

Applying for a Job

Human Resources & Corporate Safety

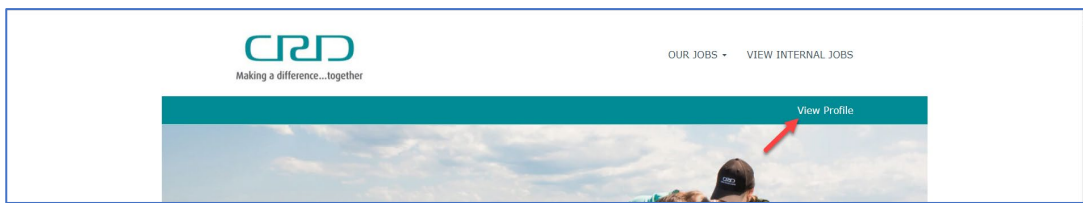


Capital Regional District | November 2023

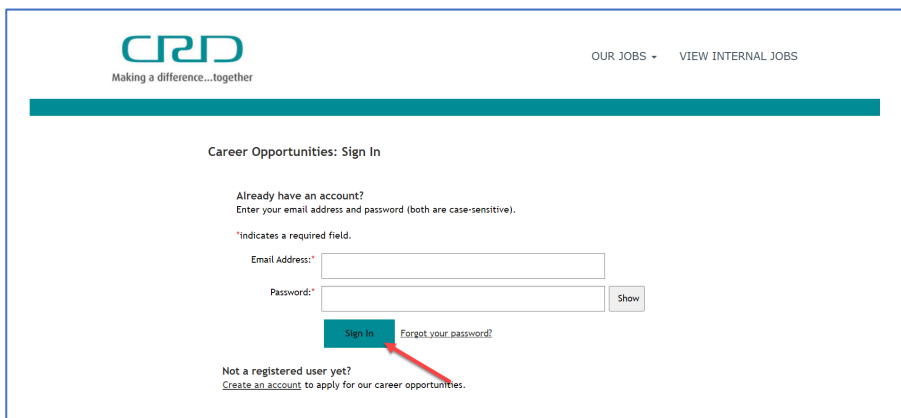
After creating a profile on the [CRD Jobs website](#), external candidates can apply for a job with the Capital Regional District by following these steps.

Steps

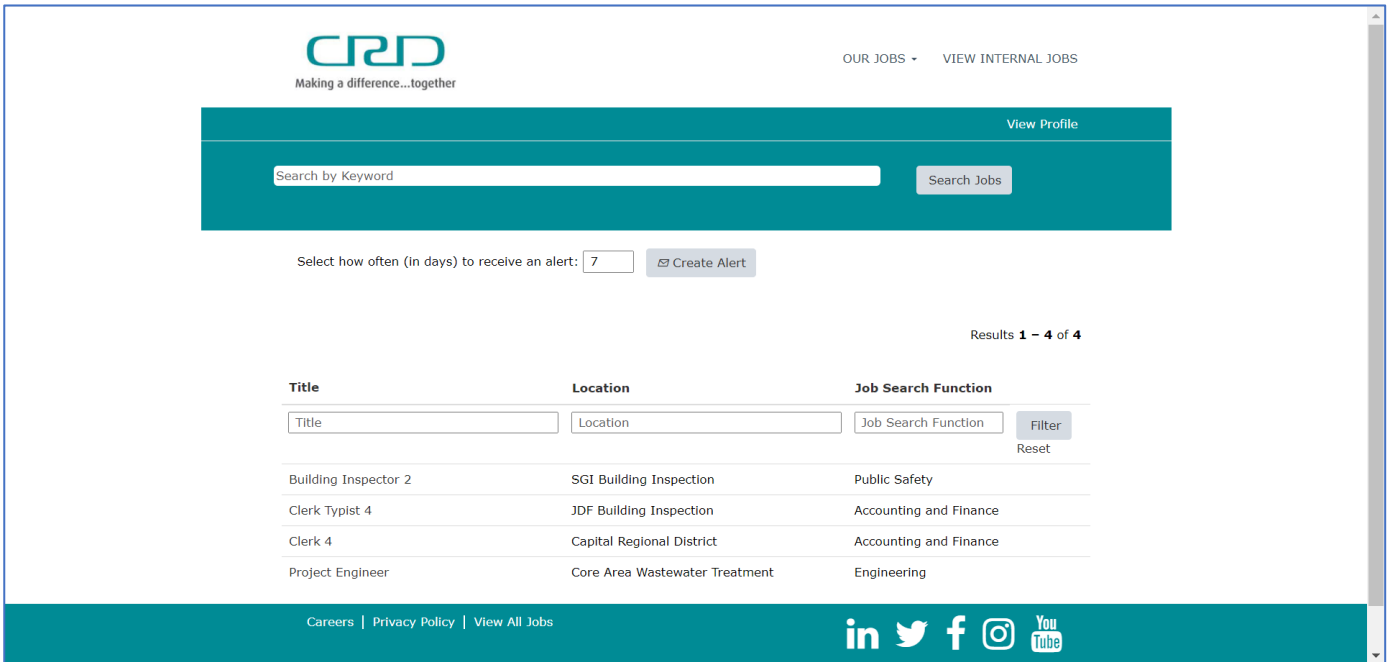
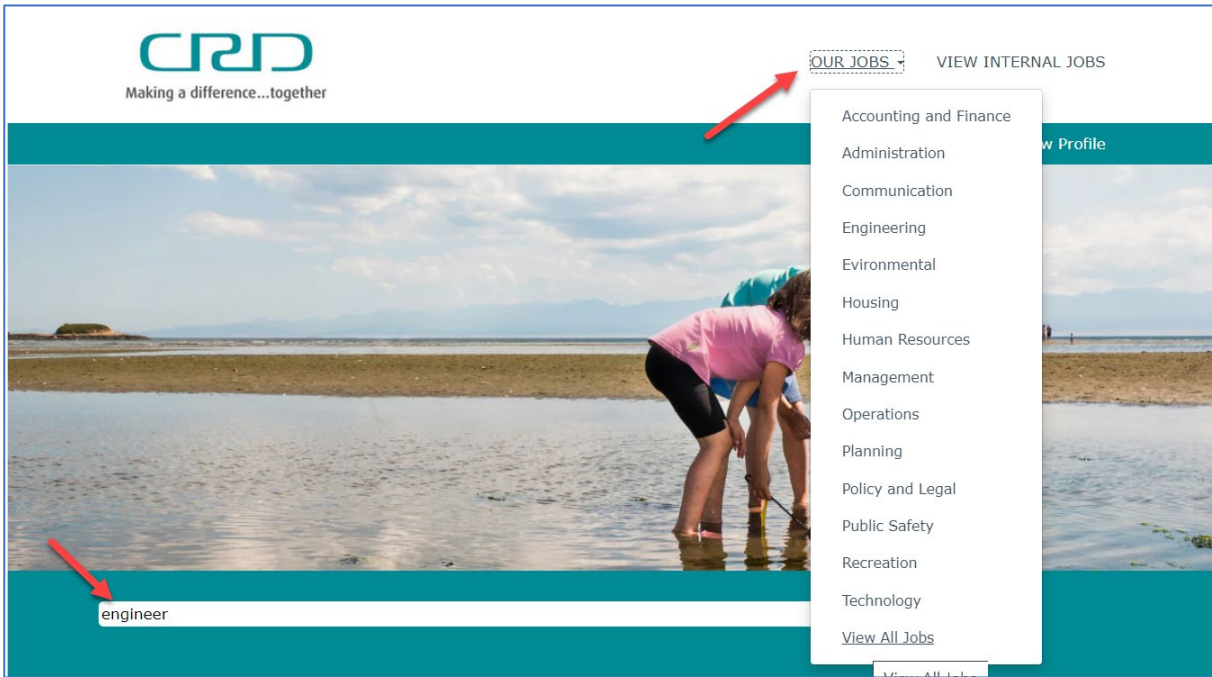
1. Access the [CRD Jobs website](#).
2. Click “View Profile” to log in.



3. Log into your profile using your email address and password.



4. Search for a job either by keyword or by category under Our Jobs.



5. Once you find a job you want to apply for, click Apply Now.

We value the diversity of the people we hire and serve. In our commitment to bring differing perspectives to our workplace, and to deliver the best possible service to our customers, we encourage and welcome applications from all people with diverse backgrounds, abilities, and lived experiences.

Accommodations will be provided upon request during the selection process.

If you require assistance, please email us at careers@crd.bc.ca

Apply now >

[Careers](#) | [Privacy Policy](#) | [View All Jobs](#)



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6. Fill out your Candidate Profile and complete the required fields.

The screenshot shows the CRD website interface. At the top left is the CRD logo with the tagline "Making a difference...together". To the right are navigation links for "OUR JOBS" and "VIEW INTERNAL JOBS". Below this is a teal header bar with "Sign Out", "Options", and "English US (English US)". The main heading is "Clerk Typist 4 (1122)". Below the heading is a thank-you message and instructions on how to use the candidate profile section. A section titled "My Documents" is expanded, showing two upload areas: "Resume/CV" with a file named "Snag_70889d 30.png (08/14/2023)" and "Cover Letter" with a button to "Attach a Cover Letter".

7. At the bottom of the page, you will need to fill out a section for job-specific information.

▼ Job-Specific Information

Thank you for your interest in our company, an equal opportunity employer. All applications are reviewed by Human Resources. Current employees are given first consideration for open positions. If and when your background and availability match the requirements for the position for which you have applied, you may be contacted for an interview.

Required fields contain a red asterisk (*) before the label and must be completed in order to submit your application.

PERSONAL INFORMATION

LinkedIn Profile URL Add hyperlink * How did you hear about this job? Company Website If Employee Referral, provide name

EMPLOYMENT INFORMATION

* Have you ever been employed here before? Never Employed at this Co- * Desired Salary 5000 * Highest Level of Education Completed Other Higher Level of Edu-

STATUS QUESTIONS

* Are you legally entitled to work in Canada? Yes

If no, please specify:

Answer size should be 1024 characters or less.

STATEMENT OF AGREEMENT

I hereby confirm that all of the information set forth in this application is true and complete to the best of my knowledge. I understand that any false or misleading statement, record, or information on this application may be considered sufficient cause for the termination of my employment.

I acknowledge that I am subject to all terms, conditions, policies, and practices of the Capital Regional District (CRD) that form part of my employment with the

8. When you are satisfied with your application, click Apply.

▶ Language Skills

▶ Geographic Mobility

▶ Job-Specific Information

View Profile

The screen will refresh with a message indicating you have successfully completed your application.

CRD
Making a difference...together

OUR JOBS ▾ VIEW INTERNAL JOBS

Your application has been sent.

Careers | Privacy Policy | View All Jobs

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Need help? Please visit our [FAQ page](#) or contact careers@crd.bc.ca for assistance.