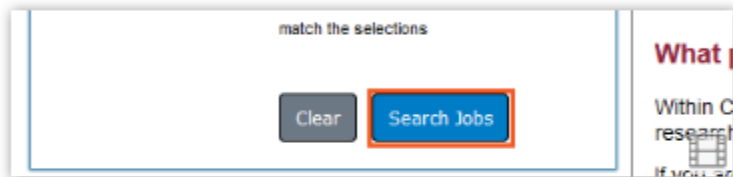
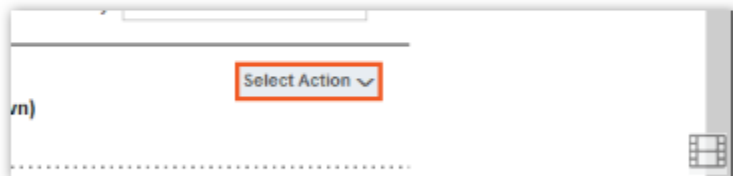


- 1 In order to apply for a position, you must be signed into your account. If this is your first time on our careers website, please make sure to create your account first. You can find detailed instructions in the quick guide titled **Creating an External Candidate Account**.

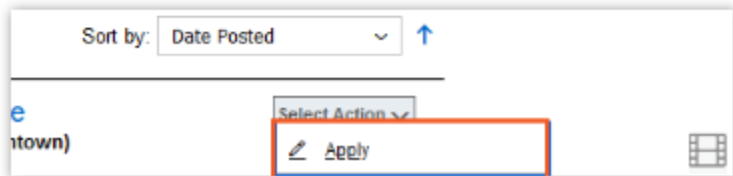
Click **Search Jobs**.



- 2 Click **Select Action**.

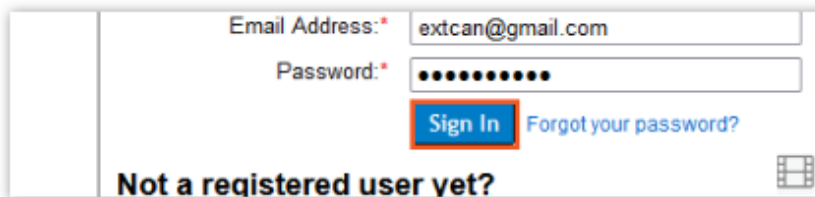


- 3 Click **Apply**.



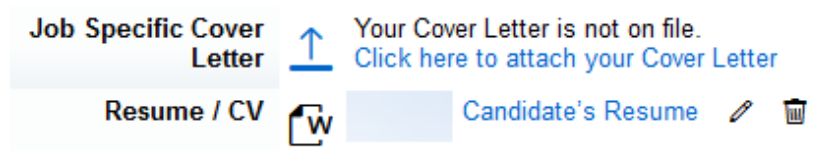
- 4 Enter your email address and password.

Click **Sign In**.



- 5 Before completing an application, the system will always show you your candidate profile, should you need to make any updates to it before continuing. Please take a few minutes to review it before proceeding.

Scroll down through your candidate profile.



- 6 Click **Next**.

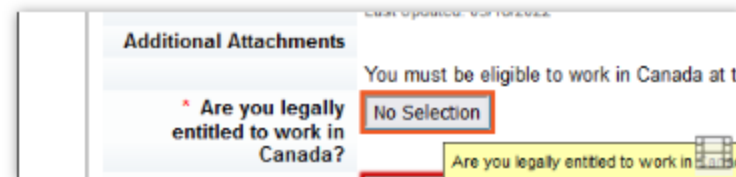


- 7 It is possible to upload a Cover Letter in this section as well, which is strongly recommended but not required.

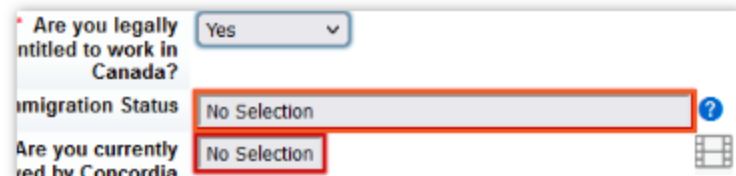
Your Resume/CV and additional attachments will populate based on the files attached on your Candidate Profile. If you would like to adjust and attach a Job Specific Resume/CV, you could do at this time.

By attaching a new Resume/CV here, it becomes your new CV on file, replacing your previous one. Please note that no CV parsing will take place here so your Employment History and Formal Education will not be modified automatically by the system.

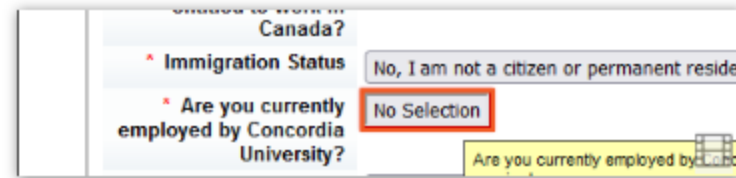
Click **Are you legally entitled to work in Canada? Required**.



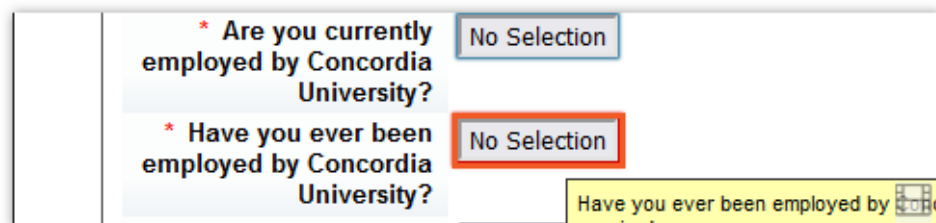
- 8 Click **Immigration Status Required**.



- 9 Click **Are you currently employed by Concordia University? Required**.



- 10 Click **Have you ever been employed by Concordia University?** Required.

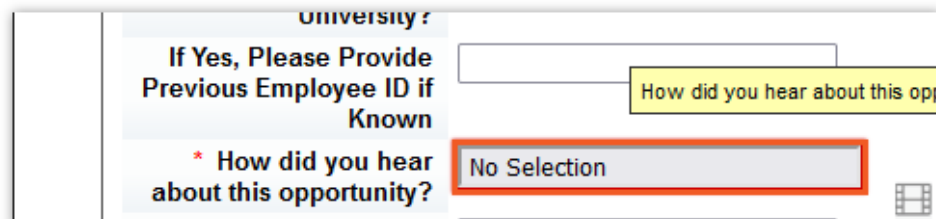


* Are you currently employed by Concordia University?

* Have you ever been employed by Concordia University?

Have you ever been employed by

- 11 Click **How did you hear about this opportunity?** Required.



university ?

If Yes, Please Provide Previous Employee ID if Known

How did you hear about this opp

* How did you hear about this opportunity?

- 12

Equity Census

The following questions are intended to provide Concordia University with information to help us simultaneously create the most welcoming environment for all members of our community.

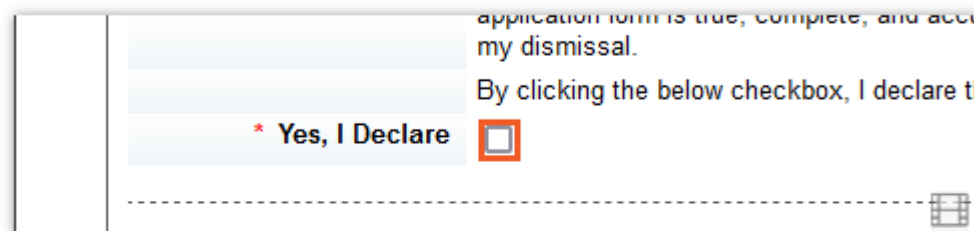
Part A

Diversity is a strength that enhances both the overall quality of Concordia's research and teaching, as well as the experiences of all faculty, staff and students. To help Concordia achieve its goal to see all members of our community not only reflected, but welcomed, included and supported in their efforts to contribute to all areas of university life, every application includes a self-identification questionnaire.

This is optional and it allows people applying for a job to identify themselves as belonging to one or more of the groups. The information collected by this questionnaire is confidential and will allow us to achieve an accurate portrait of our applicants in order to analyze for any possible systemic discrimination in our hiring practices.

- 13 Before submitting your application, please ensure that you have read the declaration and verified your candidate profile and application for accuracy.

Click **Yes, I Declare**.



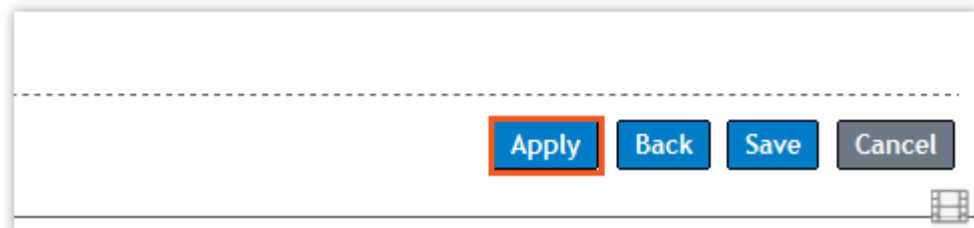
application form is true, complete, and accurate. I accept my dismissal.

By clicking the below checkbox, I declare that

* Yes, I Declare

- 14 If the application is not ready for submission and requires revision, click **Save** and return to it later. It can be found under your **Saved Applications** tab.

Click **Apply**.



Apply Back Save Cancel