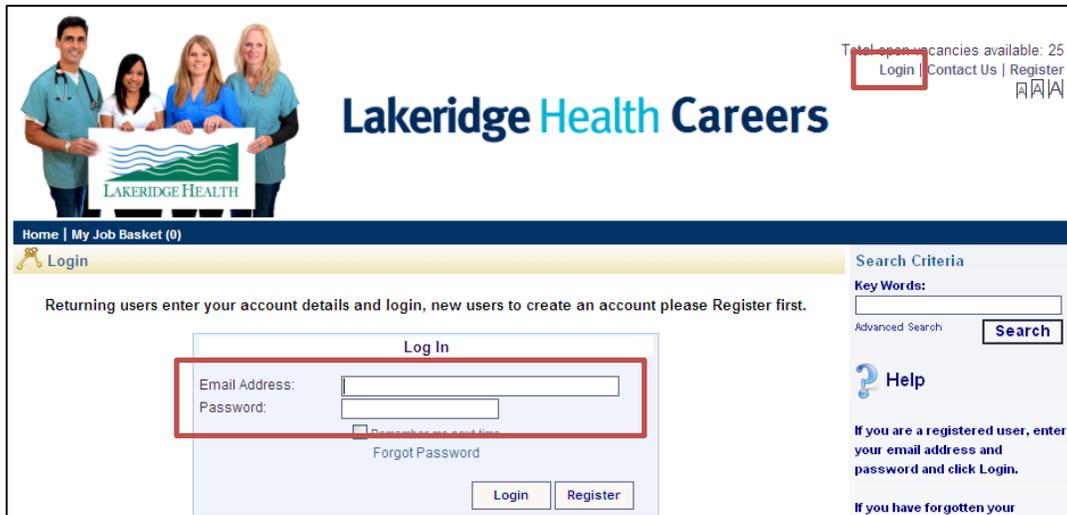


Lakeridge Health

Join Our Team

How to Apply for a Job

1. In the top right corner, click the 'Login' button and enter the e-mail address and password from registration.



The screenshot shows the Lakeridge Health Careers website. In the top right corner, there is a navigation menu with a 'Login' button highlighted by a red box. Below the header, there is a 'Log In' form with fields for 'Email Address' and 'Password', both highlighted by a red box. The form also includes a 'Forgot Password' link and 'Login' and 'Register' buttons. To the right of the form, there is a 'Search Criteria' section with a 'Key Words' field and a 'Search' button. Below the search section, there is a 'Help' link and a note: 'If you are a registered user, enter your email address and password and click Login. If you have forgotten your'.

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' button and a 'My Job Basket (0)' indicator. Below this, there is a 'Recent Vacancies' section with a dropdown menu set to '14' days. A red box highlights the 'Recently published vacancies - 1 found' section, which lists a vacancy for '0130000691 - Aboriginal Patient Navigator' in Oshawa, posted on 07/08/2013 and closing on 03/09/2013. Below this, there is a 'Vacancy Categories (Open Vacancies)' section with a red box highlighting the following categories: Allied Health/Health Professional (6), Clinical Management (4), Hospital Administration (4), and Nursing (9).

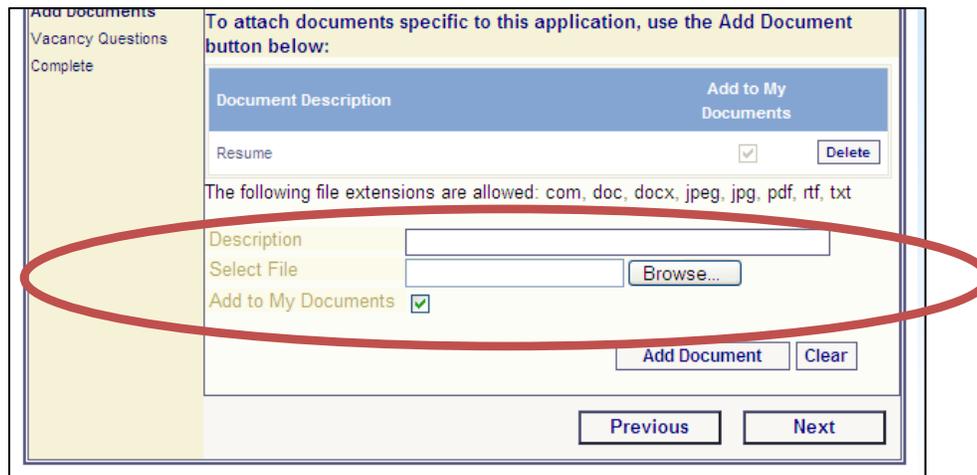
3. To apply for one of the jobs, click on the 'Apply for Job' button.



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
- 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.



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.