APPLYING FOR A JOB OPPORTUNITY

This quick guide will help you submit your online candidate application to a job opportunity. For more information, refer to the detailed Reference Guide, the Frequently Asked Questions, or Contact Careers.

Find a Job
1. View job opportunities on our job boards.
   - Alberta Health Services: https://careers.ahs.ca
   - Alberta Precision Laboratories: https://careers.albertaprecisionlabs.ca

2. Click the heading of a job opportunity.

3. Click Apply.

4. Read and accept the Privacy Agreement.

Log In
5. Enter your login information and click Login

   - Email Address
   - Password
   - Forgot your password?

   or

6. Create Your Login

   - Click New User

   - Email Address
   - Password
   - Forgot your password?

   - Login New User

Submit Your Application
7. Submit your online application

   - Submit

   Submits your application to the job opportunity.

   You can make edits to your application until the posting closes.

Moves you to the next step in the job application.

Saves your application as draft until you are ready to submit.

Cancels your application.

Submits your application to the job opportunity.

Complete each section of your online application form

Questionnaire
Complete the questionnaire.

My Information
Enter or update your personal information.

My Resume
Attach your resume and other required documents. Identify which document is your resume.

Select the documents that apply to this specific application.

Job-Specific Questionnaire
Complete the questionnaire.

My Education
Enter or update your education and certification information.

My Experience
List all relevant work experience, starting with your current or most recent position.

eSignature
Read the statement and electronically sign.

Review and Submit
Review your profile details for accuracy. Use the Edit link in each section to make changes before submitting your application to the job opportunity.

For more information, refer to the detailed Reference Guide, the Frequently Asked Questions, or Contact Careers.

Review and Submit
Review your information and click Edit to update, then click Save and Continue. Once complete, click Submit to complete your application.

My Information

Full Name
Street Address (line 1)
East E Blvd
123 Training Street

Save and Continue
Moves you to the next step in the job application.

Save as Draft
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Quit
Cancels your application.

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Privacy Agreement

PRIVACY STATEMENT APPLIES TO INDIVIDUALS SUBMITTING PERSONAL INFORMATION THROUGH THE ALBERTA HEALTH SERVICES CAREERS WEBSITE.

All personal information collected about you through the Alberta Health Services’ online recruiting services is in accordance with the Freedom of Information and Protection of Privacy Act. By entering through the Careers Website, you acknowledge and agree that your personal information may be shared and used in accordance with the Freedom of Information and Protection of Privacy Act. For the purposes of contacting you about the application or job opportunity, you agree to the sharing and distribution of your personal information.

Alberta Health Services will only disclose this information with your consent or as authorized by the Privacy Act.

For the purposes of this Alberta Health Services Careers Website, the personal information we collect is

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