

How to Use the Recruiting Website



External Civilian Applicant

User Guide

How to Use the Recruiting Website

Overview

Introduction This document contains the procedures on how to use the Recruiting website as an External Civilian Applicant.

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Registering as a New External Civilian Applicant

Purpose The purpose of this section is to provide the steps to successfully register as a New External Civilian Applicant.

Navigation **Civilian Careers home page > click on the “click here to Register” link**

Quick Reference Procedure Follow these steps to register as a New External Civilian Applicant.

Step	Action
1	Click on the click here to Register link.
2	Enter your registration information in the following fields: <ul style="list-style-type: none">• User Name• Password• Confirm Password
3	Click on the Register button to complete your registration.

Detailed Procedure The following pages provide the detailed procedure for registering as a New External Civilian Applicant.

Step 1 Click on the [click here to Register](#) link.

Civilian Careers



Are you looking for a rewarding and challenging career serving your Community? Peel Regional Police is an Equal Opportunity Employer, seeking applicants who reflect the diversity of our Community.

Over one third of our police service is comprised of Civilian members. The contribution made by our civilian support staff is vital to the Service's mandate of providing the citizens of Brampton and Mississauga with the highest quality of policing in the most efficient and effective manner.

Enter your user name and password to login. If you have not yet registered,

[click here to Register.](#)

Basic Job Search	Login
Keywords: <input type="text"/>	User <input type="text"/>
Posted: Last Month <input type="button" value="v"/>	Name: <input type="text"/>
<input type="button" value="Search"/> Advanced Search Search Tips	Password: <input type="text"/>
	<input type="button" value="Login"/> Login Help Register Now

Continued on next page

Registering as a New External Civilian Applicant, Continued

Step 2

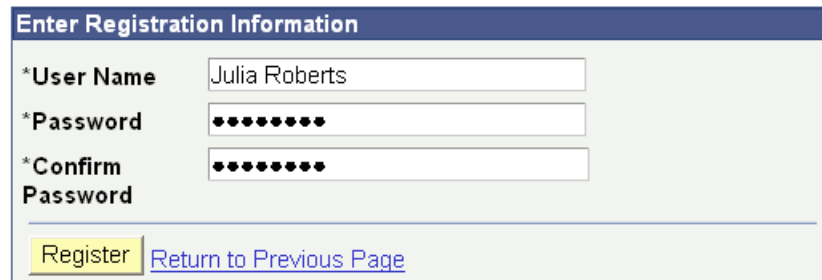
Enter your registration information in the following fields:

- User Name
- Password
- Confirm Password

Identification

When you apply for the first time, you will need to provide a user name and password so that you can sign in at a future date as a returning applicant to view the status of your application.

Please enter your user name and your password, then confirm your password and click "Register". If you have already registered, please click the "Return to Previous Page" link.



Enter Registration Information

*User Name

*Password

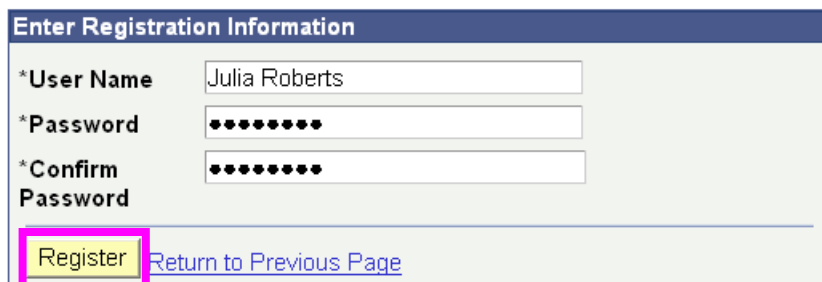
*Confirm Password

[Return to Previous Page](#)

NOTE: Record your **User Name** and **Password** in a location where you can easily reference it, should you require logging into this web site at a future date.

Step 3

Click on the **Register** button to complete your registration.



Enter Registration Information

*User Name

*Password

*Confirm Password

[Return to Previous Page](#)

End of Procedure

Viewing the Posting Details

Purpose The purpose of this section is to provide the steps to successfully view the posting details of an External Civilian job opening.

Navigation **Civilian Careers home page > Log in > Current Postings section**

Quick Reference Procedure Follow these steps to view the posting details of an External Civilian job opening.

Step	Action	
1	Go to the Current Postings section in the Careers Home Welcome page.	
2	Click on the Posting Title link for the job posting for which you are interested in. <i>Result:</i> the posting details displays.	
3	Use the scroll bar to the right of your screen to scroll down and review the posting details.	
4	If you click on the... Apply Now button to apply for the job opening,	then... reference <i>Step 4</i> in the <i>Completing and Submitting Your Application</i> section of this document for steps on how to complete your online application.
	Return to Previous Page link to return to the Careers Home Welcome page,	reference <i>Step 1</i> in the <i>Completing and Submitting Your Application</i> section of this document for steps on how to select and apply to a job opening.

Detailed Procedure The following pages provide the detailed procedure for viewing the posting details of an External Civilian job opening.

Continued on next page

Viewing the Posting Details, Continued

Step 1 Go to the **Current Postings** section in the **Careers Home Welcome** page.

Careers Home

Welcome

Use the links below to review and/or update information that you provided as part of the application process.

Basic Job Search	My Career Tools
Keywords: <input style="width: 150px;" type="text"/> Posted: Last Week ▼	0 Applications My Profile
Search Advanced Search Search Tips	

Current Postings (use next/previous to view additional postings)				
				« First Previous Next Last »
	Opened	Posting Title	Job ID	Department
<input type="checkbox"/>	08/14/2009	Future Opportunity- PoliceSuprt	300336	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity - IT	300126	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity - HR	300123	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity- Management	300127	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity-Public Rel	300128	HR Administration

Step 2 Click on the **Posting Title** link for the job posting for which you are interested in.

Current Postings (use next/previous to view additional postings)				
				« First Previous Next Last »
	Opened	Posting Title	Job ID	Department
<input checked="" type="checkbox"/>	08/14/2009	Future Opportunity- PoliceSuprt	300336	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity - IT	300126	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity - HR	300123	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity- Management	300127	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity-Public Rel	300128	HR Administration

[Select All](#)
[Deselect All](#)
Save Jobs
Apply Now

Result: the posting details displays.

Continued on next page

Viewing the Posting Details, Continued

Step 3

Use the scroll bar to the right of your screen to scroll down and review the posting details.



Save Job Apply Now [Return to Previous Page](#)

PEEL REGIONAL POLICE External Job Vacancy

Posting Title: Future Opportunity - Police Suprt
 Status: Regular, Full-Time
 Grade: N/A
 Job ID: 300336
 Open Date: 2009-08-14

Department: Human Resources - Admin
 Salary Range: N/A
 Open Positions: 1
 Additional Info: None
 Close Date:

Responsibilities:

The Future Opportunities - Police Support job category includes positions such as Records Systems Operator, Prisoner Escort Officer, Security Console Operator, Report Taker and Communicator.

Although there are currently no positions available in this job category, when you apply to a Future Opportunities posting, you enable our Recruiters to identify you as a potential candidate when an opening becomes available.

You can also set up a Job Search Agent which will automatically notify you by email when new postings matching your search criteria become available.


Thank you for your interest in PEEL REGIONAL POLICE.

How To Apply:

Step 4



Save Job **Apply Now** [Return to Previous Page](#)



If you click on the...	then...
Apply Now button to apply for the job opening,	reference <i>Step 4</i> in the <i>Completing and Submitting Your Application</i> section of this document for steps on how to complete your online application.
Return to Previous Page link to return to the Careers Home Welcome page,	reference <i>Step 1</i> in the <i>Completing and Submitting Your Application</i> section of this document for steps on how to select and apply to a job opening.

End of Procedure

Completing and Submitting Your Application

Purpose The purpose of this section is to provide the steps to successfully complete and submit your online application to an External Civilian job opening.

Navigation **Civilian Careers home page > Log in > Current Postings section**

Quick Reference Procedure Follow these steps to complete and submit your online application to an External Civilian job opening.

Step	Action
1	Go to the Current Postings section.
2	Select the checkbox for the posting for which you want to apply. Result: the Apply Now button will no longer be grayed out.
3	Click on the Apply Now button. Result: the My Profile page displays.
<i>How to Complete the My Profile page</i>	
4	Use the scroll bar to the right of your screen to scroll down and complete the following fields: <ul style="list-style-type: none"> • First Name • Last Name • Country • Unit/Street • City • Province • Postal • Prime Email Type • Email Address • Prime Phone Type • Phone Number • SIN Identifier
5	Click on the Save button. Result: the Application Questionnaire page displays.
<i>How to Complete the Application Questionnaire page</i>	
6	Complete the Application Questionnaire page by selecting the applicable answer.
7	Click on the Save as Draft button to ensure your answers are saved.

Continued on next page

Completing and Submitting Your Application, Continued

Quick
Reference
Procedure
(continued)

Step	Action
8	Click on the Next link to continue. Result: the Resume Cover Letter page displays.
<i>How to Complete the Resume Cover Letter page</i>	
9	Complete the Resume Cover Letter page by either typing in the text box or by copying and pasting from a Word document.
10	To perform a spell check, click on the book icon located near the top right corner of the Resume Cover Letter text box.
11	Click on the Save as Draft button to ensure your cover letter is saved.
12	Click on the Next link to continue. Result: the My Resume page displays.
<i>How to Complete the My Resume page</i>	
13	Use the scroll bar to the right of your screen to scroll down and complete the applicable sections in the My Resume page.
<i>How to Complete the My Preferences section</i>	
14	Provide your <i>job preference</i> by using the drop down arrow to select the applicable option for the following fields: <ul style="list-style-type: none"> • Regular/Temporary • Full/Part Time • Available for Shifts
<i>How to Complete the My Work Experience section</i>	
15	Click on the Add Work Experience link to add your work history. Result: the Add Employment History page displays.
16	Enter your employment details in the Add Employment History page: <ul style="list-style-type: none"> • Start Date • Employer • Job Title
17	Enter the End Date (if applicable).
18	List your Responsibilities/Job Description by either typing in the text box or by copying and pasting from a Word document.
19	To perform a spell check, click on the book icon located near the top right corner of the Responsibilities/Job Description text box.
20	Click on the Save & Add More button to add more work history.
21	Click on the Save & Return button to go back to the My Resume page. Result: your employment details will default into the <i>My Work Experience</i> section.

Continued on next page

Completing and Submitting Your Application, Continued

Quick
Reference
Procedure
(continued)

Step	Action
22	Click on the Save as Draft button to ensure your work history is saved.
<i>How to Complete the My Education section</i>	
23	Select your <i>Highest Education Level</i> from the drop down arrow.
24	To provide university or college information, click on the Add Post-Secondary Education History link. Result: the Add Post-Secondary Education page displays.
25	Enter your <i>education details</i> by completing the following fields: <ul style="list-style-type: none"> • Country • Province • Institution • Major • Education Level
26	Click on the Save & Add More button to add more education details.
27	Click on the Save & Return button to go back to the My Resume page. Result: your education details will default into the <i>My Education</i> section.
28	Click on the Save as Draft button to ensure your education details are saved.
<i>How to Complete the My Training section</i>	
29	Click on the Add Job Training link to add training course you completed or are currently taking. Result: the Add Job Training page displays.
30	Enter your <i>job training details</i> by completing the following fields: <ul style="list-style-type: none"> • Course Title • Institution • Course Start Date • Course End Date
31	Click on the calendar icon to enter the dates for the following fields: <ul style="list-style-type: none"> • Course Start Date • Course End Date Result: an online calendar displays.

Continued on next page

Completing and Submitting Your Application, Continued

Quick Reference Procedure
(continued)

Step	Action
32	Select the following information from the online calendar: <ul style="list-style-type: none"> • <i>applicable month</i> • <i>applicable year</i> • <i>date associated with the month and year</i> <p>Result: The date selected will default into the applicable date field.</p>
33	Click on the Save & Add More button to add more job training details.
34	Click on the Save & Return button to go back to the My Resume page. Result: your job training details will default into the <i>My Training</i> section.
35	Click on the Save as Draft button to ensure your job training details are saved.
<i>How to Complete the My Licenses and Certificates section</i>	
36	Click on the Add Licenses and Certificates link to enter the licenses and/or certificates you have or are currently in the process of acquiring. Result: the Add License or Certificates page displays.
37	Enter your <i>license and/or certificate details</i> by completing the following fields: <ul style="list-style-type: none"> • License/Certificate • Issued By • License/Certification Number • Date Issued
38	Click on the calendar icon to enter the date for the Date Issued field. Result: an online calendar displays.
39	Select the <i>issue date</i> of the license and/or certificate from the online calendar: <ul style="list-style-type: none"> • <i>applicable month</i> • <i>applicable year</i> • <i>date associated with the month and year</i> <p>Result: The date selected will default into the Date Issued field.</p>
40	Click on the Save & Add More button to add another license and/or certificate.
41	Click on the Save & Return button to go back to the My Resume page. Result: your license and/or certificate details will default into the <i>My Licenses and Certificates</i> section.
42	Click on the Save as Draft button to ensure your license and/or certificate details are saved.

Continued on next page

Completing and Submitting Your Application, Continued

Quick
Reference
Procedure
(continued)

Step	Action
<i>How to Complete the My Languages section</i>	
43	Click on the Add Languages link to provide your language details. Result: the Add Language page displays.
44	Enter your <i>language details</i> by using the drop down arrow to select the most suitable option for the following fields: <ul style="list-style-type: none"> • Language • Speaking Proficiency • Reading Proficiency • Writing Proficiency
45	Click on the Save & Add More button to add more language details.
46	Click on the Save & Return button to go back to the My Resume page. Result: your language details will default into the <i>My Languages</i> section.
47	Click on the Save as Draft button to ensure your language details are saved.
<i>How to Complete the My Skills section</i>	
48	Provide a <i>proficiency level</i> for each skill listed by using the drop down arrow to select the most suitable option.
49	Click on the Save as Draft button to ensure your proficiency levels for each skill listed are saved.
<i>How to Complete the My Referrals section</i>	
50	Enter your <i>referral details</i> by using the drop down arrow to select the applicable option for the following fields: <ul style="list-style-type: none"> • How did you find out about the job? • Sub Source • Specific Referral Source (type in additional referral details, if required)
51	If an <i>employee</i> at Peel Regional Police referred you to this job opening then enter his or her name in the Referral Name field.
52	Indicate whether you are a former employee by selecting <i>Yes</i> or <i>No</i> . Result: if you select <i>Yes</i> , the Last Date of Employment field displays.
53	Click on the calendar icon to enter the date for the Last Date of Employment field. Result: an online calendar displays.

Continued on next page

Completing and Submitting Your Application, Continued

Quick Reference Procedure
(continued)

Step	Action				
54	Select the <i>last date of employment</i> at Peel Regional Police from the online calendar: <ul style="list-style-type: none"> • <i>applicable month</i> • <i>applicable year</i> • <i>date associated with the month and year</i> Result: The date selected will default into the Last Date of Employment field.				
55	Click on the Save as Draft button to ensure your referral details are saved.				
56	Click on the Next link to continue.				
<i>How to Complete the Additional Resume Information page</i>					
57	Complete the Additional Resume Information page by either typing in the text box or by copying and pasting from a Word document.				
58	To perform a spell check, click on the book icon located near the top right corner of the Additional Resume Information text box.				
59	Click on the Save as Draft button to ensure your additional information provided is saved.				
60	Click on the Next link to continue. Result: the My Resume Preview page displays.				
<i>How to Review the My Resume Preview page</i>					
61	Use the scroll bar to the right of your screen to review the information in the My Resume Preview page.				
62	Review <i>all</i> information entered in your online application. <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="width: 60%;">If a section is not complete, you can go back and correct it by...</th> <th style="width: 40%;">Or, you can...</th> </tr> </thead> <tbody> <tr> <td>clicking on any of the following links: <ul style="list-style-type: none"> • Cover Letter (OPTIONAL) • My Resume • Additional Info (OPTIONAL) </td> <td>click on the Next and Previous links to go back and make changes to your online application.</td> </tr> </tbody> </table>	If a section is not complete, you can go back and correct it by...	Or, you can...	clicking on any of the following links: <ul style="list-style-type: none"> • Cover Letter (OPTIONAL) • My Resume • Additional Info (OPTIONAL) 	click on the Next and Previous links to go back and make changes to your online application.
If a section is not complete, you can go back and correct it by...	Or, you can...				
clicking on any of the following links: <ul style="list-style-type: none"> • Cover Letter (OPTIONAL) • My Resume • Additional Info (OPTIONAL) 	click on the Next and Previous links to go back and make changes to your online application.				
63	Click on the Preview link to go back to the My Resume Preview page and review the changes you made.				
64	Click on the Save as Draft button to ensure the changes you made are saved.				
65	Click on the Submit button to submit your application. Result: the Submit Confirmation page displays.				

Continued on next page

Completing and Submitting Your Application, Continued

Quick
Reference
Procedure
(continued)

Step	Action
<i>How to Complete the Submit Confirmation page</i>	
66	Confirm you have provided all relevant information pertaining to the job opening by reviewing the <i>Resume Validation Results</i> in the Submit Confirmation page.
67	If you need make a change: <ul style="list-style-type: none"> • Click on the View Full Resume Preview link to go back to the My Resume Preview page. • Repeat steps 61 to 64.
68	The <i>Verification Step</i> in the Submit Confirmation page validates that you reviewed your online application, are satisfied with the completeness of it, and are ready to submit your application. Select the checkbox “ <i>I have verified the completeness and accuracy of My Resume</i> ”.
69	Click on the Submit button to continue. Result: the Equal Opportunity Survey Invitation displays.
<i>How to Complete the Equal Opportunity Survey Invitation</i>	
70	The Equal Opportunity Survey Invitation defaults to the “ <i>I wish to participate</i> ” option. Select the answer that applies to you.
71	If you previously participated in this survey, then select the option “ <i>I wish to decline</i> ”.
72	Review the <i>Terms and Agreement</i> section. To confirm your agreement to these terms and agreement, select the option “ <i>I agree to these terms</i> ”.
<i>How to Submit Your Online Application</i>	
73	Click on the Submit button. Result: the My Applications page displays.
<i>How to Confirm the Status of Your Online Application</i>	
74	Confirm that the <i>status</i> of your application submitted is “ <i>Application Received</i> ”.
75	Confirm that you received an <i>email</i> in your Inbox stating “ <i>Your online application has been successfully submitted</i> ”.

Continued on next page

Completing and Submitting Your Application, Continued

Detailed Procedure

The following pages provide the detailed procedure for completing and submitting your online application to an External Civilian job opening, and include pictures of the Online Application.

Step 1

Go to the **Current Postings** section.

Careers Home

Welcome

Use the links below to review and/or update information that you provided as part of the application process.

Basic Job Search	My Career Tools
Keywords: <input type="text"/>	0 Applications
Posted: <input type="text"/> ▼	My Profile
<input type="button" value="Search"/> Advanced Search Search Tips	

Current Postings (use next/previous to view additional postings)				
◀◀ First ◀ Previous Next ▶▶ Last ▶▶				
	Opened	Posting Title	Job ID	Department
<input type="checkbox"/>	10/02/2008	Future Opportunity- PoliceSuprt	300125	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity - IT	300126	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity - HR	300123	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity-Facilities	300124	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity- Management	300127	HR Administration
Select All Deselect All <input type="button" value="Save Jobs"/> <input type="button" value="Apply Now"/>				

Continued on next page

Completing and Submitting Your Application, Continued

Step 2 Select the checkbox for the posting for which you want to apply.

Current Postings (use next/previous to view additional postings)				
◀ First ◀ Previous Next ▶ Last ▶▶				
	Opened	Posting Title	Job ID	Department
<input checked="" type="checkbox"/>	10/02/2008	Future Opportunity- PoliceSuprt	300125	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity - IT	300126	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity - HR	300123	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity-Facilities	300124	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity- Management	300127	HR Administration

Select All Deselect All Save Jobs Apply Now

Result: the **Apply Now** button will no longer be grayed out.

Step 3 Click on the **Apply Now** button.

Current Postings (use next/previous to view additional postings)				
◀ First ◀ Previous Next ▶ Last ▶▶				
	Opened	Posting Title	Job ID	Department
<input checked="" type="checkbox"/>	10/02/2008	Future Opportunity- PoliceSuprt	300125	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity - IT	300126	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity - HR	300123	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity-Facilities	300124	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity- Management	300127	HR Administration

Select All Deselect All Save Jobs Apply Now

Result: the **My Profile** page displays.

Continued on next page

Completing and Submitting Your Application, Continued

Step 4

Use the scroll bar to the right of your screen to scroll down and complete the following fields:

- First Name
- Last Name
- Country
- Unit/Street
- City
- Province
- Postal
- Prime Email Type
- Email Address
- Prime Phone Type
- Phone Number
- SIN Identifier

My Profile

Please enter your name, address, telephone number(s), email addresses, and SIN identifier in order to continue with the application. This information may be used to contact you regarding your application. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

[Return to Previous Page](#)

Member Information	
User Name:	barnzie
Password:	Change Password

Name	
*First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
*Last Name:	<input type="text"/>

Address	
*Country:	Canada <input type="button" value="v"/>
*Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
*City:	<input type="text"/>
*Province:	<input type="button" value="v"/>
*Postal:	<input type="text"/>



NOTE: there is an *asterisk* beside each field that is required.

You are only required to enter this information once. The next time you apply online this information will be included in your application and you will only be required to change it if necessary.

Continued on next page

Completing and Submitting Your Application, Continued

Step 5 Click on the **Save** button.

Telephone Inquiries

Enter the 3rd, 6th, and 9th digits of your Social Insurance Number. This information will only be used to validate your identity when making telephone inquiries.

*SIN
Identifier

[Return to Previous Page](#)

Result: the **Application Questionnaire** page displays.

Step 6 Complete the **Application Questionnaire** page by selecting the applicable answer.

Apply Now

Complete Application

[Careers Home](#)

Application Questionnaire [Cover Letter \(OPTIONAL\)](#) [My Resume](#) [Additional Info \(OPTIONAL\)](#) [Preview](#)

Application Questionnaire

I am at least 18 years of age.

No
 Yes

I am a Canadian Citizen or permanent resident and legally entitled to work in Canada.

No
 Yes

Continued on next page

Completing and Submitting Your Application, Continued

Step 7 Click on the **Save as Draft** button to ensure your answers are saved.

[Apply Now](#)

Complete Application

You have successfully saved a DRAFT copy of your application.

--- PLEASE READ CAREFULLY ---

DRAFT applications will not be considered for any posting. The SAVE as DRAFT button is intended to save your entries to your current application and then return to submit your application at another time. In order to be considered, make sure you SUBMIT your application prior to the JOB POSTING END DATE.

[Previous](#) **SAVE as DRAF** [Submit](#) [Cancel](#) [Careers Home](#) [Next](#)

Application Questionnaire [Cover Letter \(OPTIONAL\)](#) [My Resume](#) [Additional Info \(OPTIONAL\)](#) [Preview](#)

Step 8 Click on the [Next](#) link to continue.

[Previous](#) [SAVE as DRAF](#) [Submit](#) [Cancel](#) [Careers Home](#) **Next**

Application Questionnaire [Cover Letter \(OPTIONAL\)](#) [My Resume](#) [Additional Info \(OPTIONAL\)](#) [Preview](#)

Result: the **Resume Cover Letter** page displays.

Continued on next page

Completing and Submitting Your Application, Continued

Step 9

Complete the **Resume Cover Letter** page by either typing in the text box or by copying and pasting from a Word document.

[Apply Now](#)

Complete Application

[Previous](#) [SAVE as DRAF](#) [Submit](#) [Cancel](#) [Careers Home](#) [Next](#)

[Application Questionnaire](#) [Cover Letter \(OPTIONAL\)](#) [My Resume](#) [Additional Info \(OPTIONAL\)](#) [Preview](#)

Resume Cover Letter

This optional section is available for you to provide your Cover Letter information that will be included with your online resume.

NOTE: bullets/symbols used in a Word document appear as question marks when text is copied and pasted. You are able to edit the question marks and replace them with dashes for the bulleted text.

You are only required to enter this information once. The next time you apply online this information will be included in your application and you will only be required to change it if necessary.

Continued on next page

Completing and Submitting Your Application, Continued

Step 10 To perform a spell check, click on the book icon located near the top right corner of the **Resume Cover Letter** text box.

Resume Cover Letter


This optional section is available for you to provide your Cover Letter information that will be included with your online resume.

Dear Sir and/or Madam,

Please consider my application for upcoming Police Support positions.

I believe my current job skills and previous work experience will complement your organization.

Sincerely,
Julia Roberts



Step 11 Click on the **Save as Draft** button to ensure your cover letter is saved.

Apply Now

Complete Application

You have successfully saved a DRAFT copy of your application.

--- PLEASE READ CAREFULLY ---

DRAFT applications will not be considered for any posting. The SAVE as DRAFT button is intended to save your entries to your current application and then return to submit your application at another time. In order to be considered, make sure you SUBMIT your application prior to the JOB POSTING END DATE.

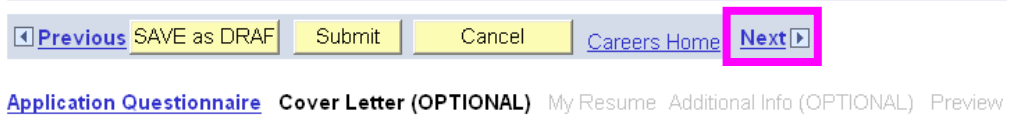
[Previous](#) **SAVE as DRAFT** [Submit](#) [Cancel](#) [Careers Home](#) [Next](#)

[Application Questionnaire](#) **Cover Letter (OPTIONAL)** [My Resume](#) [Additional Info \(OPTIONAL\)](#) [Preview](#)

Continued on next page

Completing and Submitting Your Application, Continued

Step 12 Click on the [Next](#) link to continue.



Result: the **My Resume** page displays.

Step 13 Use the scroll bar to the right of your screen to scroll down and complete the applicable sections in the **My Resume** page.



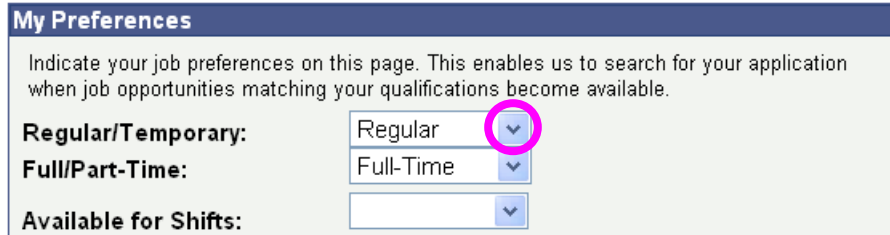
Continued on next page

Completing and Submitting Your Application, Continued

Step 14

Provide your *job preference* by using the drop down arrow to select the applicable option for the following fields:

- Regular/Temporary
- Full/Part Time
- Available for Shifts



My Preferences

Indicate your job preferences on this page. This enables us to search for your application when job opportunities matching your qualifications become available.

Regular/Temporary: Regular

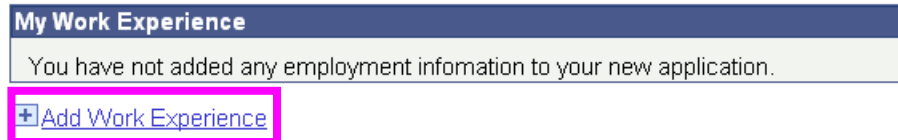
Full/Part-Time: Full-Time

Available for Shifts:

Step 15

Click on the [Add Work Experience](#) link to add your work history.

Provide all work experience (including experience with Peel Regional Police) that you believe is relevant to the position for which you are applying.



My Work Experience

You have not added any employment information to your new application.

[+ Add Work Experience](#)

Result: the **Add Employment History** page displays.

Continued on next page

Completing and Submitting Your Application, Continued

Step 16

Enter your employment details in the **Add Employment History** page:

- Start Date
- Employer
- Job Title

Add New Application






Add Employment History

Save & Return

Save & Add More






Cancel

[Return to Previous Page](#)

Enter Employment Details	
*Start Date:	<input type="text" value="05/30/2007"/> 
End Date:	<input type="text"/>  (Note: leave blank if currently employed.)
*Employer:	<input type="text" value="OPP"/>
*Job Title:	<input type="text" value="Communicator"/>
Responsibilities / Job Description:	<div style="border: 1px solid gray; height: 40px; vertical-align: top; padding: 2px;">  </div>

Step 17

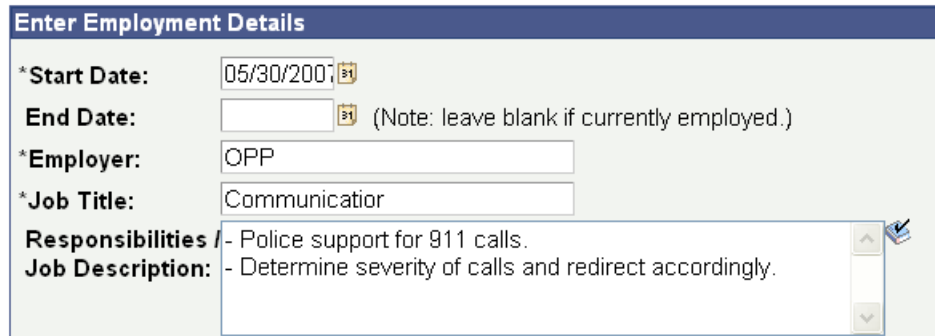
Enter the **End Date** (if applicable).

Enter Employment Details	
*Start Date:	<input type="text" value="05/30/2007"/> 
End Date:	<input type="text"/>  (Note: leave blank if currently employed.)
*Employer:	<input type="text" value="OPP"/>
*Job Title:	<input type="text" value="Communicator"/>
Responsibilities / Job Description:	<div style="border: 1px solid gray; height: 40px; vertical-align: top; padding: 2px;">  </div>

Continued on next page

Completing and Submitting Your Application, Continued

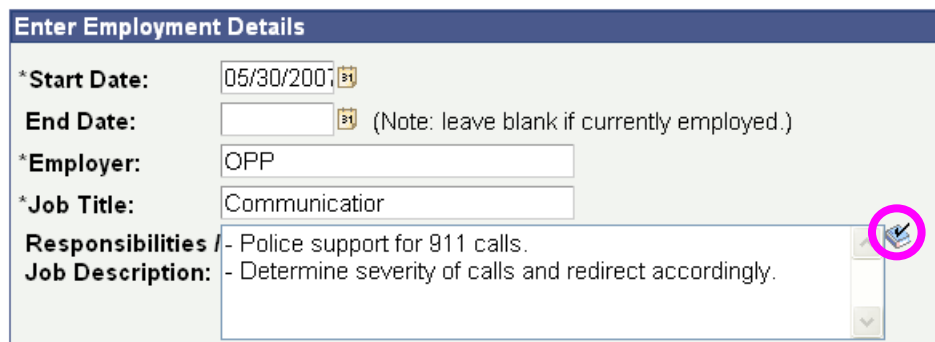
- Step 18** List your **Responsibilities/Job Description** by either typing in the text box or by copying and pasting from a Word document.



The screenshot shows a form titled "Enter Employment Details". It contains several fields: "Start Date" (05/30/2007), "End Date" (blank), "Employer" (OPP), and "Job Title" (Communicator). The "Responsibilities/Job Description" field contains two bullet points: "- Police support for 911 calls." and "- Determine severity of calls and redirect accordingly." A small blue copy icon is visible in the top right corner of the text area.

NOTE: bullets/symbols used in a Word document appear as question marks when text is copied and pasted. You are able to edit the question marks and replace them with dashes for the bulleted text.

- Step 19** To perform a spell check, click on the book icon located near the top right corner of the **Responsibilities/Job Description** text box.



This screenshot is identical to the previous one, but a red circle highlights the small blue book icon (spell check) located in the top right corner of the "Responsibilities/Job Description" text area.

- Step 20** Click on the **Save & Add More** button to add more work history.

Add New Application
Add Employment History

[Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)

Continued on next page

Completing and Submitting Your Application, Continued

Step 21

Click on the **Save & Return** button to go back to the **My Resume** page.

[Add New Application](#) [Add Employment History](#)

[Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)

Result: your employment details will default into the *My Work Experience* section.

NOTE: you are only required to enter your employment details once. The next time you apply online this information will be included in your application and you will only be required to change it if necessary.

Provide all work experience (including experience with Peel Regional Police) that you believe is relevant to the position for which you are applying.

My Work Experience				
Employer	Job Title	Start Date	End Date	
OPP	Communicator	05/30/2007		
Toronto Police	Records Clerk	04/05/2004	05/25/2007	

Step 22

Click on the **Save as Draft** button to ensure your work history is saved.

[Apply Now](#)

Complete Application

You have successfully saved a DRAFT copy of your application.

--- PLEASE READ CAREFULLY ---

DRAFT applications will not be considered for any posting. The SAVE as DRAFT button is intended to save your entries to your current application and then return to submit your application at another time. In order to be considered, make sure you SUBMIT your application prior to the JOB POSTING END DATE.

[Previous](#) [SAVE as DRAFT](#) [Submit](#) [Cancel](#) [Careers Home](#) [Next](#)

[Application Questionnaire](#) [Cover Letter \(OPTIONAL\)](#) **My Resume** [Additional Info \(OPTIONAL\)](#) [Preview](#)

Continued on next page

Completing and Submitting Your Application, Continued

Step 23 Select your *Highest Education Level* from the drop down arrow.



The screenshot shows a form titled "My Education". At the top, there is a section for "Highest Education Level:" with a dropdown menu currently displaying "G-Bachelor's Level Degree". Below this, there is a paragraph of text: "You must indicate your highest completed education level on this page. Click the 'Add Post-Secondary Education History' link to provide details about your post-secondary education. Note that education may be a requirement for the position(s) you have applied for and will be used to determine if you meet the minimum qualifications. Proof of education will be required during the selection process." At the bottom of the form, there is a blue button with a plus sign and the text "Add Post-Secondary Education History".

Step 24 To provide university or college information, click on the [Add Post-Secondary Education History](#) link.



The screenshot shows the same "My Education" form as in Step 23. The text "You have not added any education information to your application." is visible. The blue button with a plus sign and the text "Add Post-Secondary Education History" is highlighted with a red box.

Result: the **Add Post-Secondary Education** page displays.

Continued on next page

Completing and Submitting Your Application, Continued

Step 25

Enter your *education details* by completing the following fields:

- Country
- Province
- Institution
- Major
- Education Level

Add New Application

Add Post-Secondary Education

[Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)

Enter Post-Secondary Education Details	
Country	Canada
Province:	Ontario
Use the Other fields to provide details of your education Major or Institution, if they are not in the lists provided.	
*Institution:	York University
*Major:	Mass Communications
*Education Level:	Bachelor of Arts
Average Grade:	<input type="checkbox"/> <input type="checkbox"/> Graduated

NOTE: there is an *asterisk* beside each field that is required.

Step 26

Click on the **Save & Add More** button to add more education details.

Add New Application

Add Post-Secondary Education

[Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)

Continued on next page

Completing and Submitting Your Application, Continued

Step 27

Click on the **Save & Return** button to go back to the **My Resume** page.

[Add New Application](#)

Add Post-Secondary Education

Save & Return

Save & Add More

Cancel

[Return to Previous Page](#)

Result: your education details will default into the *My Education* section.

NOTE: you are only required to enter your education details once. The next time you apply online this information will be included in your application and you will only be required to change it if necessary.

My Education

Highest Education Level:

You must indicate your highest completed education level on this page. Click the "Add Post-Secondary Education History" link to provide details about your post-secondary education. Note that education may be a requirement for the position(s) you have applied for and will be used to determine if you meet the minimum qualifications. Proof of education will be required during the selection process.

Post-Secondary Education			
Education Level	Major	Institution	
Bachelor of Arts	Mass Communications	York University	

[+ Add Post-Secondary Education History](#)

Continued on next page

Completing and Submitting Your Application, Continued

Step 28

Click on the **Save as Draft** button to ensure your education details are saved.

[Apply Now](#)

Complete Application



You have successfully saved a DRAFT copy of your application.

--- PLEASE READ CAREFULLY ---

DRAFT applications will not be considered for any posting. The SAVE as DRAFT button is intended to save your entries to your current application and then return to submit your application at another time. In order to be considered, make sure you SUBMIT your application prior to the JOB POSTING END DATE.

[Previous](#) **SAVE as DRAFT** [Submit](#) [Cancel](#) [Careers Home](#) [Next](#)

[Application Questionnaire](#) [Cover Letter \(OPTIONAL\)](#) **My Resume** [Additional Info \(OPTIONAL\)](#) [Preview](#)

Step 29

Click on the [Add Job Training](#) link to add training course you completed or are currently taking.

Provide details on any training courses you have taken that you believe is relevant to the position for which you are applying.

My Training

You have not added any training information to your application.

[+ Add Job Training](#)

Result: the **Add Job Training** page displays.

Continued on next page

Completing and Submitting Your Application, Continued



Step 30

Enter your *job training details* by completing the following fields:

- Course Title
- Institution
- Course Start Date
- Course End Date

Add New Application

Add Job Training

Enter Job Training Details	
*Course Title:	<input type="text" value="Effective Communications"/>
*Institution:	<input type="text" value="Ryerson Polytechnic University"/>
*Course Start Date:	<input type="text"/> 
Course End Date:	<input type="text"/> 

[Return to Previous Page](#)

NOTE: there is an *asterisk* beside each field that is required.

Step 31

Click on the calendar icon to enter the dates for the following fields:

- Course Start Date
- Course End Date

Enter Job Training Details	
*Course Title:	<input type="text" value="Effective Communications"/>
*Institution:	<input type="text" value="Ryerson Polytechnic University"/>
*Course Start Date:	<input type="text"/> 
Course End Date:	<input type="text"/> 

Result: an online calendar displays.

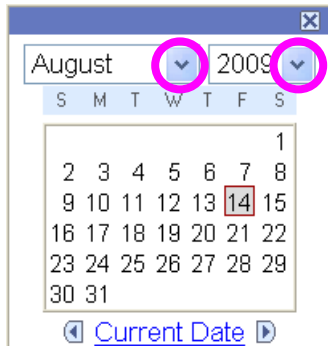
Continued on next page

Completing and Submitting Your Application, Continued

Step 32

Select the following information from the online calendar:

- *applicable month*
- *applicable year*
- *date associated with the month and year*



Result: The date selected will default into the applicable date field.

Enter Job Training Details	
*Course Title:	Effective Communications
*Institution:	Ryerson Polytechnic University
*Course Start Date:	09/07/1999
Course End Date:	12/16/1999

Step 33

Click on the **Save & Add More** button to add more job training details.

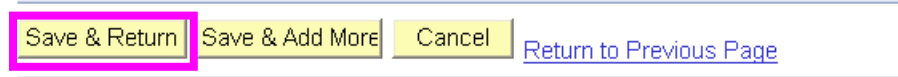
Save & Return	Save & Add More	Cancel	Return to Previous Page
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Continued on next page

Completing and Submitting Your Application, Continued

Step 34

Click on the **Save & Return** button to go back to the **My Resume** page.



Result: your job training details will default into the *My Training* section.

NOTE: you are only required to enter your job training details once. The next time you apply online this information will be included in your application and you will only be required to change it if necessary.

Provide details on any training courses you have taken that you believe is relevant to the position for which you are applying.

My Training			
Training	Institution	Start Date	
Effective Communications	Ryerson Polytechnic University	09/07/1999	

[+ Add Job Training](#)

Step 35

Click on the **Save as Draft** button to ensure your job training details are saved.

Apply Now

Complete Application

You have successfully saved a DRAFT copy of your application.

--- PLEASE READ CAREFULLY ---

DRAFT applications will not be considered for any posting. The SAVE as DRAFT button is intended to save your entries to your current application and then return to submit your application at another time. In order to be considered, make sure you SUBMIT your application prior to the JOB POSTING END DATE.



[Application Questionnaire](#) [Cover Letter \(OPTIONAL\)](#) **My Resume** [Additional Info \(OPTIONAL\)](#) [Preview](#)

Continued on next page

Completing and Submitting Your Application, Continued

Step 36

Click on the [Add Licenses and Certificates](#) link to enter the licenses and/or certificates you have or are currently in the process of acquiring.

Click the "Add Licenses and Certifications" link to enter any licenses or certifications relevant to the job posting(s) for which you are applying. Please note that you will be requested to provide proof of Licenses and Certifications during the hiring process.



My Licenses and Certificates

You have not added any licenses or certificates to your application.

[+ Add Licenses and Certificates](#)

Result: the **Add License or Certificates** page displays.

Step 37

Enter your *license and/or certificate details* by completing the following fields:

- License/Certificate
- Issued By
- License/Certification Number
- Date Issued

Add New Application

Add License or Certificates



License or Certificate Details

*License/Certificate: CPR - All Levels

Issued By: Ontario Health & Safety

License/Certification Number: CPR24680

Date Issued:

[Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)

NOTE: there is an *asterisk* beside each field that is required.

Continued on next page

Completing and Submitting Your Application, Continued

Step 38 Click on the calendar icon to enter the date for the **Date Issued** field.

License or Certificate Details	
*License/Certificate	CPR - All Levels
Issued By:	Ontario Health & Safety
License/Certification Number:	CPR24680
Date Issued:	<input type="text" value=""/>

Result: an online calendar displays.

Step 39 Select the *issue date* of the license and/or certificate from the online calendar:

- *applicable month*
- *applicable year*
- *date associated with the month and year*

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

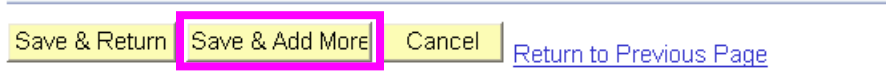
Result: The date selected will default into the **Date Issued** field.

License or Certificate Details	
*License/Certificate	CPR - All Levels
Issued By:	Ontario Health & Safety
License/Certification Number:	CPR24680
Date Issued:	07/02/2009

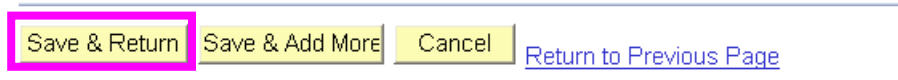
Continued on next page

Completing and Submitting Your Application, Continued

Step 40 Click on the **Save & Add More** button to add another license and/or certificate.



Step 41 Click on the **Save & Return** button to go back to the **My Resume** page.



Result: your license and/or certificate details will default into the *My Licenses and Certificates* section.

NOTE: you are only required to enter your license and/or certificate details once. The next time you apply online this information will be included in your application and you will only be required to change it if necessary.

Click the "Add Licenses and Certifications" link to enter any licenses or certifications relevant to the job posting(s) for which you are applying. Please note that you will be requested to provide proof of Licenses and Certifications during the hiring process.

My Licenses and Certificates				
License or Certification	Date Issued	License #	Issued By	
CPR - All Levels	07/02/2009	CPR24680	Ontario Health & Safety	

[+ Add Licenses and Certificates](#)

Continued on next page

Completing and Submitting Your Application, Continued

Step 42

Click on the **Save as Draft** button to ensure your license and/or certificate details are saved.

[Apply Now](#)

Complete Application

You have successfully saved a DRAFT copy of your application.

--- PLEASE READ CAREFULLY ---

DRAFT applications will not be considered for any posting. The SAVE as DRAFT button is intended to save your entries to your current application and then return to submit your application at another time. In order to be considered, make sure you SUBMIT your application prior to the JOB POSTING END DATE.

[Previous](#) **SAVE as DRAFT** [Submit](#) [Cancel](#) [Careers Home](#) [Next](#)

[Application Questionnaire](#) [Cover Letter \(OPTIONAL\)](#) **My Resume** [Additional Info \(OPTIONAL\)](#) [Preview](#)

Step 43

Click on the [Add Languages](#) link to provide your language details.

Click the "Add Languages" link to list your language skills. Please note that if you are hired and you have identified yourself as proficient in a language, you may be asked to provide translation services within the Peel Regional Police Service.

My Languages

You have not added any languages to your application.

[+ Add Languages](#)

Result: the **Add Language** page displays.

Continued on next page

Completing and Submitting Your Application, Continued

Step 44

Enter your *language details* by using the drop down arrow to select the most suitable option for the following fields:

- Language
- Speaking Proficiency
- Reading Proficiency
- Writing Proficiency

Add New Application

Add Language

Enter Language Details	
*Language:	Spanish <input type="button" value="v"/>
Speaking Proficiency:	3-High <input type="button" value="v"/>
Reading Proficiency:	2-Moderate <input type="button" value="v"/>
Writing Proficiency:	1-Low <input type="button" value="v"/>

Save & Return

Save & Add More

Cancel

[Return to Previous Page](#)

Step 45

Click on the **Save & Add More** button to add more language details.

Save & Return

Save & Add More

Cancel

[Return to Previous Page](#)

Continued on next page

Completing and Submitting Your Application, Continued

Step 46 Click on the **Save & Return** button to go back to the **My Resume** page.



Result: your language details will default into the *My Languages* section.

NOTE: you are only required to enter your language details once. The next time you apply online this information will be included in your application and you will only be required to change it if necessary.

Click the "Add Languages" link to list your language skills. Please note that if you are hired and you have identified yourself as proficient in a language, you may be asked to provide translation services within the Peel Regional Police Service.

My Languages				
Language	Speaking Proficiency	Reading Proficiency	Writing Proficiency	
Spanish	3-High	2-Moderate	1-Low	

[+ Add Languages](#)

Step 47 Click on the **Save as Draft** button to ensure your language details are saved.

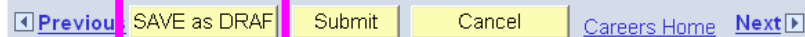
Apply Now

Complete Application

You have successfully saved a DRAFT copy of your application.

--- PLEASE READ CAREFULLY ---

DRAFT applications will not be considered for any posting. The SAVE as DRAFT button is intended to save your entries to your current application and then return to submit your application at another time. In order to be considered, make sure you SUBMIT your application prior to the JOB POSTING END DATE.



[Application Questionnaire](#) [Cover Letter \(OPTIONAL\)](#) **My Resume** [Additional Info \(OPTIONAL\)](#) [Preview](#)








Continued on next page

Completing and Submitting Your Application, Continued

Step 48

Provide a *proficiency level* for each skill listed by using the drop down arrow to select the most suitable option.

The following skill(s) may be relevant to the job(s) for which you are applying. Please indicate your proficiency level for each skill listed below. A proficiency rating selection must be made for each skill listed.


My Skills	
Skill	Proficiency
Knowledge of CAD	2-Intermediate 
MS Access	0-None 
MS Excel	3-Advanced 
MS Outlook	3-Advanced 
MS PowerPoint	1-Basic 
MS Word	3-Advanced 
CPIC Systems	3-Advanced 

Step 49

Click on the **Save as Draft** button to ensure your proficiency levels for each skill listed are saved.

Apply Now

Complete Application

 You have successfully saved a DRAFT copy of your application.

--- PLEASE READ CAREFULLY ---

DRAFT applications will not be considered for any posting. The SAVE as DRAFT button is intended to save your entries to your current application and then return to submit your application at another time. In order to be considered, make sure you SUBMIT your application prior to the JOB POSTING END DATE.

[Application Questionnaire](#) [Cover Letter \(OPTIONAL\)](#) [My Resume](#) [Additional Info \(OPTIONAL\)](#) [Preview](#)

Continued on next page

Completing and Submitting Your Application, Continued

Step 50

Enter your *referral details* by using the drop down arrow to select the applicable option for the following fields:

- How did you find out about the job?
- Sub Source
- Specific Referral Source (type in additional referral details, if required)

My Referrals

Select a Referral Source and SubSource to indicate how you found out about our organization by using the drop down list provided (e.g. Advertisement and Radio). If you can provide further detailed information, please complete the Specific Referral Source field to indicate those additional details (e.g. the Radio Station where you heard our advertisement). If you select Employee as your Referral Source, an additional Referral Name field will appear where you may type in the employee's name.

How did you find out about the job?

SubSource

Specific Referral Source:

Are you a former employee? Yes No

Step 51

If an *employee* at Peel Regional Police referred you to this job opening then enter his or her name in the **Referral Name** field.

My Referrals

Select a Referral Source and SubSource to indicate how you found out about our organization by using the drop down list provided (e.g. Advertisement and Radio). If you can provide further detailed information, please complete the Specific Referral Source field to indicate those additional details (e.g. the Radio Station where you heard our advertisement). If you select Employee as your Referral Source, an additional Referral Name field will appear where you may type in the employee's name.

How did you find out about the job?

SubSource

Specific Referral Source:

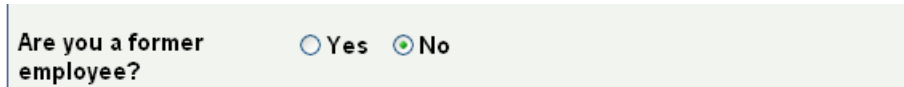
Referral Name:

Are you a former employee? Yes No

Continued on next page

Completing and Submitting Your Application, Continued

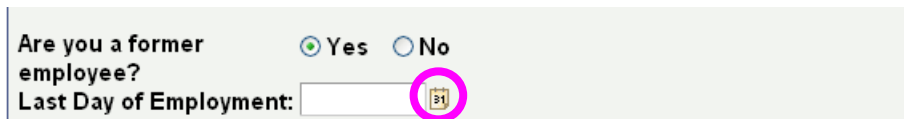
Step 52 Indicate whether you are a former employee by selecting *Yes* or *No*.




Are you a former employee? Yes No

Result: if you select *Yes*, the **Last Date of Employment** field displays.

Step 53 Click on the calendar icon to enter the date for the **Last Date of Employment** field.

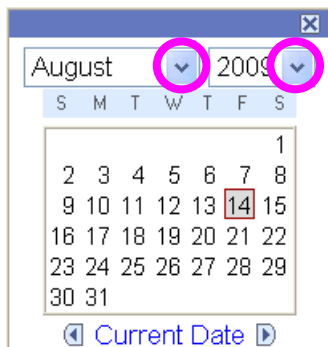


Are you a former employee? Yes No
Last Day of Employment: 

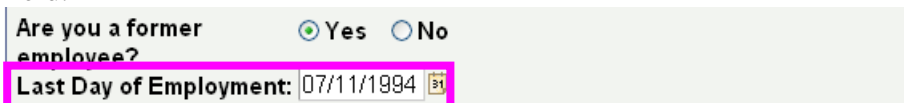
Result: an online calendar displays.


Step 54 Select the *last date of employment* at Peel Regional Police from the online calendar:

- *applicable month*
- *applicable year*
- *date associated with the month and year*



Result: The date selected will default into the **Last Date of Employment** field.



Are you a former employee? Yes No
Last Day of Employment: 07/11/1994 

Continued on next page

Completing and Submitting Your Application, Continued

Step 55 Click on the **Save as Draft** button to ensure your referral details are saved.

[Apply Now](#)

Complete Application

You have successfully saved a DRAFT copy of your application.

--- PLEASE READ CAREFULLY ---

DRAFT applications will not be considered for any posting. The SAVE as DRAFT button is intended to save your entries to your current application and then return to submit your application at another time. In order to be considered, make sure you SUBMIT your application prior to the JOB POSTING END DATE.

[Previous](#) **SAVE as DRAFT** [Submit](#) [Cancel](#) [Careers Home](#) [Next](#)

[Application Questionnaire](#) [Cover Letter \(OPTIONAL\)](#) **My Resume** [Additional Info \(OPTIONAL\)](#) [Preview](#)

Step 56 Click on the [Next](#) link to continue.

[Apply Now](#)

Complete Application

[Previous](#) [SAVE as DRAFT](#) [Submit](#) [Cancel](#) [Careers Home](#) **[Next](#)**

[Application Questionnaire](#) [Cover Letter \(OPTIONAL\)](#) **My Resume** [Additional Info \(OPTIONAL\)](#) [Preview](#)

Result: the **Additional Resume Information** page displays.

Continued on next page

Completing and Submitting Your Application, Continued

Step 57

Complete the **Additional Resume Information** page by either typing in the text box or by copying and pasting from a Word document.

[Apply Now](#)

Complete Application

[Previous](#) [SAVE as DRAF](#) [Submit](#) [Cancel](#) [Careers Home](#) [Next](#)

[Application Questionnaire](#) [Cover Letter \(OPTIONAL\)](#) [My Resume](#) [Additional Info \(OPTIONAL\)](#) [Preview](#)

Additional Resume Information

This optional section is available for you to provide any additional information that was not addressed in your Cover Letter and Online Resume. e.g., volunteer activities, awards, etc.

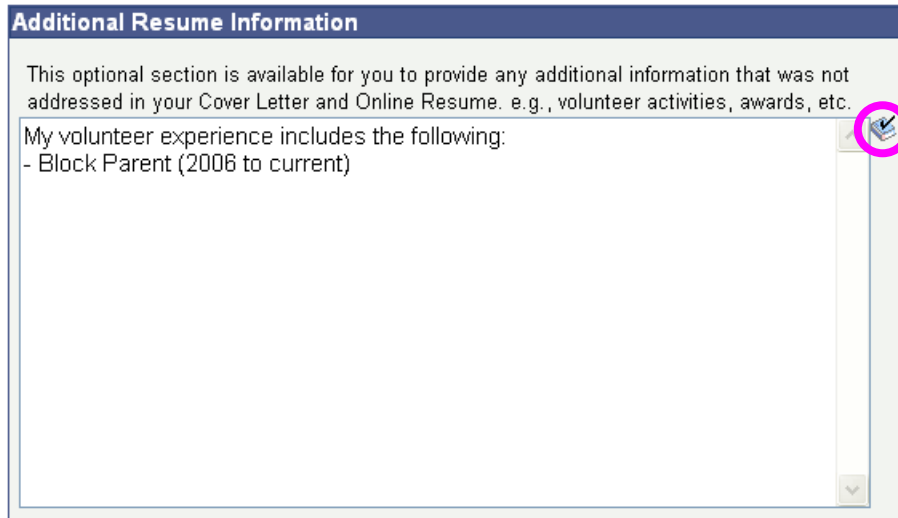
NOTE: bullets/symbols used in a Word document appear as question marks when text is copied and pasted. You are able to edit the question marks and replace them with dashes for the bulleted text.

You are only required to enter this information once. The next time you apply online this information will be included in your application and you will only be required to change it if necessary.

Continued on next page

Completing and Submitting Your Application, Continued

Step 58 To perform a spell check, click on the book icon located near the top right corner of the **Additional Resume Information** text box.



Additional Resume Information

This optional section is available for you to provide any additional information that was not addressed in your Cover Letter and Online Resume. e.g., volunteer activities, awards, etc.

My volunteer experience includes the following:

- Block Parent (2006 to current)

Step 59 Click on the **Save as Draft** button to ensure your additional information provided is saved.

[Apply Now](#)

Complete Application

You have successfully saved a DRAFT copy of your application.

--- PLEASE READ CAREFULLY ---

DRAFT applications will not be considered for any posting. The SAVE as DRAFT button is intended to save your entries to your current application and then return to submit your application at another time. In order to be considered, make sure you SUBMIT your application prior to the JOB POSTING END DATE.

[Previous](#) **SAVE as DRAFT** [Submit](#) [Cancel](#) [Careers Home](#) [Next](#)

[Application Questionnaire](#) [Cover Letter \(OPTIONAL\)](#) [My Resume](#) [Additional Info \(OPTIONAL\)](#) [Preview](#)

Continued on next page

Completing and Submitting Your Application, Continued

Step 60 Click on the [Next](#) link to continue.

[Apply Now](#)

Complete Application



[Application Questionnaire](#) [Cover Letter \(OPTIONAL\)](#) [My Resume](#) [Additional Info \(OPTIONAL\)](#) [Preview](#)

Result: the **My Resume Preview** page displays.

Step 61 Use the scroll bar to the right of your screen to review the information in the **My Resume Preview** page.

[Apply Now](#)

Complete Application



[Application Questionnaire](#) [Cover Letter \(OPTIONAL\)](#) [My Resume](#) [Additional Info \(OPTIONAL\)](#) [Preview](#)

A screenshot of a web page titled 'My Resume Preview' for 'Peel Regional Police'. The page displays the following information:
Julia Roberts
Contact Information
Address: 35 Pony Valley Crescent, Barrie, ON L4N 0Y7
Phone: 705/721-1234
Email: juliaroberts@home.com
Cover Letter
Dear Sir and/or Madam,
Please consider my application for upcoming Police Support positions.
I believe my current job skills and previous work experience will complement your organization.
Sincerely,
Julia Roberts
Prior Work Experience

Continued on next page

Completing and Submitting Your Application, Continued

Step 62

Review *all* information entered in your online application.

If a section is not complete, you can go back and correct it by...	Or, you can...
clicking on any of the following links: <ul style="list-style-type: none">• Cover Letter (OPTIONAL)• My Resume• Additional Info (OPTIONAL)	click on the Next and Previous links to go back and make changes to your online application.

NOTE: you are able to print your **Resume Preview** page and review it on hard copy by selecting: File > Print > in your Internet browser.

Step 63

Click on the [Preview](#) link to go back to the **My Resume Preview** page and review the changes you made.

[Apply Now](#)

Complete Application

[Previous](#) SAVE as DRAF [Careers Home](#) [Next](#)

[Application Questionnaire](#) [Cover Letter \(OPTIONAL\)](#) [My Resume](#) [Additional Info \(OPTIONAL\)](#) [Preview](#)

Continued on next page

Completing and Submitting Your Application, Continued

Step 64 Click on the **Save as Draft** button to ensure the changes you made are saved.

[Apply Now](#)

Complete Application

You have successfully saved a DRAFT copy of your application.

--- PLEASE READ CAREFULLY ---

DRAFT applications will not be considered for any posting. The SAVE as DRAFT button is intended to save your entries to your current application and then return to submit your application at another time. In order to be considered, make sure you SUBMIT your application prior to the JOB POSTING END DATE.

[Previous](#) **SAVE as DRAFT** [Submit](#) [Cancel](#) [Careers Home](#) [Next](#)

[Application Questionnaire](#) [Cover Letter \(OPTIONAL\)](#) [My Resume](#) [Additional Info \(OPTIONAL\)](#) [Preview](#)

Step 65 Click on the **Submit** button to submit your application.

[Apply Now](#)

Complete Application

[Previous](#) [SAVE as DRAFT](#) **Submit** [Cancel](#) [Careers Home](#) [Next](#)

[Application Questionnaire](#) [Cover Letter \(OPTIONAL\)](#) [My Resume](#) [Additional Info \(OPTIONAL\)](#) [Preview](#)

Result: the **Submit Confirmation** page displays.

Continued on next page

Completing and Submitting Your Application, Continued

Step 66









Confirm you have provided all relevant information pertaining to the job opening by reviewing the *Resume Validation Results* in the **Submit Confirmation** page.

[Apply Now](#)

Submit Confirmation

Confirm the completeness of your application:

Resume validation results ([View Full Resume Preview](#) **)**:

-  Cover Letter (OPTIONAL) Section - completed.
-  My Work Experience Section - completed.
-  Post-Secondary Education Section - completed.
-  My Licenses and Certificates Section - has not been completed [Warning].
-  My Skills Section - completed.
-  My Languages Section - completed.
-  My Training Section - completed.
-  Additional Info (OPTIONAL) Section - completed.

Verification Step:

Please review any warnings listed above to confirm you have completed all areas of your online resume which are relevant to the position for which you are applying.

When you are satisfied select the acknowledgment below and then press Submit.

If you need to make changes use the Return to Previous Page link at the bottom of this page.

I have verified the completeness and accuracy of My Resume.

[Submit](#) [Return to Previous Page](#)

Continued on next page

Completing and Submitting Your Application, Continued

Step 67

If you need make a change:

- Click on the [View Full Resume Preview](#) link to go back to the **My Resume Preview** page.
- Repeat steps 61 to 64.

Confirm the completeness of your application:

Resume validation results ([View Full Resume Preview](#) **)**:

- ✔ Cover Letter (OPTIONAL) Section - completed.
- ✔ My Work Experience Section - completed.
- ✔ Post-Secondary Education Section - completed.
- ❗ My Licenses and Certificates Section - has not been completed [Warning].
- ✔ My Skills Section - completed.
- ✔ My Languages Section - completed.
- ✔ My Training Section - completed.
- ✔ Additional Info (OPTIONAL) Section - completed.

Step 68

The *Verification Step* in the **Submit Confirmation** page validates that you reviewed your online application, are satisfied with the completeness of it, and are ready to submit your application.

Select the checkbox “*I have verified the completeness and accuracy of My Resume*”.

Verification Step:

Please review any warnings listed above to confirm you have completed all areas of your online resume which are relevant to the position for which you are applying.

When you are satisfied select the acknowledgment below and then press Submit.

If you need to make changes use the Return to Previous Page link at the bottom of this page.

I have verified the completeness and accuracy of My Resume.

[Return to Previous Page](#)

Continued on next page

Completing and Submitting Your Application, Continued

Step 69 Click on the **Submit** button to continue.

Verification Step:
Please review any warnings listed above to confirm you have completed all areas of your online resume which are relevant to the position for which you are applying.
When you are satisfied select the acknowledgment below and then press Submit.
If you need to make changes use the Return to Previous Page link at the bottom of this page.

I have verified the completeness and accuracy of My Resume.

[Return to Previous Page](#)

Result: the Equal Opportunity Survey Invitation displays.

Step 70 The Equal Opportunity Survey Invitation defaults to the “*I wish to participate*” option.

Select the answers that apply to you.



Submit Online Application

Equal Opportunity Survey Invitation

At Peel Regional Police we value diversity because we understand the strengths that diversity of thought, perspective, experience, and talent bring to the achievement of our mission. It is important to us that our work environment is free of discrimination and that our processes and practices are free of bias and systemic barriers. To accomplish this it is important that we understand and can monitor, the changing demographics of our workforce and applicants for employment. All applicants are therefore asked to participate in this self-identification survey to provide us with an accurate information base. Completion of this survey is voluntary.

The information collected is recorded confidentially and is used solely for diversity planning and reporting. Access to the information is restricted to those individuals with this responsibility. All reporting is done in aggregate ensuring that the identities of individuals are not compromised. By filling out this survey, you are granting us the right to utilize the information for the above noted purpose. Any questions concerning this form should be directed to the Manager of Corporate Recruiting and Development, Human Resources or to the Director of Human Resources.

I wish to participate I wish to decline

Voluntary Self Identification

Please read each of the following questions carefully and check the response that applies to you.

Note: Click on each question for more detailed explanations.

1. Please indicate your sex:

Male Female

2. Please indicate whether you are an Aboriginal person:

Yes No

Continued on next page

Completing and Submitting Your Application, Continued

Step 71

If you previously participated in this survey, then select the option “*I wish to decline*”.

Equal Opportunity Survey Invitation

At Peel Regional Police we value diversity because we understand the strengths that diversity of thought, perspective, experience, and talent bring to the achievement of our mission. It is important to us that our work environment is free of discrimination and that our processes and practices are free of bias and systemic barriers. To accomplish this it is important that we understand and can monitor, the changing demographics of our workforce and applicants for employment. All applicants are therefore asked to participate in this self-identification survey to provide us with an accurate information base. Completion of this survey is voluntary.

The information collected is recorded confidentially and is used solely for diversity planning and reporting. Access to the information is restricted to those individuals with this responsibility. All reporting is done in aggregate ensuring that the identities of individuals are not compromised. By filling out this survey, you are granting us the right to utilize the information for the above noted purpose. Any questions concerning this form should be directed to the Manager of Corporate Recruiting and Development, Human Resources or to the Director of Human Resources.

I wish to participate I wish to decline

Step 72

Review the *Terms and Agreement* section.

Terms and Agreements

Applicants to Peel Regional Police will be required to successfully complete a background check and criminal investigation, including employment, personal references and verification of education, prior to any offer of employment being extended.

I agree to these terms I do not agree to these terms

[Return to Previous Page](#)

To confirm your agreement to these terms and agreement, select the option “*I agree to these terms*”.

Terms and Agreements

Applicants to Peel Regional Police will be required to successfully complete a background check and criminal investigation, including employment, personal references and verification of education, prior to any offer of employment being extended.

I agree to these terms I do not agree to these terms

[Return to Previous Page](#)

Continued on next page

Completing and Submitting Your Application, Continued

Step 73 Click on the **Submit** button.

Terms and Agreements

Applicants to Peel Regional Police will be required to successfully complete a background check and criminal investigation, including employment, personal references and verification of education, prior to any offer of employment being extended.

I agree to these terms I do not agree to these terms

Submit **Cancel** [Return to Previous Page](#)

Result: the **My Applications** page displays.

Step 74 Confirm that the *status* of your application submitted is “*Application Received*”.


My Applications

You have successfully submitted your job application.

My Applications

Display applications from: Last Year

First Previous Next Last

Application	Status	Application Date
 Future Opportunity-PoliceSuprt	Application Received	08/14/2009 12:27PM

Step 75 Confirm that you received an *email* in your Inbox stating “*Your online application has been successfully submitted*”.

Subject: Your online application has been successfully submitted

Dear Julia Roberts,

This email is automatically generated and is intended for notification purposes only. Please do not respond to this email as a reply will not be provided.

Thank you for your application for the position(s) of:

300125-Future Opportunity-PoliceSuprt

with the Peel Regional Police Service.

In the event that any of your contact or other application information changes, please return to the Peel Regional Police Employment website at www.peel.police.ca to ensure that we have your current information. You may revisit this website at any time to view the status of your application.

This site works best with Internet Explorer version 5.5 or higher. Please be sure to disable your popup blocker, if enabled, before logging on to the site.

If you have additional questions, please contact Human Resources at 905-453-2121 extension 4112.

End of Procedure

Logging in as a Returning External Civilian Applicant

Purpose The purpose of this section is to provide the steps to successfully log in as a Returning External Civilian Applicant.

Quick Reference Procedure Follow these steps to log in as a Returning External Civilian Applicant.

Step	Action
1	Go to the Login section of the Civilian Careers home page.
2	Enter your login details in the following fields: <ul style="list-style-type: none">• User Name• Password
3	Click on the Login button. Result: the Careers Welcome page displays.

Detailed Procedure The following pages provide the detailed procedure for logging in as a Returning External Civilian Applicant, and include pictures of the Online Application.

Step 1 Go to the **Login** section of the **Civilian Careers** home page.

Civilian Careers



Are you looking for a rewarding and challenging career serving your Community?

Over one third of our police service is comprised of Civilian members. The contribution made by our civilian support staff is vital to the Service's mandate of providing the citizens of Brampton and Mississauga with the highest quality of policing in the most efficient and effective manner.

Enter your user name and password to login. If you have not yet registered, [click here to Register.](#)

Basic Job Search Keywords: <input type="text"/> Posted: Last Month <input type="button" value="v"/> <input type="button" value="Search"/> Advanced Search Search Tips	Login User Name: <input type="text"/> Password: <input type="password"/> <input type="button" value="Login"/> Login Help Register Now
---	---

Continued on next page

Logging in as a Returning External Civilian Applicant, Continued

Step 2

Enter your **login** details in the following fields:

- User Name
- Password

Enter your user name and password to login. If you have not yet registered, [click here to Register.](#)

Basic Job Search	Login
Keywords: <input type="text"/>	User <input type="text" value="Julia Roberts"/>
Posted: <input type="text" value="Last Month"/> <input type="button" value="v"/>	Name: <input type="text"/>
<input type="button" value="Search"/> Advanced Search Search Tips	Password: <input type="text" value="*****"/>
	<input type="button" value="Login"/> Login Help Register Now

Step 3

Click on the **Login** button.

Enter your user name and password to login. If you have not yet registered, [click here to Register.](#)

Basic Job Search	Login
Keywords: <input type="text"/>	User <input type="text" value="Julia Roberts"/>
Posted: <input type="text" value="Last Month"/> <input type="button" value="v"/>	Name: <input type="text"/>
<input type="button" value="Search"/> Advanced Search Search Tips	Password: <input type="text" value="*****"/>
	<input type="button" value="Login"/> Login Help Register Now

Result: the **Careers Welcome** page displays.

End of Procedure

Updating the My Profile page

Purpose The purpose of this section is to provide the steps for updating the My Profile page.

Quick Reference Procedure Follow these steps to update the My Profile page.

Step	Action
1	Click on the My Profile link in the Careers Home Welcome page. Result: the My Profile page displays.
2	The My Profile page contains your <i>contact</i> information. Use the scroll bar to the right of your screen to scroll down and make any necessary changes to your contact information.
3	Click on the Save button. Result: <ul style="list-style-type: none">• You will receive an email in your Inbox stating you updated your contact information.• The Careers Home Welcome page displays.
4	From the Careers Home Welcome page, you are able to perform the following actions: <ul style="list-style-type: none">• Re-apply to the same job opening to provide additional information not previously supplied in your original on-line application.• Apply to a new job opening.• Apply to multiple job openings at once.

Detailed Procedure The following pages provide the detailed procedure for updating the My Profile page, and include pictures of the Online Application.

Continued on next page

Updating the My Profile page, Continued

Step 1 Click on the [My Profile](#) link in the **Careers Home Welcome** page.

Careers Home

Welcome Julia

Use the links below to review and/or update information that you provided as part of the application process.

Basic Job Search	My Career Tools
Keywords: <input type="text"/>	5 Applications
Posted: <input type="text"/> ▼	My Profile
<input type="button" value="Search"/> Advanced Search Search Tips	

Current Postings (use next/previous to view additional postings)

◀◀ First ◀ Previous | [Next](#) ▶ Last ▶▶

	Opened	Posting Title	Job ID	Department
<input type="checkbox"/>	08/14/2009	Future Opportunity- PoliceSuprt	300336	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity - IT	300126	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity - HR	300123	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity- Management	300127	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity-Public Rel	300128	HR Administration

[Select All](#) [Deselect All](#)

Result: the **My Profile** page displays.

NOTE: reference the *Logging in as a Returning External Civilian Applicant* section of this document for the associated steps.

Continued on next page

Updating the My Profile page, Continued

Step 2

The My Profile page contains your *contact* information. Use the scroll bar to the right of your screen to scroll down and make any necessary changes to your contact information.

My Profile

You can update your name, address, telephone number(s), email addresses, and SIN identifier here. This information may be used to contact you regarding your application. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

[Save](#) [Return to Previous Page](#)

Member information	
User Name:	julia roberts
Password:	Change Password

Name	
*First Name:	Julia
Middle Name:	
*Last Name:	Roberts

Address	
*Country:	Canada
*Address 1:	35 Summer Valley Crescent
Address 2:	
*City:	Barrie
*Province:	Ontario
*Postal:	L4N 0Y7

Email	
*Email:	



Step 3

Click on the **Save** button.

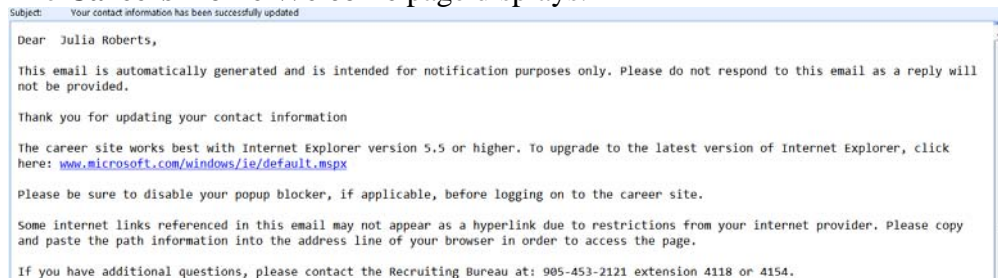
My Profile

You can update your name, address, telephone number(s), email addresses, and SIN identifier here. This information may be used to contact you regarding your application. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

[Save](#) [Return to Previous Page](#)

Result:

- You will receive an email in your Inbox stating you updated your contact information.
- The **Careers Home Welcome** page displays.



Continued on next page

Updating the My Profile page, Continued

Step 4

From the **Careers Home Welcome** page, you are able to perform the following actions:

- Re-apply to the same job opening to provide additional information not previously supplied in your original on-line application.
- Apply to a new job opening.
- Apply to multiple job openings at once.

Careers Home

Welcome Julia

Use the links below to review and/or update information that you provided as part of the application process.

Basic Job Search	My Career Tools
Keywords: <input type="text"/>	5 Applications
Posted: <input type="text"/>	My Profile
<input type="button" value="Search"/> Advanced Search Search Tips	

Current Postings (use next/previous to view additional postings)				
◀◀ First ◀ Previous Next ▶ Last ▶▶				
	Opened	Posting Title	Job ID	Department
<input type="checkbox"/>	08/14/2009	Future Opportunity- PoliceSuprt	300336	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity - IT	300126	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity - HR	300123	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity- Management	300127	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity-Public Rel	300128	HR Administration
Select All Deselect All <input type="button" value="Save Jobs"/> <input type="button" value="Apply Now"/>				

NOTE: reference the *Completing and Submitting Your Online Application* section of this document for the associated steps.

End of Procedure

Saving a Draft of Your Application

Purpose The purpose of this section is to explain what the Save as Draft button is used for.

Save as Draft Button *Any time* when applying online, you can use the **Save as Draft** button to save a copy of your online application.

Apply Now

Complete Application

You have successfully saved a DRAFT copy of your application.

--- PLEASE READ CAREFULLY ---

DRAFT applications will not be considered for any posting. The SAVE as DRAFT button is intended to save your entries to your current application and then return to submit your application at another time. In order to be considered, make sure you SUBMIT your application prior to the JOB POSTING END DATE.

[Previous](#) **SAVE as DRAFT** [Submit](#) [Cancel](#) [Careers Home](#) [Next](#)

[Application Questionnaire](#) [Cover Letter \(OPTIONAL\)](#) [My Resume](#) [Additional Info \(OPTIONAL\)](#) [Preview](#)

NOTE: using the **Save as Draft** button ensures the information you entered for your current application is *saved*, after which you are able to return to your online application to *complete it at a later date*.

Required to Submit Application You are still required to *submit* your online application (prior to the job posting end date) in order to be considered for the job for which you are applying.

Completing Your Application that was Saved as Draft

Purpose The purpose of this section is to provide the steps to complete your online application that was saved as draft.

Quick Reference Procedure Follow these steps to complete your online application that was saved as draft.

Step	Action
1	Go to the Civilian Careers home page and log into the Online Application. Result: the Careers Welcome page displays.
2	Click on the Applications link in the My Career Tools section. Result: the My Career Tools page displays.
3	Review the <i>status</i> of each application listed: <ul style="list-style-type: none">• The status of <i>Application Incomplete</i> identifies that the application was saved as draft.• The status of <i>Application Received</i> identifies that the application was submitted.
4	Click on the Application link (e.g. job opening title) to open your online application that was saved as draft. Result: the Application Questionnaire page displays.
5	Complete and submit your online application prior to the job posting end date. Result: after submitting your application, the status will change to <i>Application Received</i> .

Continued on next page

Completing Your Application that was Saved as Draft, Continued

Detailed Procedure

The following pages provide the detailed procedure for completing your online application that was saved as draft, and include pictures of the Online Application.

Step 1

Go to the **Civilian Careers** home page and log into the Online Application.

Civilian Careers



Are you looking for a rewarding and challenging career serving your Community?

Over one third of our police service is comprised of Civilian members. The contribution made by our civilian support staff is vital to the Service's mandate of providing the citizens of Brampton and Mississauga with the highest quality of policing in the most efficient and effective manner.

Enter your user name and password to login. If you have not yet registered,

[click here to Register.](#)

Basic Job Search	Login
Keywords: <input type="text"/>	User <input type="text" value="Julia Roberts"/>
Posted: <input type="text" value="Last Month"/> <input type="button" value="v"/>	Name: <input type="text"/>
<input type="button" value="Search"/> Advanced Search Search Tips	Password: <input type="text" value="••••••••"/>
	<input type="button" value="Login"/> Login Help Register Now

NOTE: reference the *Logging in as a Returning External Civilian Applicant* section of this document for the associated steps.

Result: the **Careers Welcome** page displays.

Continued on next page

Completing Your Application that was Saved as Draft, Continued

Step 2

Click on the [Applications](#) link in the **My Career Tools** section.

Careers Home

Welcome Julia

Use the links below to review and/or update information that you provided as part of the application process.

Basic Job Search	My Career Tools
Keywords: <input type="text"/> Posted: <input type="text"/> <input type="button" value="v"/>	3 Applications My Profile
<input type="button" value="Search"/> Advanced Search Search Tips	

Current Postings (use next/previous to view additional postings)				
◀ First ◀ Previous Next ▶ Last ▶▶				
	Opened	Posting Title	Job ID	Department
<input type="checkbox"/>	08/14/2009	Future Opportunity- PoliceSuprt	300336	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity - IT	300126	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity - HR	300123	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity- Management	300127	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity-Public Rel	300128	HR Administration
Select All Deselect All <input type="button" value="Save Job"/> <input type="button" value="Apply Now"/>				

Result: the **My Career Tools** page displays.

Continued on next page

Completing Your Application that was Saved as Draft, Continued

Step 3


Review the *status* of each application listed:

- The status of *Application Incomplete* identifies that the application was saved as draft.
- The status of *Application Received* identifies that the application was submitted.

My Career Tools


Julia Roberts
35 Pony Valley Crescent
Barrie ON L4N 0Y7

[Edit Profile](#)

My Applications			
Display applications from:		Last Year	Refresh
« First Previous Next Last »			
Application	Status	Application Date	
 Future Opportunity - HR	Application Incomplete	08/20/2009 1:40PM	
Future Opportunity-PoliceSuprt	Application Received	08/20/2009 1:39PM	
Future Opportunity-Public Rel	Application Received	08/20/2009 1:39PM	

Step 4

Click on the [Application](#) link (e.g. job opening title) to open your online application that was saved as draft.

My Applications			
Display applications from:		Last Year	Refresh
« First Previous Next Last »			
Application	Status	Application Date	
 Future Opportunity - HR	Application Incomplete	08/20/2009 1:40PM	

Result: the **Application Questionnaire** page displays.

Continued on next page

Completing Your Application that was Saved as Draft, Continued

Step 5 Complete and submit your online application prior to the job posting end date.

Apply Now

Complete Application

Previous SAVE as DRAF Submit Cancel Careers Home Next

Application Questionnaire Cover Letter (OPTIONAL) My Resume Additional Info (OPTIONAL) Preview

Application Questionnaire

I am at least 18 years of age.

No

Yes

I have never been convicted of a criminal offence, or if convicted, I have received a full pardon.

No

Yes

NOTE: reference the *Completing and Submitting Your Online Application* section of this document for the associated steps.

Result: after submitting your application, the status will change to *Application Received*.

My Applications

✓ You have successfully submitted your job application.

My Applications			
Display applications from:		Last Year	Refresh
First Previous Next Last			
Application	Status	Application Date	
Future Opportunity - HR	Application Received	08/21/2009 12:26PM	
Future Opportunity-PoliceSuprt	Application Received	08/20/2009 1:39PM	
Future Opportunity-Public Rel	Application Received	08/20/2009 1:39PM	

End of Procedure

Adding Additional Information to an Application with a Status of Application Received

Purpose The purpose of this section is to provide the steps to add additional information to an online application with a status of Application Received.

Quick Reference Procedure Follow these steps to add additional information to your online application with a status of Application Received.

Step	Action
1	Go to the Civilian Careers home page and log into the Online Application. Result: the Careers Welcome page displays.
2	To <i>add</i> additional information to an application with a status of <i>Application Received</i> , you must <i>re-apply</i> to that job opening and submit your changes prior to the job posting end date. Result: when re-applying, you will receive a <i>warning message</i> stating that you have already applied to this job opening; do you wish to re-apply?
3	Click on the OK button to continue, complete the required updates, and then submit your changes prior to the job posting end date.

Detailed Procedure The following pages provide the detailed procedure for adding additional information to your online application with a status of Application Received, and include pictures of the Online Application.

Continued on next page

Adding Additional Information to an Application with a Status of Application Received, Continued

Step 1 Go to the **Civilian Careers** home page and log into the Online Application.

Civilian Careers



Are you looking for a rewarding and challenging career serving your Community?

Over one third of our police service is comprised of Civilian members. The contribution made by our civilian support staff is vital to the Service's mandate of providing the citizens of Brampton and Mississauga with the highest quality of policing in the most efficient and effective manner.

Enter your user name and password to login. If you have not yet registered, [click here to Register.](#)

Basic Job Search	Login
Keywords: <input type="text"/>	User Name: <input type="text" value="Julia Roberts"/>
Posted: <input type="text" value="Last Month"/> <input type="button" value="v"/>	Password: <input type="password" value="*****"/>
<input type="button" value="Search"/> Advanced Search Search Tips	<input type="button" value="Login"/> Login Help Register Now

NOTE: reference the *Logging in as a Returning External Civilian Applicant* section of this document for the associated steps.

Result: the **Careers Welcome** page displays.

Continued on next page

Adding Additional Information to an Application with a Status of Application Received, Continued

Step 2

To *add* additional information to an application with a status of *Application Received*, you must *re-apply* to that job opening and submit your changes prior to the job posting end date.

Current Postings (use next/previous to view additional postings)				
◀◀ First◀ Previous Next▶ Last▶▶				
	Opened	Posting Title	Job ID	Department
<input type="checkbox"/>	08/14/2009	Future Opportunity-PoliceSuprt	300336	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity - IT	300126	HR Administration
<input checked="" type="checkbox"/>	10/02/2008	Future Opportunity - HR	300123	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity-Management	300127	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity-Public Rel	300128	HR Administration

Select All Deselect All Save Jobs Apply Now

Result: when re-applying, you will receive a *warning message* stating that you have already applied to this job opening; do you wish to re-apply?

Step 3

Click on the **OK** button to continue, complete the required updates, and then submit your changes prior to the job posting end date.

You have already applied to job number 300123 - Future Opportunity - HR. Would you like to apply again?

OK Cancel

NOTE: reference the *Completing and Submitting Your Online Application* section of this document for the associated steps.

End of Procedure

Creating a Saved Search Job Agent

Purpose

The purpose of this section is to provide the steps on how to create your personal saved search job agent.

Once set up is complete, you will be notified by email (by the Online Application) of any current job openings that match your job search criteria.

Quick Reference Procedure

Follow these steps to create your personal job search agent.

Step	Action
1	Go to the Civilian Careers home page and log into the Online Application. Result: the Careers Welcome page displays.
2	Click on the Job Search link in the Careers Home Welcome page. Result: the Job Search page displays.
3	Select the job type by clicking on the option in the Select Job Families list. Result: the job type selected will highlight in blue.
4	Select the <i>Date Posted</i> option for the Display Results Sorted By field, and then click on the Save Search button. Result: the Save Search page displays.
5	Complete the following fields: <ul style="list-style-type: none">• Name your search• Select the Use As Job Agent check box• Enter your business email address in the Send Job Agent notification to field Click on the Save Search button.
6	My Saved Searches page contains the <i>Saved Search</i> job agent you just created. Click on the Run Search button to see if a current job opening matches your search criteria.
7	If a job opening matches your <i>Saved Search</i> job agent, then the Online Application will automatically generate and send you an email in your Inbox with the applicable job opening(s) currently posted.

Detailed Procedure

The following pages provide the detailed procedure for creating your personal job search agent, and include pictures of the Online Application.

Continued on next page

Creating a Saved Search Job Agent, Continued

Step 1

Go to the **Civilian Careers** home page and log into the Online Application.

Civilian Careers



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Enter your user name and password to login. If you have not yet registered,

[click here to Register.](#)

Basic Job Search	Login
Keywords: <input type="text"/>	User <input type="text" value="Julia Roberts"/>
Posted: <input type="text" value="Last Month"/> <input type="button" value="v"/>	Name: <input type="text"/>
<input type="button" value="Search"/> Advanced Search Search Tips	Password: <input type="text" value="••••••••"/>
	<input type="button" value="Login"/> Login Help Register Now

NOTE: reference the *Logging in as a Returning External Civilian Applicant* section of this document for the associated steps.

Result: the **Careers Welcome** page displays.

Continued on next page

Creating a Saved Search Job Agent, Continued

Step 2

Click on the [Job Search](#) link in the **Careers Home Welcome** page.

Careers Home [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

Careers Home

Welcome Julia

Use the links below to review and/or update information that you provided as part of the application process.

Basic Job Search	My Career Tools
Keywords: <input type="text"/> Posted: <input type="text"/>	5 Applications My Profile
<input type="button" value="Search"/> Advanced Search Search Tips	

Current Postings (use next/previous to view additional postings)

◀◀ First ◀ Previous [Next](#) ▶ Last ▶▶

	Opened	Posting Title	Job ID	Department
<input type="checkbox"/>	08/14/2009	Future Opportunity-PoliceSuprt	300336	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity - IT	300126	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity - HR	300123	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity-Management	300127	HR Administration
<input type="checkbox"/>	10/02/2008	Future Opportunity-Public Rel	300128	HR Administration

[Select All](#) [Deselect All](#)

Result: the **Job Search** page displays.

Continued on next page

Creating a Saved Search Job Agent, Continued

Step 3

Select the job type by clicking on the option in the **Select Job Families** list.

Job Search

Use this page to search for Job Postings using one or more of the Search Criteria options provided. Having trouble finding postings using the Advanced Job Search? Click the Search Tips link for some helpful tips.

The screenshot shows the 'Advanced Job Search' interface. At the top, there are buttons for 'Search', 'Clear', and 'Save Search', along with links for 'Basic Search' and 'Search Tips'. Below this is a text input field for 'Enter Keywords:'. The 'Select Job Families:' dropdown menu is highlighted with a pink border and contains the following options: 'PRP Human Resources', 'PRP Information Technology', 'PRP Police Support Services' (which is highlighted in blue), 'PRP Public Relations', and 'PRP Supervisory / Management'. Below the dropdown are several other search criteria: 'Full/Part Time:', 'Regular/Temporary:', 'Job Opening ID:', 'Find Jobs Posted Within:' (set to 'Last Month'), and 'Display Results Sorted By:'. At the bottom, there are another set of 'Search', 'Clear', and 'Save Search' buttons, and 'Basic Search' and 'Search Tips' links.

Result: the job type selected will highlight in blue.

NOTE: to broaden your search results, leave the following fields *blank*:

- Enter Keywords
- Full/Part Time
- Regular/Temporary
- Job Opening ID
- Find Jobs Posted Within

Continued on next page

Creating a Saved Search Job Agent, Continued

Step 4 Select the *Date Posted* option for the **Display Results Sorted By** field, and then click on the **Save Search** button.

The screenshot shows the 'Advanced Job Search' interface. At the top, there are buttons for 'Search', 'Clear', and 'Save Search', along with links for 'Basic Search' and 'Search Tips'. Below this, there are several search criteria fields:

- Enter Keywords:** A text input field.
- Select Job Families:** A dropdown menu with the following options: PRP Human Resources, PRP Information Technology, PRP Police Support Services (highlighted), PRP Public Relations, and PRP Supervisory / Management.
- Full/Part Time:** A dropdown menu.
- Regular/Temporary:** A dropdown menu.
- Job Opening ID:** A text input field.
- Find Jobs Posted Within:** A dropdown menu with 'Last Month' selected.
- Display Results Sorted By:** A dropdown menu with 'Date Posted' selected. This field is highlighted with a pink rectangular box.

At the bottom of the form, there are buttons for 'Search', 'Clear', and 'Save Search', along with links for 'Basic Search' and 'Search Tips'.

Result: the **Save Search** page displays.

Continued on next page

Creating a Saved Search Job Agent, Continued

Step 5

Complete the following fields:

- Name your search
- Select the Use As Job Agent check box
- Enter your business email address in the Send Job Agent notification to field

Click on the **Save Search** button.

Save Search

Use this page to save your search criteria for future use (personal searches can be selected from the search page) or set it up as a Job Agent so you can be notified of new postings that match your criteria.

Save Search

*Name your search:

Use As Job Agent

Send Job Agent notification to:

Step 6

My Saved Searches page contains the *Saved Search* job agent you just created.

Click on the **Run Search** button to see if a current job opening matches your search criteria.

My Saved Searches

Saved Searches and Job Agents				
Saved Search	Created On	Job Agent Email Address		Run Search
POLICE SUPPORT	2009-08-20	julia.roberts@home.com	Edit Delete	<input type="button" value="Run Search"/>

[Return to Previous Page](#) [Job Search](#)

NOTE: you can use the [Edit](#) link to change your current search criteria or the [Delete](#) link to delete your **Saved Search** and create another one.

Continued on next page

Creating a Saved Search Job Agent, Continued

Step 7

If a job opening matches your *Saved Search* job agent, then the Online Application will:

- Display the *results found* in the **Job Search** page.
- Send you an email in your Inbox with the applicable job opening(s) currently posted.

Job Search

Use this page to search for Job Postings using one or more of the Search Criteria options provided. Having trouble finding postings using the Advanced Job Search? Click the Search Tips link for some helpful tips.

Use Saved Search

Search

▶ Click icon to view Advanced Search criteria

✓ 1 Results Found

Search Results

[Select All](#)[Deselect All](#) ◀◀ First ◀ Previous | Next ▶▶ Last ▶▶

Select	Created	Posting Title	ID #	Job Family	Location
<input type="checkbox"/>	08/14/2009	Future Opportunity-PoliceSuprt	300336	PRP Police Support Services	HR Administratic

[Select All](#)[Deselect All](#)

NOTE: if a job opening does not match your search criteria (at the time you ran the search), then the Online Application will automatically send you an email when a job opening that matches your search criteria is posted.

End of Procedure

Change History

Change History The following is a list of changes made to this document:

Date	Change	Author
10-Feb-09	Initial Release	Sherry Barnes
21-Aug-09	Completed Info-mapping document	Sherry Barnes
