

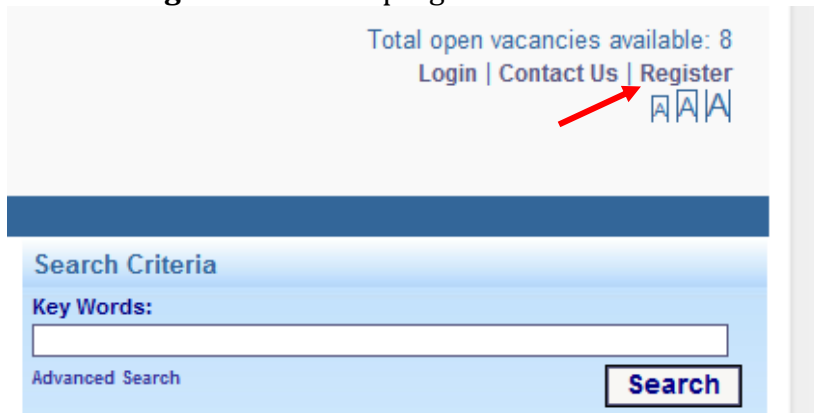


HOW TO REGISTER ONLINE

1. Visit the JBH careers and click the “**Apply Online**” eRecruit button. This will redirect you to the eRecruit site to start the registration process.

NOTE: If you are currently a JBH employee you will need your paystub which includes your Employee ID# and spelling of your full name as Human Resources has on file. **Please do not include the first digit of your employee number when registering.**

2. Click “**Register**” in the top right corner of the screen.



3. Read the Terms and Conditions associated with the eRecruit website and your privacy as an applicant.

4. Once you had read and understand the Terms and Conditions, if you wish to continue to register please select “I have read and agree to the terms and conditions” in order to proceed.

REGISTRATION FORM – Current Employees please see step 7 below

5. Create a password that has a minimum of 6 alphanumeric characters
Example: JosephBrant01

6. Ensure that you complete all mandatory fields marked with a red asterisk (*). Also, please ensure your email address is entered correctly before clicking “finish” as you will not be able to edit this after completing your registration.

NOTE: Even though street address and city are not mandatory, it is suggested that you provide this information as you will be prompted to provide it each time that you apply for a job with the Joseph Brant Hospital. If you complete these during registration it will pre-populate in the future so you no longer have to fill it out.

Home | My Job Basket (0)

User Registration

Enter login information

Email *

Password * Minimum of 6 characters with 1 special (eg. #, !, \$) character

Confirm password *

Security question: What is your mother's maiden name?

Security answer: *

Enter personal details

Title

Surname *

First Name *

Preferred Name

Address

City

Province

Postal Code (ASA 9A9)

Country

Daytime phone (9999999999) Ext.

Evening phone (9999999999)

Email (if different than login email)

Are you currently employed by Joseph Brant Hospital?

Employee Number *

7. Current Employees Only – You must enter your name and employee number as seen on your paystub, **without the first digit**, or your registration will not be validated against our system. Select “Yes” where asked if you are employed by JBH, and enter your employee number in the box that appears. Moving forward you will login to see Internal Job Postings – please do not apply if not logged in or you will be considered an external applicant.

8. Ensure all the information is correct, and then click “**Finish**” on the bottom right corner of the screen.

NOTE: If you encounter an error it will be explained on the right side of the screen in red. Please make the corrections and continue.

9. Once you have successfully registered, click the “Home” button on the top left of the screen to view and apply to postings.

Please see the “How to Apply” document for further instructions on how to apply to vacancies.