



## Application For Employment

When applying through Future External Opportunities **you are not applying to a job posting or competition.** Candidates who apply on job postings are reviewed before candidates in the resume library.

- All current vacancies/job postings are on <http://healthcareersinsask.ca/saskatoon>.
- If you are a **current Saskatoon Health Region employees** looking to apply to a job posting please apply through <https://mygatewayonline.com/>.

Applying through **Future External Opportunities** places your application into an online data base of other like candidates for managers to review at a later time. Your resume will be kept on an electronic file for 6 months.

### Getting Started

- 1 Enter your first & last name. Numbers and punctuation (excluding hyphen, apostrophe and dot) are not permitted.
- 2 *Optional.* Enter your email account. Only emails with a valid format will be accepted.
- 3 If you have entered an email in the Email field, then you must re-enter your email address to confirm
- 4 This method of application is not a way to apply for a posting **YOU MUST SELECT NO**. Apply for postings through <http://healthcareersinsask.ca/saskatoon> or for SHR employees <https://mygatewayonline.com/>
- 5 If you are a current Saskatoon Health Region employee, click on **Yes**. You will be required to enter a valid employee number. If you aren't currently a Saskatoon Health Region employee click on **No**

Welcome. When you have finished completing this application, please scroll to the bottom of this page and click on the Submit button.

**Note that all required fields are in bold.**

**First Name**

1

**Last Name**

Email

2

Confirm your email address

3

**Are you applying for a competition?**

- No  
 Yes

4

**Are you currently a Saskatoon Health Region employee?**

- No  
 Yes

5

Submit

Cancel

Are you applying for a competition?  No  Yes

If you answer No, your application will go to our general resume pool and will be held on file for 6 months. It will not be entered into any competitions.

Are you currently a Saskatoon Health Region employee?  No  Yes

Are you legally eligible to work in Canada?  
 Yes  No

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Select the type of position desired  
Please select

- 1 Select Yes or No to indicate if you are legally eligible to work in Canada.
- 2 Select the position you wish to submit your resume for. If you select "Other", you will have the opportunity to describe the position

**Job qualifications** at the Saskatoon Health Region are predetermined:

- Service Employees International Union (SEIU) job descriptions can be found: <http://www.working-for-health.ca/supportjobevaluation/provincial-job-descriptions>
- About jobs in Health Sciences Association of Saskatchewan (HSAS): <http://www.hsas.ca/about-us/who-are-hsas-members>
- Please ensure you are registered with any applicable Saskatchewan associations (SRNA, SALPN, etc.)

**Common Unqualified Job Applicants**

Occupation	Qualifications
Maintenance Service Workers	-Grade 10 -Fireman’s certificate and/or Power Engineer/Limited Fireman (ENGP 1800)
Cook	-Red Seal Certificate/Journeyman
Assistant Cook	-Professional Cooking Certificate -Food safe
Food Service Worker	-Food safe -Grade 10
Office Administration Assistant	-Office Education Certificate

- 1 Unsure where the communities are located? Click on the link to view a map of Saskatoon Health Region.
- 2 Select the communities you are interested working in.
- 3 If you select *Other*, you will have the opportunity to describe your selection.

**Community Preference:**  
Select communities in which you are interested in working. Select as many as apply.  
[Click](#) to view a map of all communities within Saskatoon Health Region.

1

- Anywhere
- Cudworth
- Dalmeny
- Duck Lake
- Humboldt
- Lanigan
- Leroy
- Nokomis
- Quill Lake
- Rosthern
- Saskatoon – Royal University Hospital
- Saskatoon – St. Paul’s Hospital
- Saskatoon – Saskatoon City Hospital
- Saskatoon – Long Term Care
- Saskatoon - Anywhere
- Spalding
- Strasbourg
- Wadena
- Wakaw
- Warman
- Watrous
- Watson
- Wynyard
- Other

2

3

**Community Other:**

- 1 Select at least one work preference.
- 2 Mandatory if you selected *Casual* in 1. Indicate how many hours you are interested in working per week. There are only 10 characters allowed for this field. If you enter more than 10 characters, your application will not submit.
- 3 Select at least one shift preference.
- 4 Indicate if your occupation is registered by a licensing body.
- 5 If you selected **Yes** in 4 above, select the licensing body in the drop down list.
- 6 Let us know how you heard about this process. If you select *Other*, you will have the opportunity to enter a description.

**Type of Work Preference:**  
Select as many as apply.

1  Full-Time  
 Part-Time  
 Casual

2 How many hours are you interested in working per week?

**Shift Preference:**  
Select as many as apply.

3  Days  
 Nights  
 Evenings  
 Weekends

**Is your occupation registered by a licensing body?**

4  Yes  
 No

**Licensing Body:**  
Please select...

**How did you hear about the position?**  
Other

6 **Referral Description:**

1 Click on **Yes** if you wish to complete this short survey. Use the link to the [FAQ](#) page for more information about the survey. Click on **No** if you don't wish to complete the survey.

If you click on **No** to completing the survey, you may skip Steps 2-5 on this page.

2 Click on **Yes** if you consider yourself to be an Aboriginal person as defined on the application form. Click on **No** if you don't.

3 If you select **Yes** to the question "Do you consider yourself to be an aboriginal person..." in 2 above, select from the drop down box.

4 Click on **Yes** if you consider yourself to be a member of a visible minority group as defined in the application form. Click on **No** if you don't.

5 Click on **Yes** if you consider yourself to be a person with a disability as defined in the application form. Click on **No** if you don't.

Completing a voluntary self-identification survey will assist the Saskatoon Health Region to track and monitor progress and is used for statistical purposes to support Representative Workforce initiatives. The information collected is confidential in People & Partnerships, managers will not have access to this information and this will not affect your chances of employment.

**Do you wish to complete this survey?** [Link to FAQ Page](#)

Yes  No

---

**Aboriginal Peoples**  
*An Aboriginal person is a North American Indian or a member of a First Nation, a Métis, or Inuit. North American Indians or members of a First Nation include status, treaty, or registered Indians, as well as non-status and non-registered Indians.*

Do you consider yourself to be an Aboriginal person, as defined above?

Yes  No

- A First Nation person is a North American Indian or a member of a First Nation band. First Nations include status (registered), Treaty Indians, as well as non-status (non-registered Indians).
- Métis people are descendants of First Nation and European heritage. Métis people are defined under the Métis National Council as a person who self identifies, who is of historic Métis nation ancestry and belongs to a Métis local or accepted by the Métis Nation.
- Inuit are aboriginal people of the Canadian Arctic. The areas are divided into three territories: Nunavut, Yukon and Northwest Territories along with Northern Quebec and Northern Labrador.

Please Select:

- Please Select
- Métis
- First Nations Status
- First Nations Non-Status
- Unknown
- Do Not Wish to Declare

---

**Visible Minority Group Persons**  
*Members of visible minorities are persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour, regardless of birthplace.*

Do you consider yourself to be a member of a visible minority group, as defined above?

Yes  No

---

**Persons with a Disability**  
*Persons with a disability, as defined under the Employment Equity Act, are persons who have a long term or recurring physical, mental, sensory, psychiatric or learning impairment and who:*

- consider themselves to be disadvantages in employment by reason of that impairment, or
- believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment and includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.

Do you consider yourself to be a person with a disability, as defined above?

Yes  No

You are required to attach a resume to your application. The resume must be a Microsoft Word document (.doc or .docx) or a PDF (.pdf).

If you upload the wrong document, follow the steps again and the new document will override the first document you uploaded.

- 1 Click on **Browse** to navigate to your resume on your computer. Select your document.
- 2 Click on **Upload** to upload the document to your application
- 3 If you see the message **Resume (file size must not exceed 3 megabytes has not been uploaded.** you have not followed steps 1 and 2 successfully.
- 4 When you see the message **Uploaded Resume (File size must not exceed 3 megabytes): [YourFileName.xxx]** you have successfully uploaded your document. Note in the example below the file name is TESTUPLOAD.pdf. When you upload your file, your file name will be displayed.

***Resume has not been uploaded:***

The screenshot shows a web interface for uploading a resume. At the top, a green callout box contains the text: "Attach your Resume. Please note that only .pdf, .doc or .docx documents will be uploaded." Below this, there is a text input field containing "Resume (File size must not exceed 3 megabytes)". To the left of the input field is a green circle with the number "1". To the right of the input field are two buttons: "Browse..." and "Upload". A green line connects the "1" to the input field, and another green line connects the "2" to the "Upload" button. Below the input field, a red error message reads: "Resume (File size must not exceed 3 megabytes) has not been uploaded." To the right of the error message is a green circle with the number "3".

***Resume has been uploaded:***

The screenshot shows the same web interface as above. The green callout box at the top is still present. The text input field now contains "Uploaded Resume (File size must not exceed 3 megabytes): TESTUPLOAD.pdf". To the left of the input field is a green circle with the number "4". To the right of the input field are the "Browse..." and "Upload" buttons. A green line connects the "4" to the input field.

- 1 Once you have completed the application, read the certification statement and check the box if you agree with the statement.
- 2 If you want to cancel the application so it is not submitted click on **Cancel**.
- 3 You will not be able to submit your application until you have checked that you agree with the certification statement. Note that the **Submit** button is not available to be clicked.
- 4 This item shows the certification statement checked and your agreement.
- 5 Once the certification statement has been checked, The **Submit** button may be clicked.
- 6 If there are any mandatory fields that haven't been completed or fields that have been completed incorrectly error messages will be displayed when you click on Submit. Follow the error message directions and click on the submit button again.
- 7 Once you successfully submit your application, there will be a message advising you of the application confirmation number.
- 8 The message will restate the position you entered on the application.
- 9 Click on **Finish** to go back to the Job Opportunities page.

1  I certify that the information provided in my application is true and complete. False information on this form could result in no employment or termination if already hired.

Ensure you have clicked on Upload for each of your attachments before you click on Submit

Submit Cancel

2 3

4  I certify that the information provided in my application is true and complete. False information on this form could result in no employment or termination if already hired.

Ensure you have clicked on Upload for each of your attachments before you click on Submit

Submit Cancel

5

**The following validation errors were found:**

Please check First Name. Only alphabet, hyphen, apostrophe, dot and space are allowed.

Please select the type of position desired.

Please enter a referral description.

6

**Thank You For Your Application**

Your application was submitted successfully. Your confirmation number is 510130 for position Office Administration Assistant, submitted at 31/03/2015 8:15:18 AM. No competition number was indicated, so your application has been submitted to our application pool.

7 8

9 Finish

## Frequently Asked Questions

**1. How do I clear errors so I can submit my form?**

The error messages are displayed in red at the top & bottom of the application page after you click “Submit” and beside each field that has an error. Review the User Guide section that applies for more detail.

**2. Why is the Submit button disabled?**

You haven’t agreed to the “I certify…” statement. Read the “I certify” statement and click on the box to show your agreement to this statement. Once you have agreed to this statement, the Submit button will be enabled.

**3. How do I know you received my application?**

When you click “Submit” and you have cleared your error messages (if any), you will receive a confirmation notification. This confirms that we have received your application. Make a note of these details in this message for your records.

**4. When I submit my application I get a general error message. Now what?**

Re-submit your form and ensure you do not enter more than 10 characters in the *How many hours are you interested in working per week* field. We are working on the next version of the form, which will include a better error message if this field is in error.

**5. I’ve fixed all my application errors and followed the instructions but I can’t get the application to submit. Now what?**

Please contact 306.655.3999 and your call will be redirected to the appropriate department.