

## HOW TO APPLY

Visit the job board by scanning the QR code below with your smartphone



SCAN ME

Or click the following URL:

**[medicinehat.ca/jobs](https://medicinehat.ca/jobs)**

Or visit the job board at one of the following locations:

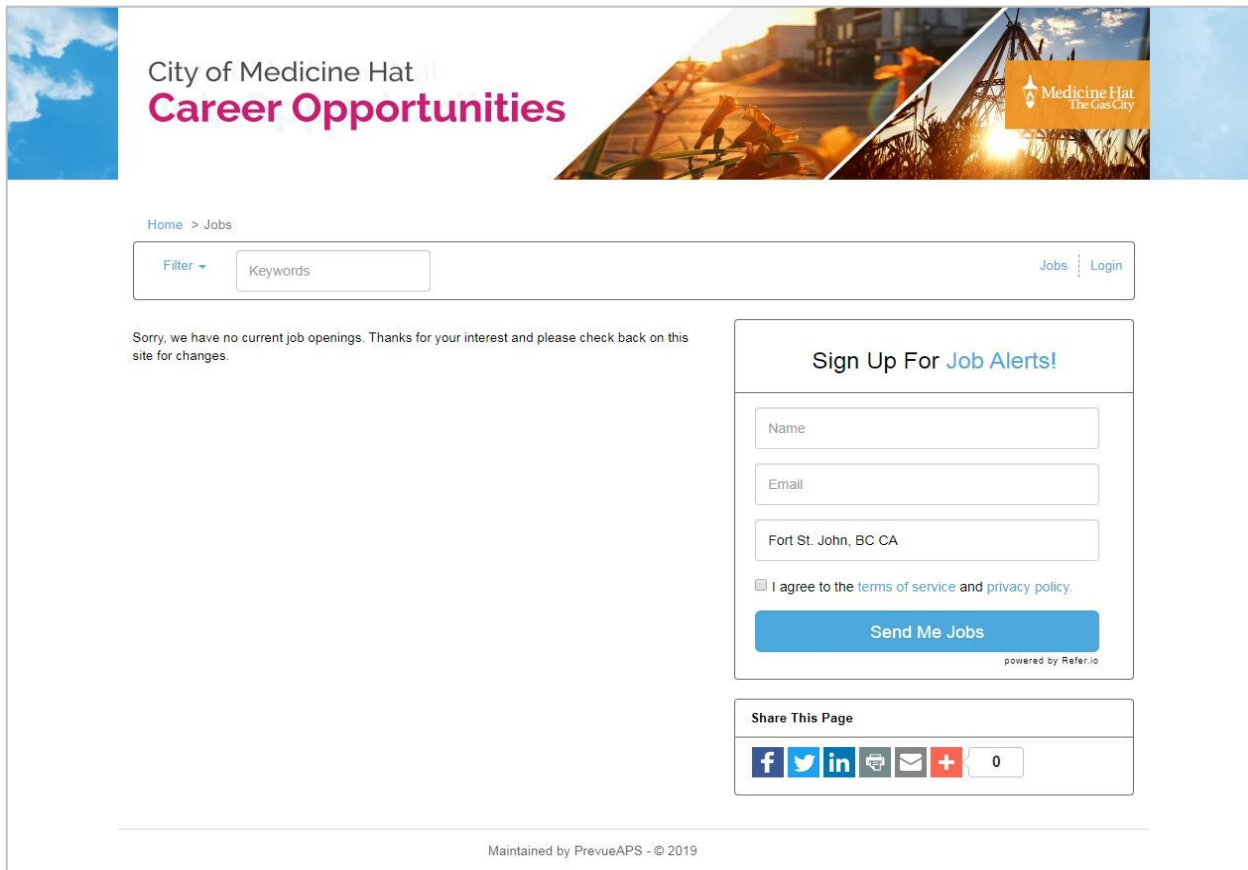
Human Resources, 101-505 First Street SE

Medicine Hat Public Library

Youth Works (YMCA)

Medicine Hat College

It will look like this:



The screenshot shows the 'City of Medicine Hat Career Opportunities' page. At the top, there is a navigation bar with 'Home > Jobs' and a search box with 'Filter' and 'Keywords' options. A 'Jobs' and 'Login' link is also present. Below the search bar, a message states: 'Sorry, we have no current job openings. Thanks for your interest and please check back on this site for changes.' To the right, there is a 'Sign Up For Job Alerts!' section with input fields for Name, Email, and Location (pre-filled with 'Fort St. John, BC CA'). A checkbox for 'I agree to the terms of service and privacy policy.' is checked, and a blue 'Send Me Jobs' button is below. At the bottom of this section, it says 'powered by Refer.io'. Below the sign-up section is a 'Share This Page' section with social media icons for Facebook, Twitter, LinkedIn, Print, Email, and a plus sign for more options, along with a counter showing '0' shares. At the very bottom of the page, it says 'Maintained by PrevueAPS - © 2019'.

### Accessing the job board:

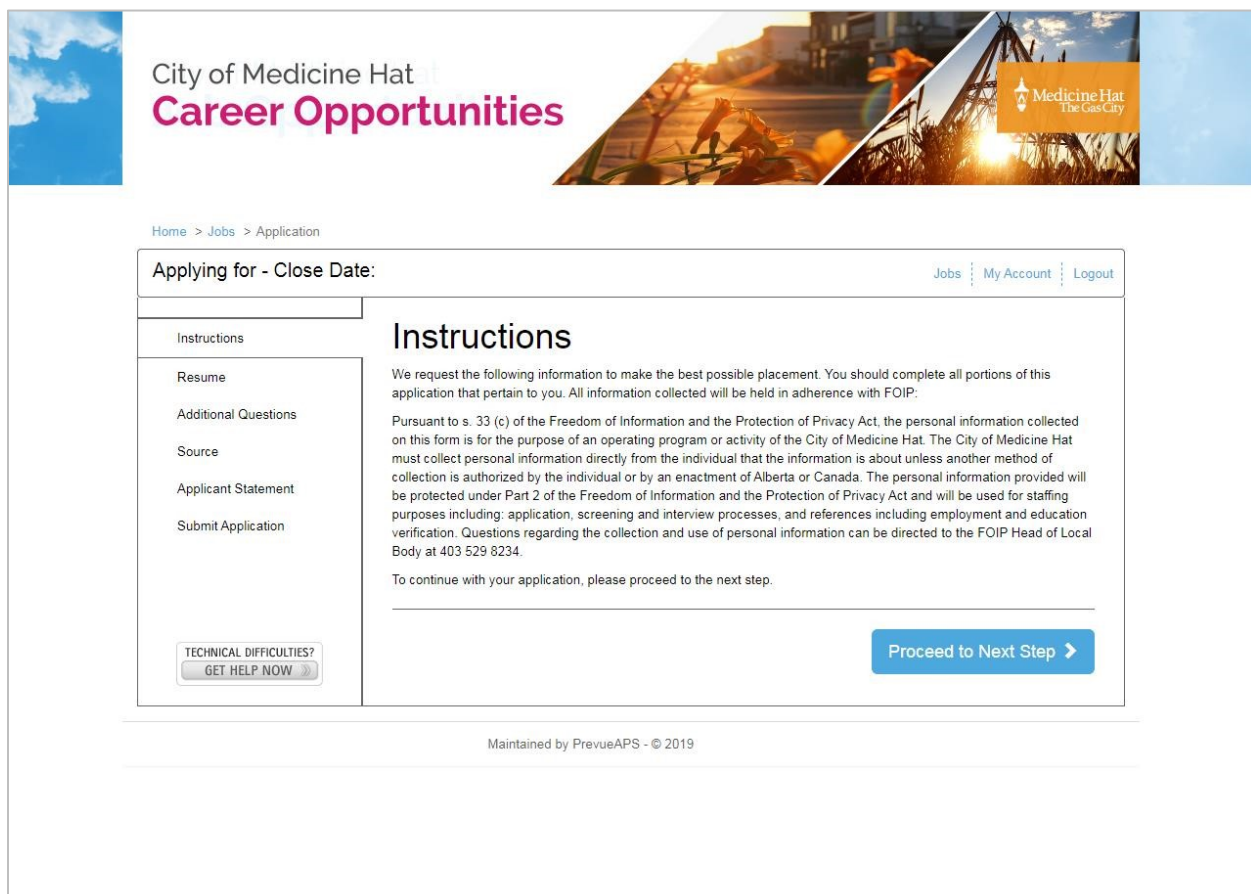
Applying for the first time? You will need to create an account. Click the "Login" text on the far right side of the page, then click "Need an account? Click here!" text.

- Fill in all required fields
- Choose password
- Check box that says "I agree to PrevueAPS.ca's Applicant Information Use & Privacy Policy"
- Click on Create Job Profile

If you've previously applied for a job with the City of Medicine Hat, please log in.

### Applying for a position:

#### Instructions



The screenshot shows the 'Instructions' page for an application. At the top, there is a banner with the City of Medicine Hat logo and the text 'City of Medicine Hat Career Opportunities'. Below the banner, there is a navigation breadcrumb: 'Home > Jobs > Application'. The main content area is titled 'Applying for - Close Date:' and includes links for 'Jobs', 'My Account', and 'Logout'. A sidebar on the left contains a list of application steps: 'Instructions', 'Resume', 'Additional Questions', 'Source', 'Applicant Statement', and 'Submit Application'. The 'Instructions' section contains the following text: 'We request the following information to make the best possible placement. You should complete all portions of this application that pertain to you. All information collected will be held in adherence with FOIP. Pursuant to s. 33 (c) of the Freedom of Information and the Protection of Privacy Act, the personal information collected on this form is for the purpose of an operating program or activity of the City of Medicine Hat. The City of Medicine Hat must collect personal information directly from the individual that the information is about unless another method of collection is authorized by the individual or by an enactment of Alberta or Canada. The personal information provided will be protected under Part 2 of the Freedom of Information and the Protection of Privacy Act and will be used for staffing purposes including: application, screening and interview processes, and references including employment and education verification. Questions regarding the collection and use of personal information can be directed to the FOIP Head of Local Body at 403 529 8234. To continue with your application, please proceed to the next step.' At the bottom of the instructions, there is a button that says 'Proceed to Next Step >' and a button that says 'TECHNICAL DIFFICULTIES? GET HELP NOW >>'. At the very bottom of the page, there is a footer that says 'Maintained by PrevueAPS - © 2019'.

## Resume

Please provide us with your resume here. You may either upload a file containing a formatted version or cut and paste a text version in the space provided.

**Note:** Screening is based upon the qualifications and experience outlined in your resume and the information collected in the Additional Questions section.

Instructions

Resume

Additional Questions

Source

Applicant Statement

Submit Application

TECHNICAL DIFFICULTIES?  
GET HELP NOW

### Resume

Please provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided. Note: Screening is based upon the qualifications and experience outlined in your Resume and the information collected in the Additional Questions section.

I choose not to submit a resume at this time

Submitted Documents

Use the button below to upload any files associated with your application. Please only use DOC, DOCX, TXT or PDF files 10 MB or smaller

Choose File | No file chosen

Browse Files From Dropbox


Browse Files From Google Drive

Copy/Paste Text

Save Entry | Save and Upload Text as File

← Back
Proceed to Next Step →

## Additional Questions



Home > Jobs > Application
Jobs | My Account | Logout

Instructions

Resume

Additional Questions

Source

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Submit Application

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GET HELP NOW

### Additional Questions

Additional Questions

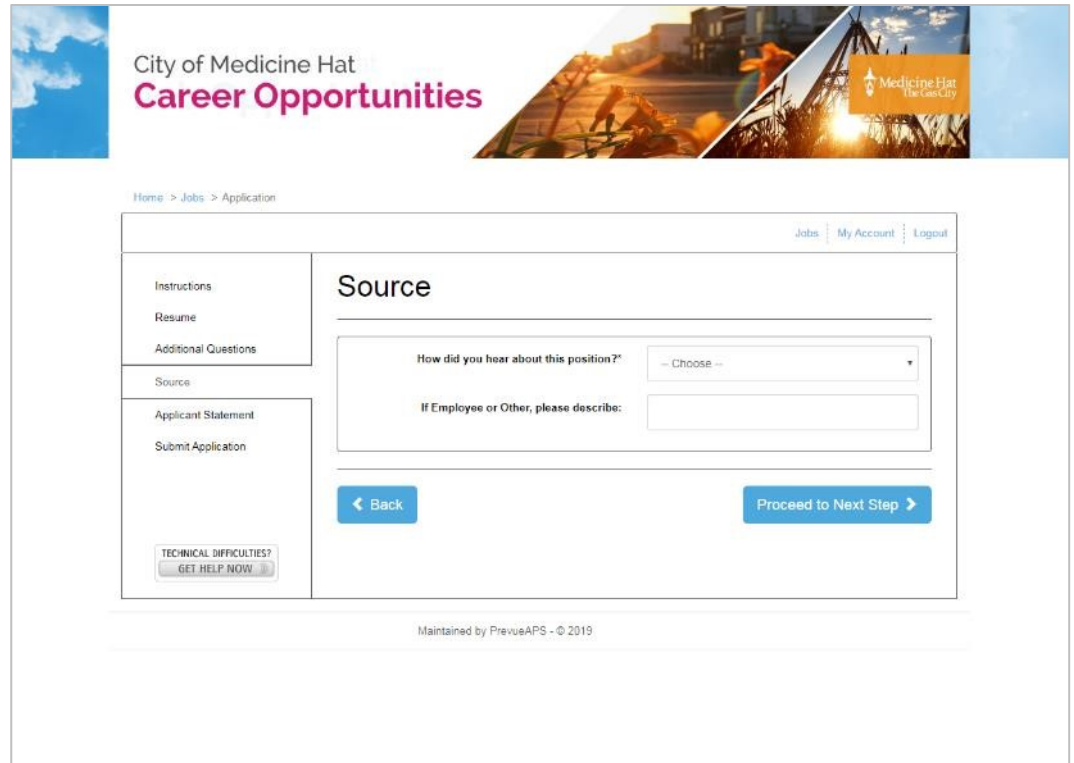
Are you legally authorized to work in Canada?\*

Are you willing to submit to a police information check?\*

← Back
Proceed to Next Step →

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Source



City of Medicine Hat  
**Career Opportunities**

Home > Jobs > Application

Jobs | My Account | Logout

**Source**

How did you hear about this position?\*

-- Choose --

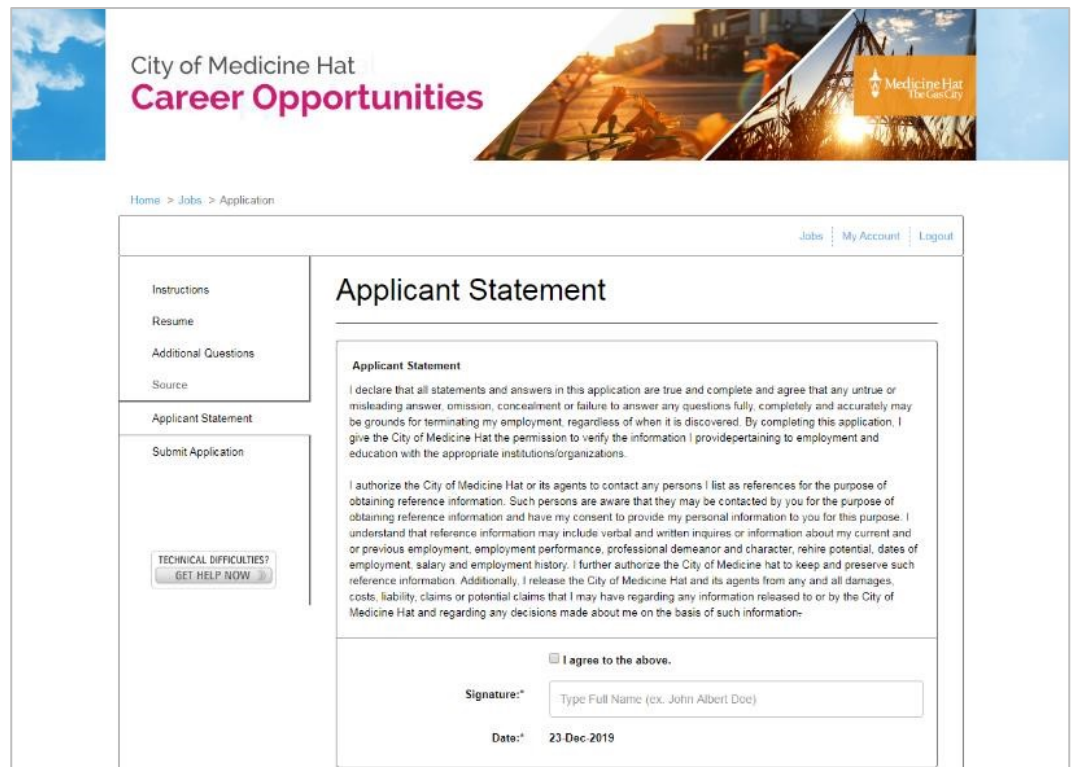
If Employee or Other, please describe:

[← Back](#) [Proceed to Next Step →](#)

TECHNICAL DIFFICULTIES?  
GET HELP NOW

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Applicant Statement



City of Medicine Hat  
**Career Opportunities**

Home > Jobs > Application

Jobs | My Account | Logout

**Applicant Statement**

**Applicant Statement**

I declare that all statements and answers in this application are true and complete and agree that any untrue or misleading answer, omission, concealment or failure to answer any questions fully, completely and accurately may be grounds for terminating my employment, regardless of when it is discovered. By completing this application, I give the City of Medicine Hat the permission to verify the information I provide pertaining to employment and education with the appropriate institutions/organizations.

I authorize the City of Medicine Hat or its agents to contact any persons I list as references for the purpose of obtaining reference information. Such persons are aware that they may be contacted by you for the purpose of obtaining reference information and have my consent to provide my personal information to you for this purpose. I understand that reference information may include verbal and written inquiries or information about my current and or previous employment, employment performance, professional demeanor and character, rehiring potential, dates of employment, salary and employment history. I further authorize the City of Medicine Hat to keep and preserve such reference information. Additionally, I release the City of Medicine Hat and its agents from any and all damages, costs, liability, claims or potential claims that I may have regarding any information released to or by the City of Medicine Hat and regarding any decisions made about me on the basis of such information.

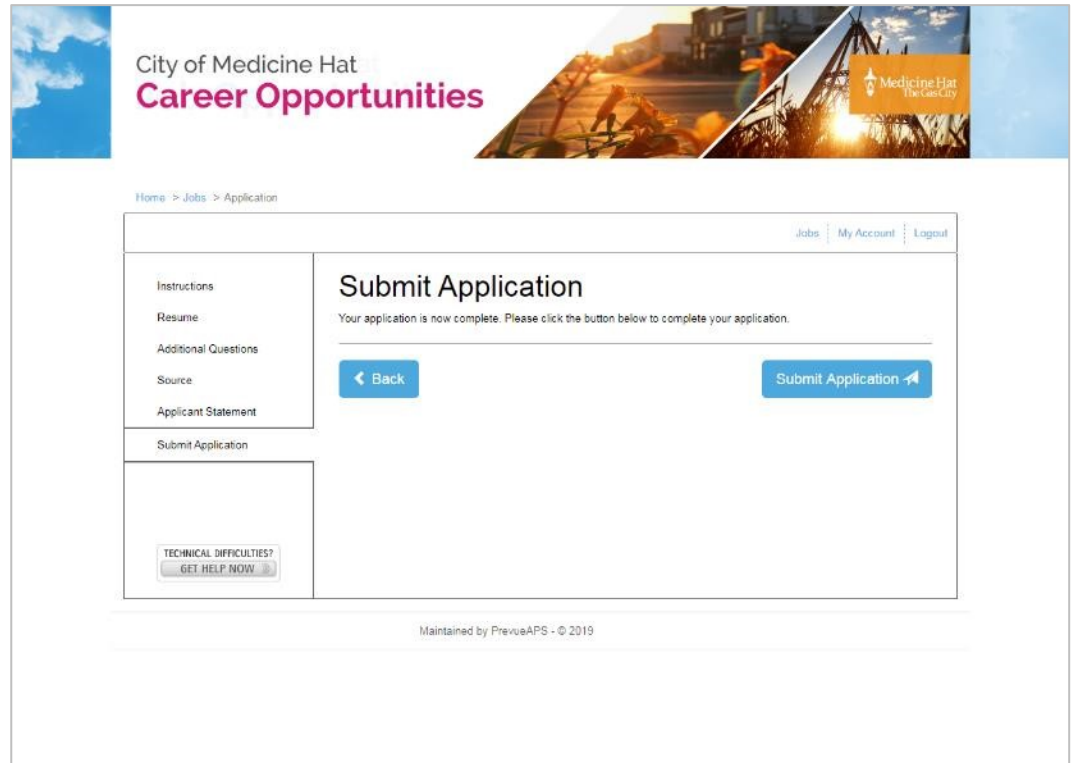
I agree to the above.

Signature:\*

Date:\* 23 Dec 2019

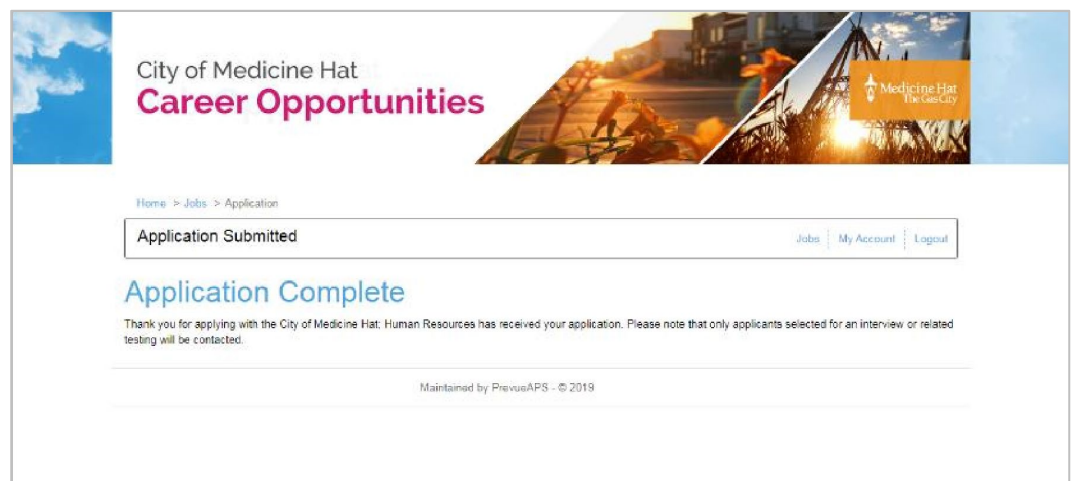
TECHNICAL DIFFICULTIES?  
GET HELP NOW

## Submit Application



The screenshot shows the 'Submit Application' page. At the top, there is a banner with the text 'City of Medicine Hat Career Opportunities' and the city logo. Below the banner, a breadcrumb trail reads 'Home > Jobs > Application'. On the right side, there are links for 'Jobs', 'My Account', and 'Logout'. The main content area is titled 'Submit Application' and contains the message: 'Your application is now complete. Please click the button below to complete your application.' There are two buttons: a blue 'Back' button and a blue 'Submit Application' button with a right-pointing arrow. On the left side, there is a vertical menu with links for 'Instructions', 'Resume', 'Additional Questions', 'Source', 'Applicant Statement', and 'Submit Application'. At the bottom of this menu, there is a button that says 'TECHNICAL DIFFICULTIES? GET HELP NOW'. At the very bottom of the page, it says 'Maintained by PrevueAPS - © 2019'.

## Confirmation of Application



The screenshot shows the 'Application Submitted' confirmation page. It features the same banner and breadcrumb trail as the previous page. A box at the top left contains the text 'Application Submitted'. On the right, there are links for 'Jobs', 'My Account', and 'Logout'. The main heading is 'Application Complete' in blue. Below it, the text reads: 'Thank you for applying with the City of Medicine Hat. Human Resources has received your application. Please note that only applicants selected for an interview or related testing will be contacted.' At the bottom, it says 'Maintained by PrevueAPS - © 2019'.

Need help? Contact Human Resources by email at:

**HR\_ATS@medicinehat.ca**