

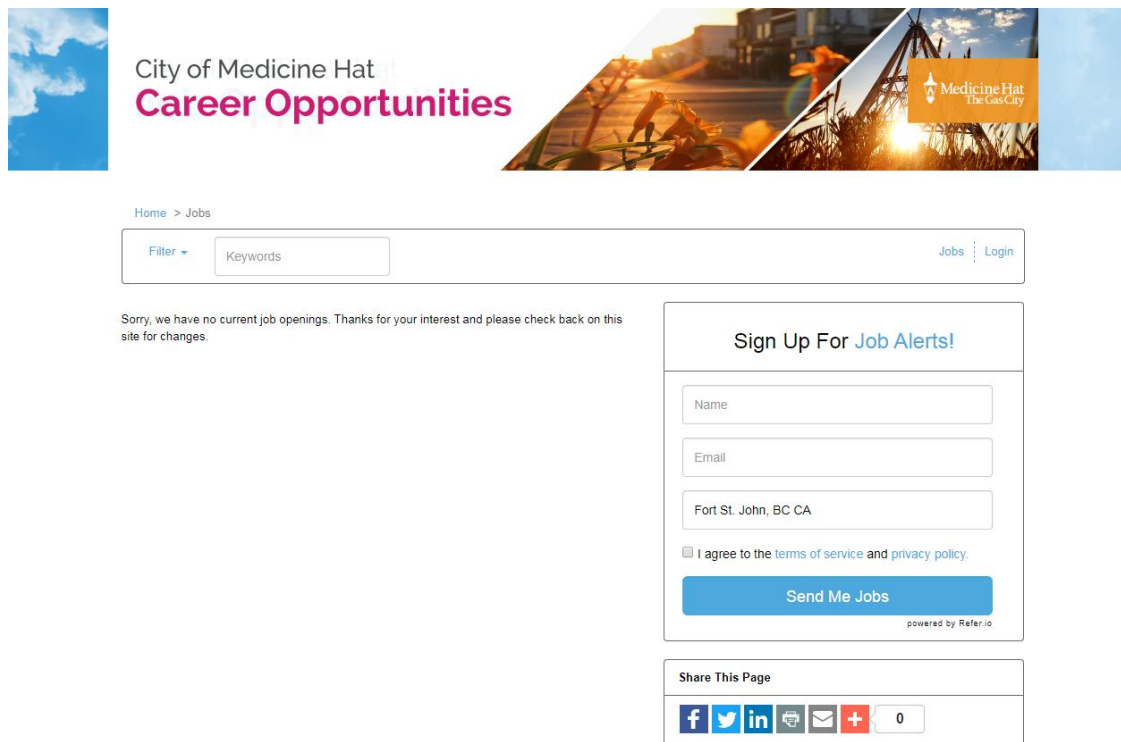
# HOW TO APPLY INSTRUCTIONS

Visit the job board:



The graphic shows three ways to access the job board: scanning a QR code, clicking a URL link, and visiting community partners. The URL link is [medicinehat.ca/jobs](http://medicinehat.ca/jobs). Community partners listed include Medicine Hat Public Library, Youth Works (YMCA), and Medicine Hat College.

It will look like this:



The screenshot shows the 'City of Medicine Hat Career Opportunities' page. It features a navigation bar with 'Home > Jobs', a search bar with 'Filter' and 'Keywords' options, and 'Jobs' and 'Login' links. A message states: 'Sorry, we have no current job openings. Thanks for your interest and please check back on this site for changes.' A 'Sign Up For Job Alerts!' form is present, with fields for Name, Email, and location (Fort St. John, BC CA). It includes a checkbox for 'I agree to the terms of service and privacy policy.' and a 'Send Me Jobs' button. The page is powered by Refer.io. A 'Share This Page' section at the bottom includes social media icons for Facebook, Twitter, LinkedIn, Print, Email, and a plus sign, with a counter showing 0 shares.

## Accessing the job board:

**Applying for the first time?** Create an account (Click on Need an account? Click here!)

- \*Fill in all required fields
- \*Choose password
- \*Check box that says I agree to PrevueAPS.ca's Applicant Information Use & Privacy Policy
- \*Click on Create Job Profile

**Already have an account?** Log In

## Applying for a position:

### Instructions



Home > Jobs > Application

Applying for - Close Date: [Jobs](#) | [My Account](#) | [Logout](#)

|                      |   |
|----------------------|---|
| Instructions         | <h2>Instructions</h2> <p>We request the following information to make the best possible placement. You should complete all portions of this application that pertain to you. All information collected will be held in adherence with FOIP:</p> <p>Pursuant to s. 33 (c) of the Freedom of Information and the Protection of Privacy Act, the personal information collected on this form is for the purpose of an operating program or activity of the City of Medicine Hat. The City of Medicine Hat must collect personal information directly from the individual that the information is about unless another method of collection is authorized by the individual or by an enactment of Alberta or Canada. The personal information provided will be protected under Part 2 of the Freedom of Information and the Protection of Privacy Act and will be used for staffing purposes including: application, screening and interview processes, and references including employment and education verification. Questions regarding the collection and use of personal information can be directed to the FOIP Head of Local Body at 403 529 6234.</p> <p>To continue with your application, please proceed to the next step.</p> |
| Resume               |   |
| Additional Questions |   |
| Source               |   |
| Applicant Statement  |   |
| Submit Application   |   |

[TECHNICAL DIFFICULTIES? GET HELP NOW](#) [Proceed to Next Step](#)

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### Resume

Please provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided. Note: Screening is based upon the qualifications and experience outlined in your Resume and the information collected in the Additional Questions section.

Instructions

Resume

Additional Questions

Source

Applicant Statement


Submit Application

TECHNICAL DIFFICULTIES?  
GET HELP NOW >

## Resume


Please provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided. Note: Screening is based upon the qualifications and experience outlined in your Resume and the information collected in the Additional Questions section.


I choose not to submit a resume at this time


 Submitted Documents



Use the button below to upload any files associated with your application. Please only use DOC, DOCX, TXT or PDF files 10 MB or smaller

Choose File No file chosen

 Browse Files From Dropbox

 Browse Files From Google Drive

 Copy/Paste Text

 Save Entry  Save and Upload Text as File

[< Back](#)
[Proceed to Next Step >](#)

**Additional Questions**



Home > Jobs > Application Jobs | My Account | Logout

Instructions

Resume

Additional Questions

Source

Applicant Statement

Submit Application

TECHNICAL DIFFICULTIES?  
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## Additional Questions

Additional Questions

**Are you legally authorized to work in Canada?\***

**Are you willing to submit to a police information check?\***

[< Back](#)
[Proceed to Next Step >](#)

Source



Home > Jobs > Application

Jobs | My Account | Logout

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>Instructions</li> <li>Resume</li> <li>Additional Questions</li> <li>Source</li> <li>Applicant Statement</li> <li>Submit Application</li> </ul> <p>TECHNICAL DIFFICULTIES?<br/>GET HELP NOW</p> | <h2 style="text-align: center;">Source</h2> <p>How did you hear about this position? <input type="text" value="-- Choose --"/></p> <p>If Employee or Other, please describe: <input type="text"/></p> <p style="text-align: center;"> <input type="button" value="Back"/> <input type="button" value="Proceed to Next Step"/> </p> |
|---|--|

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Applicant Statement



Home > Jobs > Application

Jobs | My Account | Logout

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>Instructions</li> <li>Resume</li> <li>Additional Questions</li> <li>Source</li> <li>Applicant Statement</li> <li>Submit Application</li> </ul> <p>TECHNICAL DIFFICULTIES?<br/>GET HELP NOW</p> | <h2 style="text-align: center;">Applicant Statement</h2> <p><b>Applicant Statement</b></p> <p>I declare that all statements and answers in this application are true and complete and agree that any untrue or misleading answer, omission, concealment or failure to answer any questions fully, completely and accurately may be grounds for terminating my employment, regardless of when it is discovered. By completing this application, I give the City of Medicine Hat the permission to verify the information I provide pertaining to employment and education with the appropriate institutions/organizations.</p> <p>I authorize the City of Medicine Hat or its agents to contact any persons I list as references for the purpose of obtaining reference information. Such persons are aware that they may be contacted by you for the purpose of obtaining reference information and have my consent to provide my personal information to you for this purpose. I understand that reference information may include verbal and written inquiries or information about my current and or previous employment, employment performance, professional demeanor and character, rehire potential, dates of employment, salary and employment history. I further authorize the City of Medicine hat to keep and preserve such reference information. Additionally, I release the City of Medicine Hat and its agents from any and all damages, costs, liability, claims or potential claims that I may have regarding any information released to or by the City of Medicine Hat and regarding any decisions made about me on the basis of such information.</p> <p><input type="checkbox"/> I agree to the above.</p> <p>Signature:* <input type="text" value="Type Full Name (ex. John Albert Doe)"/></p> <p>Date:* 23 Dec 2019</p> |
|---|--|

### Submit Application



Home > Jobs > Application

Jobs | My Account | Logout

|                      |   |
|----------------------|---|
| Instructions         | <h2>Submit Application</h2> <p>Your application is now complete. Please click the button below to complete your application.</p> <p><a href="#">← Back</a> <a href="#">Submit Application →</a></p> |
| Resume               |   |
| Additional Questions |   |
| Source               |   |
| Applicant Statement  |   |
| Submit Application   |   |

TECHNICAL DIFFICULTIES?  
GET HELP NOW

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### Confirmation of Application



Home > Jobs > Application

Application Submitted [Jobs](#) | [My Account](#) | [Logout](#)

## Application Complete

Thank you for applying with the City of Medicine Hat. Human Resources has received your application. Please note that only applicants selected for an interview or related testing will be contacted.

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**Need Help? Contact Human Resources – [HR\\_ATS@medicinehat.ca](mailto:HR_ATS@medicinehat.ca)**