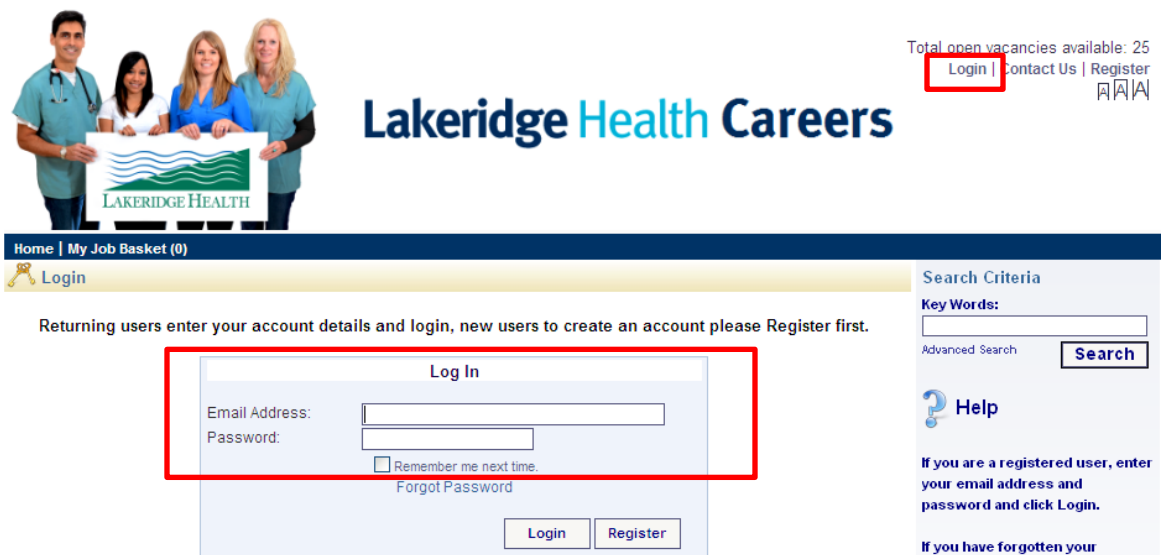# eRecruitment for Lakeridge Health Staff

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.

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.

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.

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.