

Date: March 6<sup>th</sup> 2023

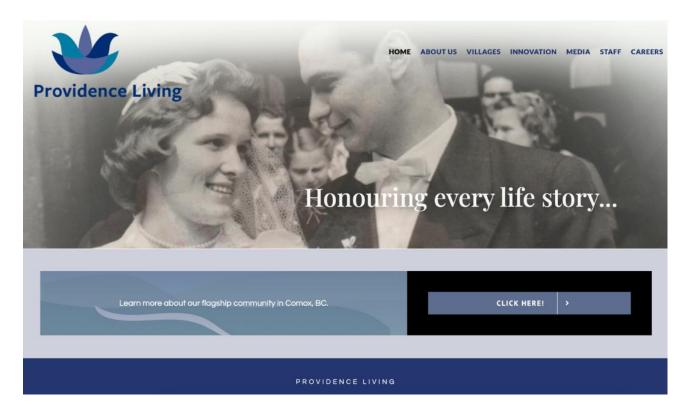
To: All Staff – Providence Living Society
From: Kriti Chopra, Manager Human Resources

### Re: Memo – New process when applying for jobs

PLS is taking the job application process online. In this memo, we will share with you how to apply for jobs online through our website.

Additionally, we have created an instructional video, which will walk you through this process: <a href="https://youtu.be/SL1rDJQ0XFw">https://youtu.be/SL1rDJQ0XFw</a>

Welcome to the new Home Page! https://providenceliving.ca/





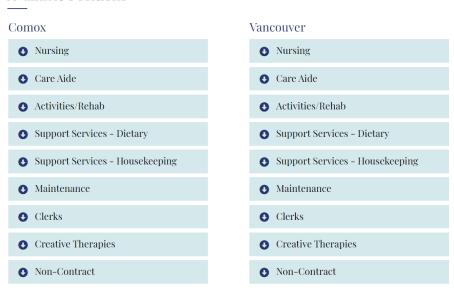
### Applying for Jobs

Select the Careers tab in the upper right corner for job information. https://providenceliving.ca/careers/



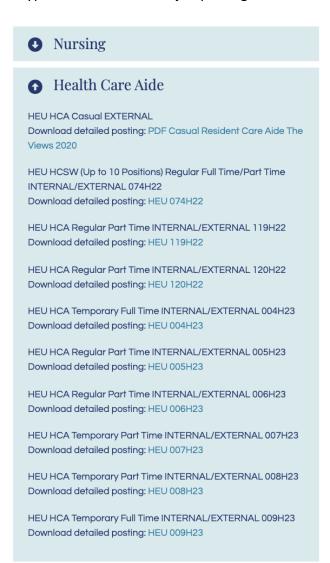
Scroll down to see the "How to Apply" and "Available Positions" sections. The Views positions will be listed under "Comox", and Central City Lodge and Cooper Place positions will be posted under "Vancouver".

### **Available Positions**





Select the desired drop-down menu to see the available job postings for that specialty. Click on the hyperlink of the desired job posting to access the PDF job posting information.





To access Internal and External Job Application Forms see the "How to Apply" section. By selecting the External Application Form or Internal Application Form tab it will open the PDF form to fill out for all job applications.

# How to Apply

When you find a position of interest, where your qualifications meet the education, work experience and skill requirements, you can apply for the posting using either an INTERNAL or EXTERNAL Application form (attaching your resume when applicable). Internal applications must be received prior to the posting close date to be provided first consideration over external candidates.

Download the EXTERNAL application form (4 pages)



Download the INTERNAL application form (1 page).



To submit your application, download, fill in and email to HR@providenceliving.ca.

We do not accept applications by FAX.



## How to Submit Posting Applications Online

Download the application form from our website <a href="https://providenceliving.ca/wp-content/uploads/2023/02/Internal-Application-Form-Fillable-1-1.pdf">https://providenceliving.ca/wp-content/uploads/2023/02/Internal-Application-Form-Fillable-1-1.pdf</a>
Fill it out on a mobile device/computer.

Then email the filled out and signed application to <a href="https://example.com/hr@providencliving.ca">hr@providencliving.ca</a>

#### OR

- a. Take a photo of the form and email it to <a href="mailto:hr@providencliving.ca">hr@providencliving.ca</a>
- b. OR Scan it using one of the scanners in the facility and email it to <a href="https://hreprovidencliving.ca">hr@providencliving.ca</a>

Kind Regards,

Kriti