

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.

The screenshot shows the eRecruit login interface. At the top right, there is a link for 'Login' (marked with a red '1'). The main content area has a 'Log In' form (marked with a red '2') 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. The page also features a search criteria sidebar on the left and a navigation bar at the top with 'Total open vacancies available: 3' and links for 'Contact Us' and 'Register'.

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
Advanced search **3** Search

Home
Recent Vacancies Minimize
Vacancies published in the last 14 days. **1** Show 5 rows per page. Refresh

Recently published vacancies - 23 found

| | |
|--|--|
| 2012003657 - Quality And Clinical Safety Leader - TES Posted Date: 30/10/2012 Functional Discipline: Quality & Risk Management | Ge 20 Hospital Closing Date: 30/10/2012 |
| WS02112012 - Weekly Successful Report Posted Date: 30/10/2012 Functional Discipline: Weekly Successful Report | East Health Closing Date: 30/10/2012 |
| 2012003589 - Clinical Physiotherapist I Posted Date: 26/10/2012 Functional Discipline: Rehab. & Continuing Care | Miller Center Closing Date: 02/11/2012 |
| 2012003577 - Licensed Practical Nurse I Posted Date: 26/10/2012 Functional Discipline: Rehab. & Continuing Care | Miller Center Closing Date: 02/11/2012 |
| 2012003591 - Nurse I Posted Date: 26/10/2012 Functional Discipline: Regional Dialysis | General Hospital Closing Date: 05/11/2012 |

Select the vacancy reference/title to view the vacancy in detail. **2** 12345

Vacancy Categories (Vacancies Open For Internal Candidates) Minimize

- Health Professional (1)
- Health Professional - Community Health (1)
- Hospital Support (9)
- Management (1)
- Nursing (10)
- WEEKLY SUCCESSFUL REPORT (1)

Select a vacancy category to find vacancies in the selected category **4**

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).

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

Online Application Process

Personal Details

You are currently applying for Domestic Worker (2012003570)

2

Surname

First Name

Preferred Name

Title

Address Line 1

Address Line 2

City

Province

Postal Code

Country (A9A 9A9)

Daytime Phone (9999999999)

Evening Phone (9999999999)

Gender

Are you currently employed by Eastern Health? *

Employee Number *

Language 1

Language 2

Language 3

Recruitment Source

3 **Next**

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.

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

Online Application Process

Personal Details

You are currently applying for Domestic Worker (2012003570)

1

2

3

4

5

| From Date | To Date | School/Institute Name | Location | Type |
|-----------|---------|-----------------------|----------|------|
| | | | | |

6

Add a new record

9

Previous **Next**

| | | |
|---|--|--------------|
| From Date | <input type="text"/> | (dd/MM/yyyy) |
| To Date | <input type="text"/> | (dd/MM/yyyy) |
| School Name | <input type="text"/> | |
| Location (City, Province) | <input type="text"/> | |
| Type | Undefined <input type="button" value="v"/> | |
| Major | <input type="text"/> | |
| Degree/Diploma Obtained | <input type="text"/> | |
| Year Graduated (leave blank if not graduated) | <input type="text"/> | |

8

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 | <input type="checkbox"/> |

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

2 Select File

3 Add to My Documents

4

5

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

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

Online Application Process

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

1

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

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

1

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

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

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

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).

The screenshot shows the Eastern Health careers portal. At the top left is the Eastern Health logo with the tagline "Healthy People, Healthy Communities". The top right shows "Total open vacancies available: 23" and links for "Logout", "Contact Us", and "Change Password". A navigation bar includes "Home", "My Job Basket (0)", "My Details", "My Applications" (highlighted with a red box and a red '2'), and "My Documents". The main content area displays "Application Complete" with a message: "You have successfully applied for the Domestic Worker job, reference #2012003493." Below this message is a blue "Finish" button, which is highlighted with a red box and a red '1'. On the left side, there is a "Search Criteria" section with a search bar and a "Search" button, and a "Help" link.

The screenshot shows an email window titled "Your Recent Application (2012003493) - Message (Plain Text)". The email header includes "From: noreply@easternhealth.ca" and "Sent: Wed 31/10/2012 11:46 AM". The subject is "Your Recent Application (2012003493)". The body of the email contains the following text: "Thank you for applying for Domestic Worker (#2012003493). This is to acknowledge that your application has been received by our Human Resources Department. Your application will be screened after the closing date. Should you be considered, you will be contacted regarding the competition. Only those applicants who are being considered will be contacted. Thank-you for your interest in employment with Eastern Health. <https://employment.easternhealth.ca/erecruit/>". The entire email content is enclosed in a red box with a red '3' centered below it.