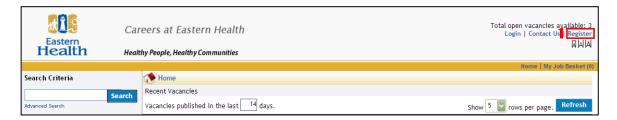


How to: Register with the online application tool.

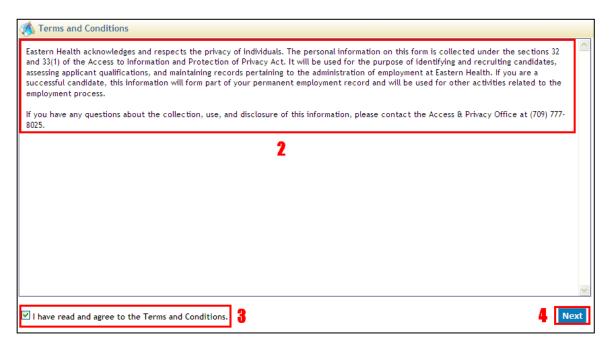
Pre-Registration Form

Go to eRecruit

In the top right corner, click the Register (1) button.



- Read the Terms and Conditions associated with the eRecruit website and your privacy (2).
- Once you have read, check 'I have read and agree to the Terms and Conditions' (3),
- Click 'Next' (4).







Registration Form

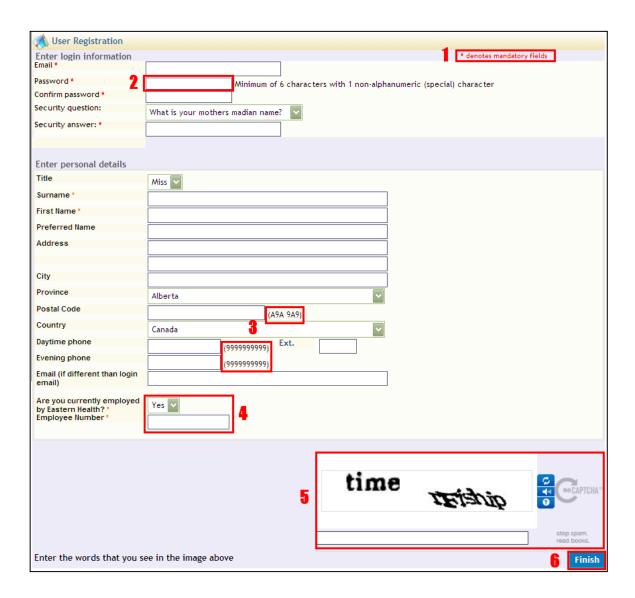
- Ensure that you fill out all mandatory fields (1) denoted by a red asterisk (*).

NOTE: Even though street address and city are not mandatory, it is suggested that you provide that information as you will be prompted to provide it each time you apply for a job with Eastern Health.

- The 'Password' field (2) requires a minimum of 6 characters with 1 nonalphanumeric (special) character. **NOTE**: Special characters are not numbers or letters but rather symbols and include:!@#\$% etc....
- Ensure that your 'Postal Code' and 'Phone' fields are in proper format, as outlined to the right in each field (3).
- If you are a current employee of Eastern Health, please ensure that you enter your employee number (4). If you have multiple employee numbers, you have to register a new profile for each employee number.
- Enter in the CAPTCHA security code (5). If you cannot read the code, you can click Refresh, or hear the code by clicking the blue speaker button located to the right of the security code.
- Press 'Finish' (6).







Once you have successfully registered, you will receive a prompt (7). Click OK and you are ready to view Eastern Health's current postings.



