How to:
Apply for a job using the online application tool

Log-in

Go to www.easternhealth.ca/careers and click the "eRecruit Apply Online"
button. eRecruit will open in a new window.

- Press 'Login' (1) at the top right corner of the screen.
- Enter the email address and password (2) you used when you registered.
- You haven't registered? Go to the eRecruit page or view the 'How to
  Register with eRecruit' PDF document.

Search for a Vacancy

Once you login to eRecruit, the homepage will show the last five vacancies
posted.

Other viewing options:

- Click the 'Show' (1) drop down box, and choose to display up to the last
  50 postings.
- Navigate by page number (2).
- Search (3) for keywords (location, job title, duties, etc...).
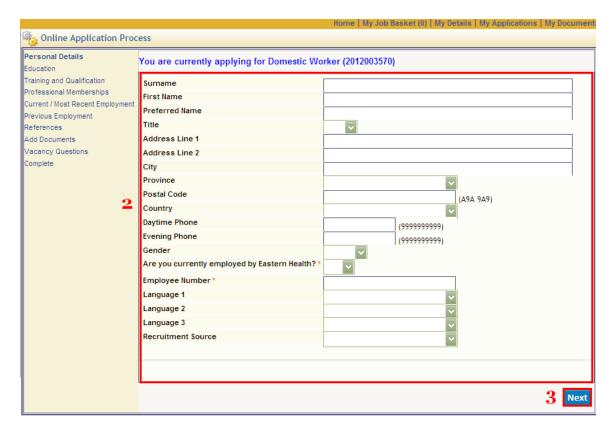- Search by 'Vacancy Category' (4).

Eastern
Health

Careers at Eastern Health

Healthy People, Healthy Communities

Total open vacancies available: 23
Logout | Contact Us | Change Password

Home | My Job Basket (0) | My Details | My Applications | My Documents

Search Criteria

[   ] **Search**

Advanced Search   **3**

❓ **Help**

This page displays all vacancies published in the selected period (the default is 14 days) grouped by category. Select a category to see a list of the vacancies for that category.

If you change the number of days to display vacancies for, or the number of rows per page, click Refresh to update the display.

🔖 Home

Recent Vacancies   Minimize

Vacancies published in the last [14] days.   **1** Show [5 ▾] rows per page. **Refresh**

Recently published vacancies - 23 found

5
10
2012003657 - Quality And Clinical Safety Leader - TES   Ge 20 spital
Posted Date: 30/10/2012   Functional Discipline: Quality & Risk Management   Clo ing Date 30 12
                                                                                   40
WS02112012 - Weekly Successful Report   Ea 50 alth
Posted Date: 30/10/2012   Functional Discipline: Weekly Successful Report   Closing Date: 12

2012003589 - Clinical Physiotherapist I   Miller Center
Posted Date: 26/10/2012   Functional Discipline: Rehab. & Continuing Care   Closing Date: 02/11/2012

2012003577 - Licensed Practical Nurse I   Miller Center
Posted Date: 26/10/2012   Functional Discipline: Rehab. & Continuing Care   Closing Date: 02/11/2012

2012003591 - Nurse I   General Hospital
Posted Date: 26/10/2012   Functional Discipline: Regional Dialysis   Closing Date: 05/11/2012

Select the vacancy reference/title to view the vacancy in detail.

2 1 2 3 4 5

Vacancy Categories (Vacancies Open For Internal Candidates)   Minimize

4   • Health Professional (1)   • Management (1)
         • Health Professional - Community Health (1)   • Nursing (10)
         • Hospital Support (9)   • WEEEKLY SUCCESSFUL REPORT (1)

Select a vacancy category to find vacancies in the selected category

RSS

Apply for a Job

Choose the job you would like to apply for. Click the 'Apply for job' (1) button.

📄 **Vacancy Detail**

1 [**Apply for job**]   [**Add to My Job Basket**]

Job Details
Job Title: Domestic Worker

Posted Date: 19/10/2012

Closing Date: 02/11/2012

Functional Discipline: None specified
Education Level: None specified

Job Description
                        Domestic Worker
                        (2 positions)
                        Permanent, part time
                    Golden Heights Manor, Bonavista

Main Accountabilities

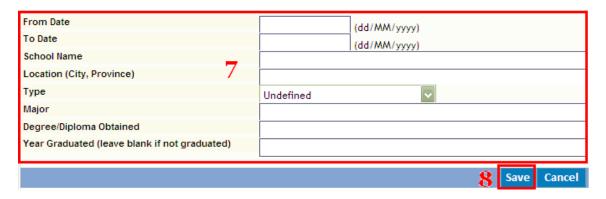Fill out your personal information (2) and click 'Next' (3).

The process for 'Education' (1), 'Training and Qualification' (2), 'Professional Memberships' (3), 'Previous Employment' (4), and 'References' (5) are very similar.

Simply click 'Add a new record' for each category (6), fill out the required information (7), click 'Save' (8), and then 'Next' (9) to finish completing your application.

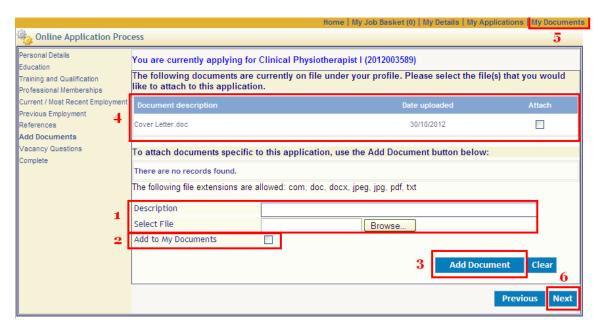| From Date | | (dd/MM/yyyy) |
To Date		(dd/MM/yyyy)
School Name		
Location (City, Province)	**7**	
Type	Undefined	
Major		
Degree/Diploma Obtained		
Year Graduated (leave blank if not graduated)		

8 Save Cancel

If you need to add a document to your application such as a cover letter, fill out the 'Description' (1) and 'Select File' to upload the document from your computer.

- If the document is a common document that you will use for future applications, you can 'Add to My Documents' (2).

- Then, click 'Add Document' (3). This will add the document for future use (4, 5).

- Lastly, click 'Next' (6).

Home | My Job Basket (0) | My Details | My Applications | My Documents

5

Online Application Process

Personal Details
Education
Training and Qualification
Professional Memberships
Current / Most Recent Employment
Previous Employment
References
Add Documents
Vacancy Questions
Complete

You are currently applying for Clinical Physiotherapist I (2012003589)

The following documents are currently on file under your profile. Please select the file(s) that you would like to attach to this application.

Document description	Date uploaded	Attach
Cover Letter.doc	30/10/2012	☐

4

To attach documents specific to this application, use the Add Document button below:

There are no records found.

The following file extensions are allowed: com, doc, docx, jpeg, jpg, pdf, txt

1 Description
Select File   Browse...

2 Add to My Documents   ☐

3 Add Document Clear

6 Previous Next

Carefully read and answer the 'Vacancy Questions (1) with a Yes or No response. Then, click 'Next' (2)

Online Application Process

Personal Details
Education
Training and Qualification
Professional Memberships
Current / Most Recent Employment
Previous Employment
References
Add Documents
Vacancy Questions
Complete

You are currently applying for Domestic Worker (2012003493)

I certify that all statements on this application are true and complete to the best of my knowledge. Yes or No

1

I understand that any statements made on this application found, at any time, to be false and/or incomplete shall be sufficient cause for disqualification or dismissal. Yes or No

Previous   **Next**
                2

If you have completed your application and are certain that it contains all pertinent information, click 'Complete' (1).

Online Application Process

Personal Details
Education
Training and Qualification
Professional Memberships
Current / Most Recent Employment
Previous Employment
References
Add Documents
Vacancy Questions
Complete

You are currently applying for Domestic Worker (2012003493)

Previous   **Complete**
                 1

easternhealth.ca/careers

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Once you complete your application, you will receive confirmation that you have successfully applied for your selected vacancy (1). You can also review your applications in by clicking 'My Applications' (2). Finally, you will instantly receive a confirmation email (3).