

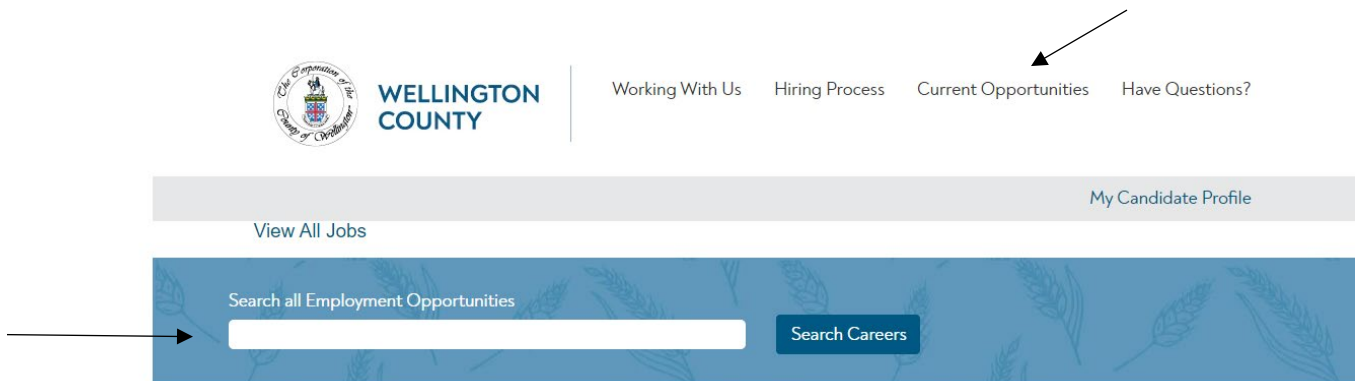
Search for Position

- You do not need a candidate profile to search for positions
- Click “Current Opportunities” to view open positions
- You can also search current opportunities by entering a keyword in the “Search all Employment Opportunities” field

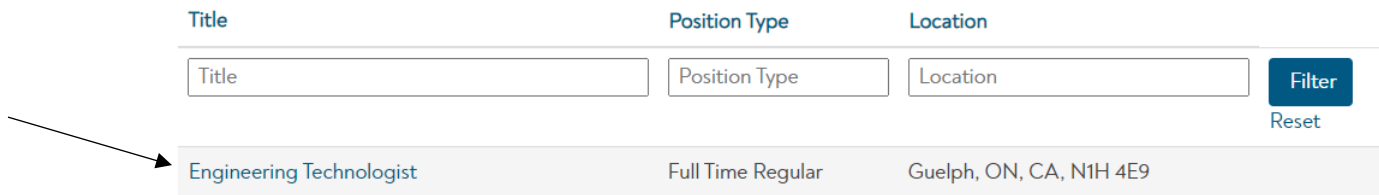
The screenshot shows the Wellington County website's career page. At the top left is the Wellington County logo, which includes a crest and the text "The Corporation of Wellington County". To the right of the logo are navigation links: "Working With Us", "Hiring Process", "Current Opportunities", and "Have Questions?". Below these links is a grey horizontal bar containing "View All Jobs" and "My Candidate Profile". A blue banner below that features a search bar with the placeholder text "Search all Employment Opportunities" and a dark blue button labeled "Search Careers". Two arrows are present: one pointing to the "Current Opportunities" link in the navigation bar, and another pointing to the search bar.

Apply to a Position

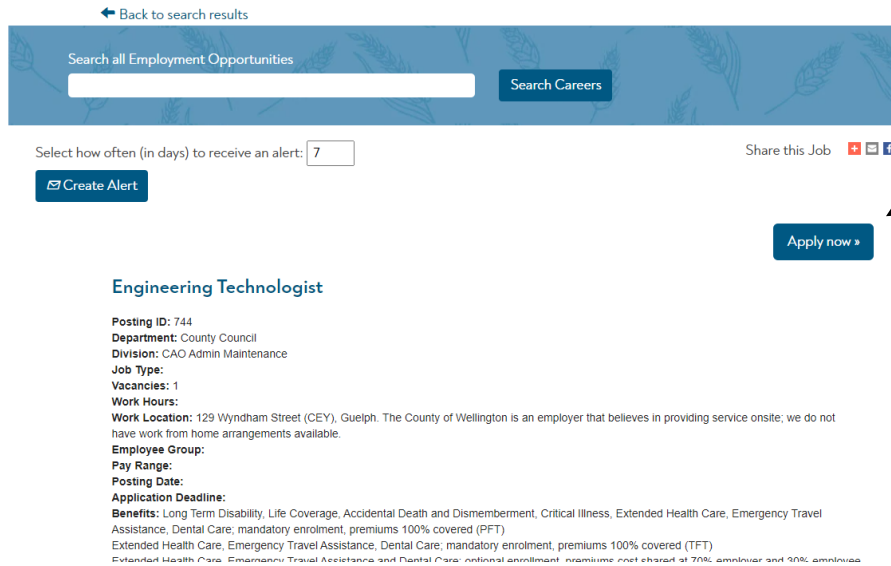
- A Candidate Profile created through “My Candidate Profile” is required to apply to positions electronically. Alternatively, you can contact Human Resources at 519.837.2600 x 2150 to inquire about submitting a hardcopy resume.
- Click “Current Opportunities” to view open positions
- You can also search by entering a keyword in the “Search all Employment Opportunities” field
- You can apply to multiple postings - if you update your resume or cover letter it will be attached to your current application for open postings, and the updated version will replace the previous version that was saved in your Candidate Profile



- Once you have found a job that aligns with your interests and career goals, click the job title to view the job posting



- Click “Apply Now” and log into your Candidate Profile



- Update your Candidate Profile as required and complete the “Job Specific Information” fields
- Be sure to review all the auto-populated fields and click the trash can icon to delete any fields you do not want to include in your application
- You can complete your application later by clicking “Save” or you can apply now by clicking “Apply”



Please note: We appreciate all applications however only those selected to advance in the recruitment process will be contacted. You will primarily be contacted by email, so please check your email (including junk/spam folders) regularly.