



# Applying to VCC Careers

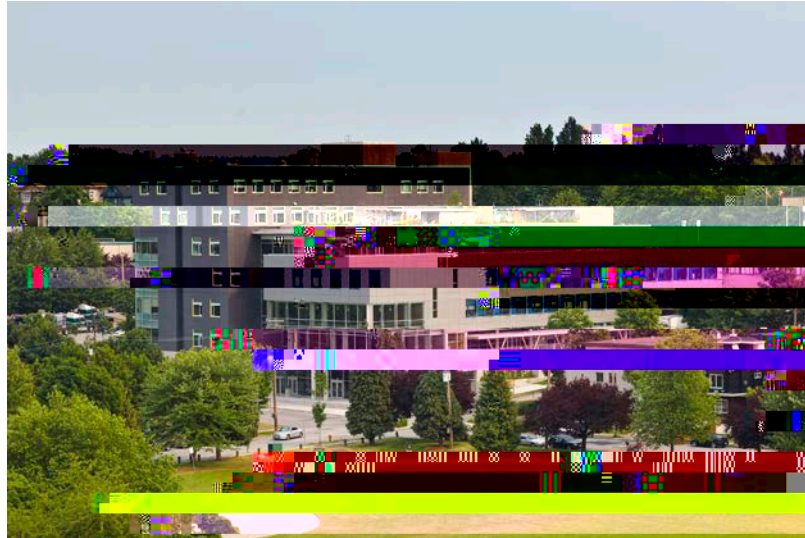
VANCOUVER

VANCOUVER

COMMUNITY  
COLLEGE

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# Thank you!



We appreciate your interest in VCC. This document was intended to guide you through the application process.

If you encounter any issues while following the application process, please feel free to email [hrcentral@vcc.ca](mailto:hrcentral@vcc.ca) for assistance. Thank you.

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Step 1



Step 2

Step 3

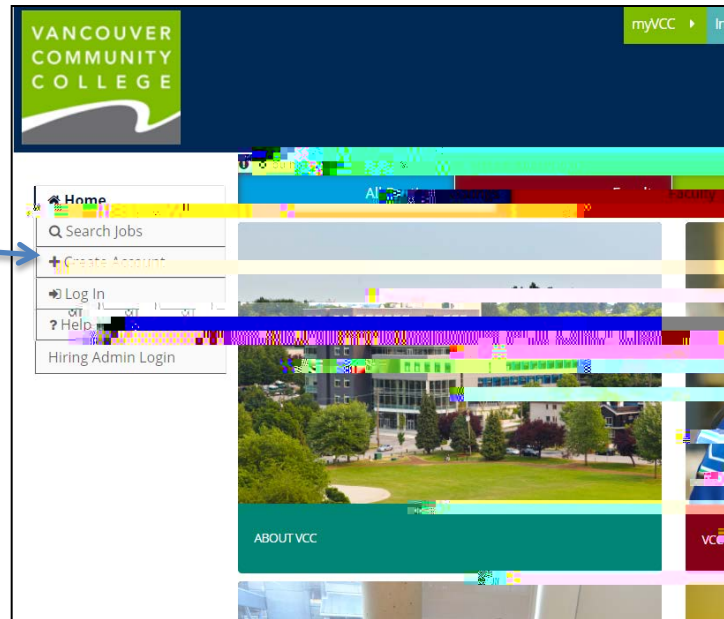
# Creating an Application



Head to [careers.vcc.ca](https://careers.vcc.ca)!

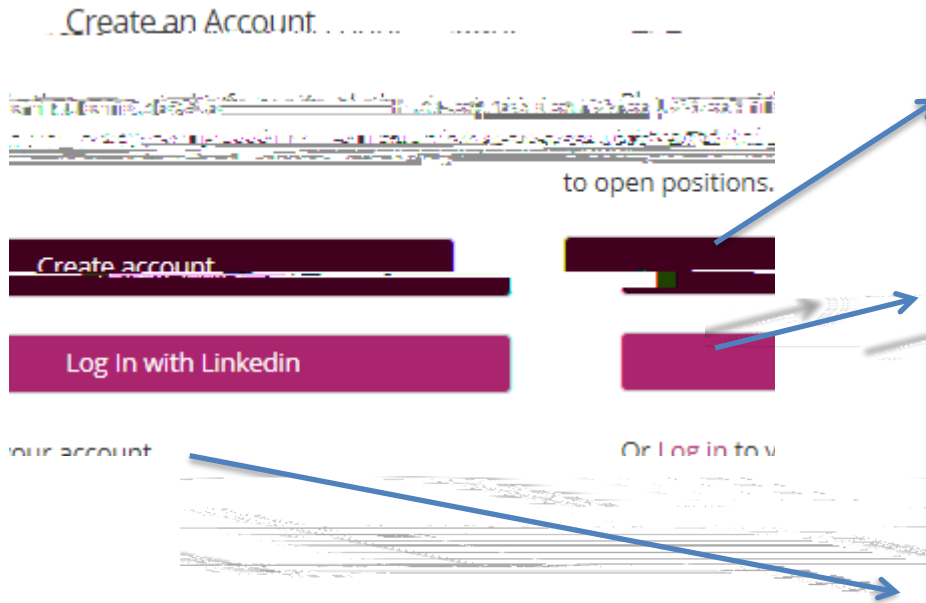
# Creating an Application

Click Here!



Click the "Create Account" button on the left side of your screen.

# Creating an Application



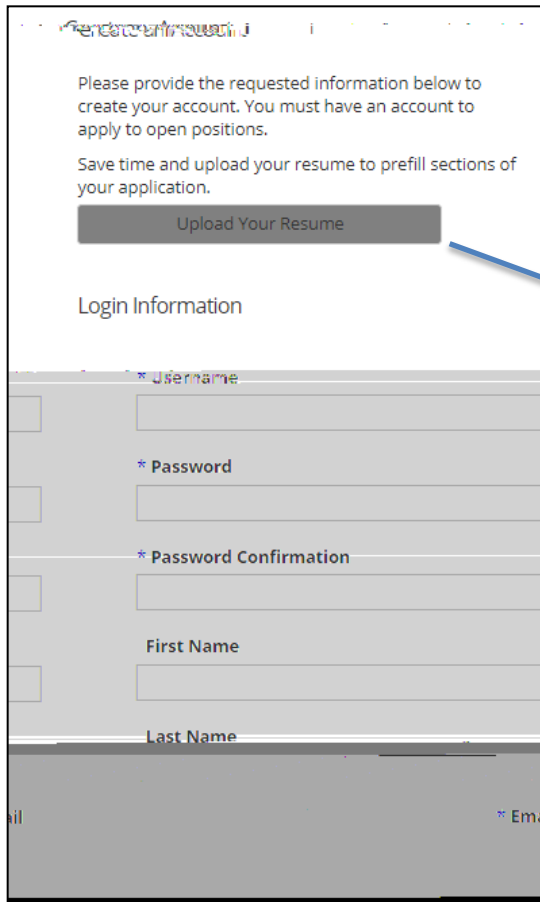
1. If you have never created an account on our new Careers website, click here!

2. If you have a LinkedIn account, click this button and provide your LinkedIn email and password

3. If you've created an application before you can click here to login (Skip to page 8)

\*Please note that applications created before July 17<sup>th</sup>, 2018 will no longer exist.

# Creating an Application



Please provide the requested information below to create your account. You must have an account to apply to open positions.

Save time and upload your resume to prefill sections of your application.

[Upload Your Resume](#)

Login Information

\* Username

\* Password

\* Password Confirmation

First Name

Last Name

Email

Fill in your information!

\* You can upload your resume now or at a later stage.

After you're done, click here:

[Create account](#)

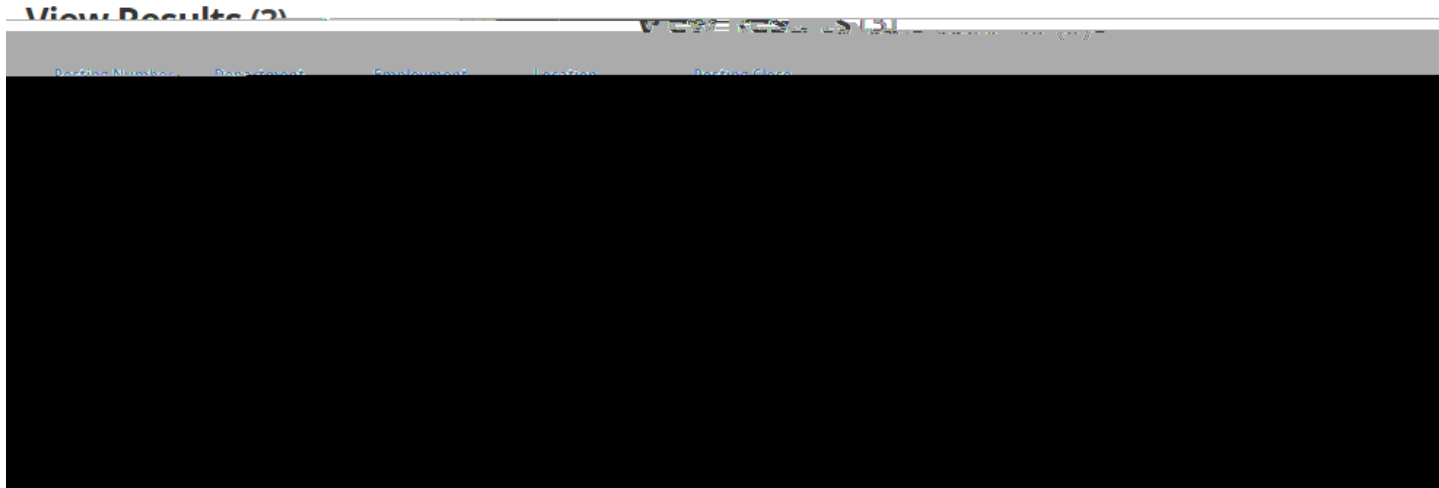
# Finding a Posting



Click on the appropriate Employment group that best suits the type of employment you are looking for!

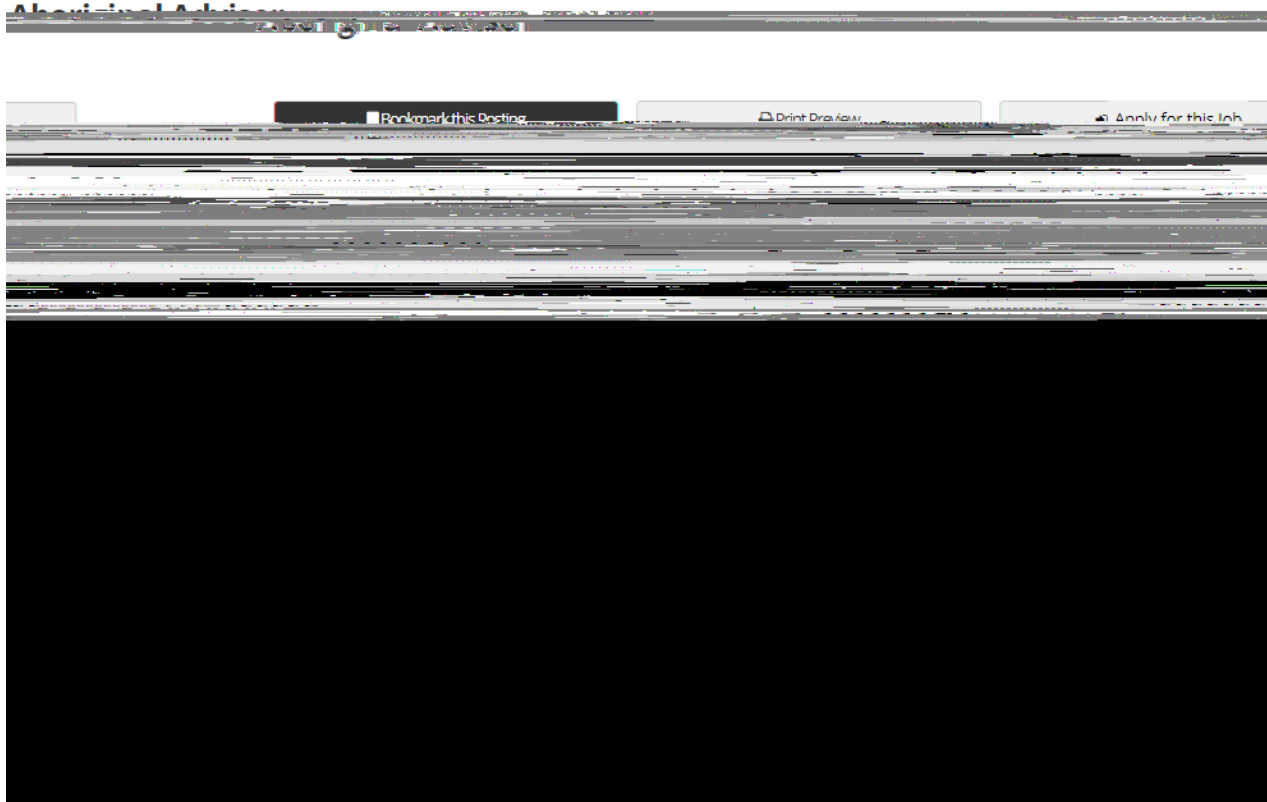


# Finding a Posting



Click on the job you would like to apply to.

# Applying to a Posting



Click on the "Apply for this Job" Button



# Applying to a Faculty Posting

Skip to page 17 if you are not applying for a Faculty Position

## Application for Instructor Practical Nursing Educational History

ensure you include your highest level of Education. The information in this section may be used to determine your salary. Should you be selected for an interview, you will be asked to bring in original credentials and/or sealed transcripts to validate the information provided.

Required fields are indicated with an asterisk (\*)

History Entry" button



# Applying to a Faculty Posting

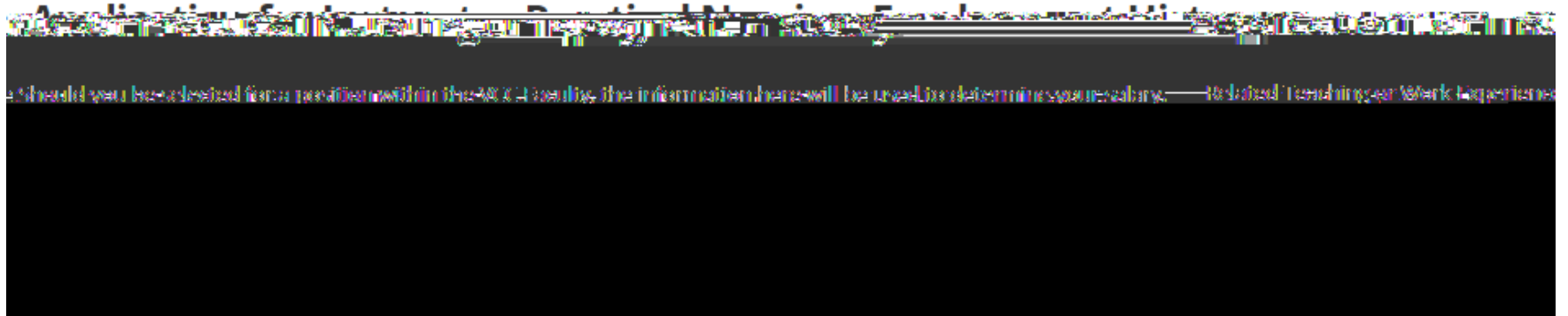
Skip to page 17 if you are not applying for a Faculty Position

The screenshot shows a web-based application form. At the top, there is a dark header bar. Below it, a grey navigation bar contains a dropdown menu. The main content area is white and contains several text input fields. The first field is labeled "submit a sealed transcript to verify completion) (If Yes, please provide the date you received the PID. (Please note, you will be required to...". Below this is another field with the label "If No, please specify if you have any of the following:". A "Please select" dropdown menu is visible. At the bottom of the form, there are three buttons: "<< Prev", "Save changes", and "Next >>".

Fill out the additional information requested and press "Next"

# Applying to a Faculty Posting

Skip to page 17 if you are not applying for a Faculty Position



# Applying to a Faculty Posting

Skip to page 17 if you are not applying for a Faculty Position

Employment History

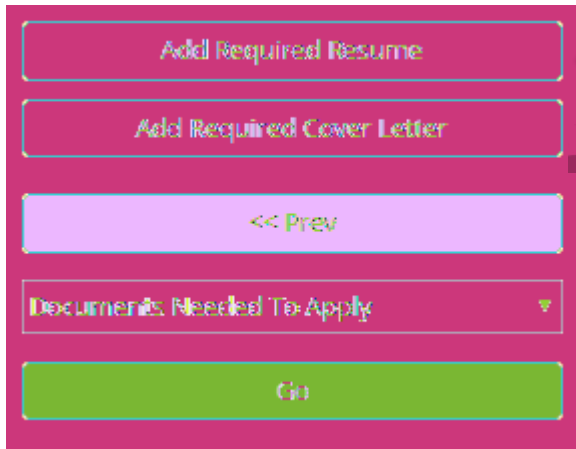
The screenshot shows a web form for 'Employment History'. It features a table with columns for 'Company Name', 'Start Date', and 'Job Title'. Below the table is a large text area for 'Duties'. At the bottom, there are fields for 'Number of hours per week' and 'Number of worked days', along with a 'Remove Entry?' checkbox. The content of the form is mostly obscured by black redaction boxes.

Fill in the information.

You can add additional entries by clicking on the "Add Employment History"



# Applying to a Posting



Add Required Resume

Add Required Cover Letter

<< Prev

Documents Needed To Apply ▼

Go

Click on "Add Required Resume"



# Applying to a Posting



If you chose to use a previously uploaded resume, click on the correct resume and press "Add to my Application"

# Applying to a Posting



If you chose to use a previously uploaded resume, click on the correct resume and press "Add to my Application"



# Applying to a Posting

Name:

Cover Letter: 07-04-18 14:31:29

Description (optional): Description

Upload: File to Upload

Choose File No file chosen Choose File

Alternatives Alternatives

Write Cover Letter

Use Previously Uploaded Cover Letter Use Previously Uploaded Cover Letter

You have two options to provide your resume:

1. Upload a PDF copy of your resume by pressing the "Choose File" button
2. Click on the "Use previously Uploaded Cover Letter" to find an old Cover Letter you had uploaded into the system for use

# Applying to a Posting

Certify and Submit

Personal Information

Contact Information

First Name: Jeff

Middle Name:

Last Name:

Preferred Name:

Address1: 505 East Broadway

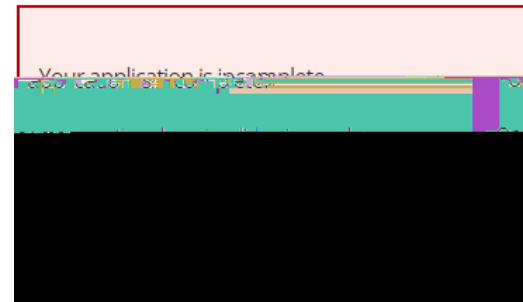
Province:

Country:

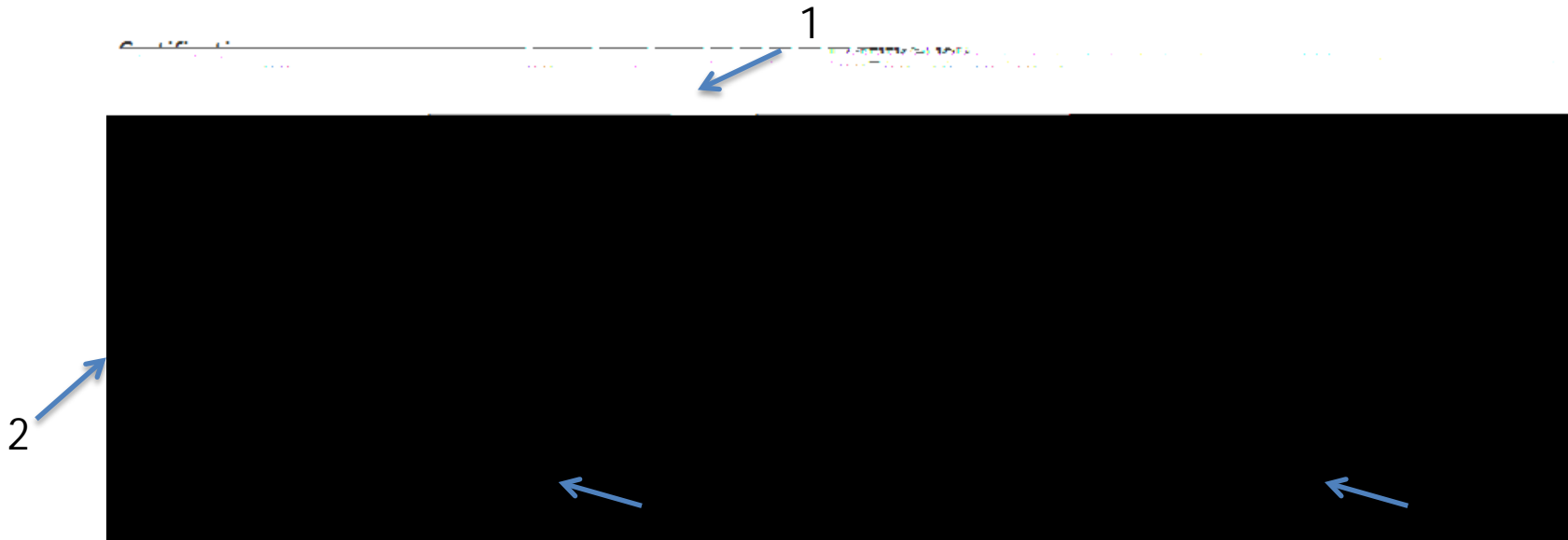
Postal Code:

Review the information and click the "Certify and Submit" button

If you see the red notification, please go back and review the information provided as you may have missed something.




# Applying to a Posting

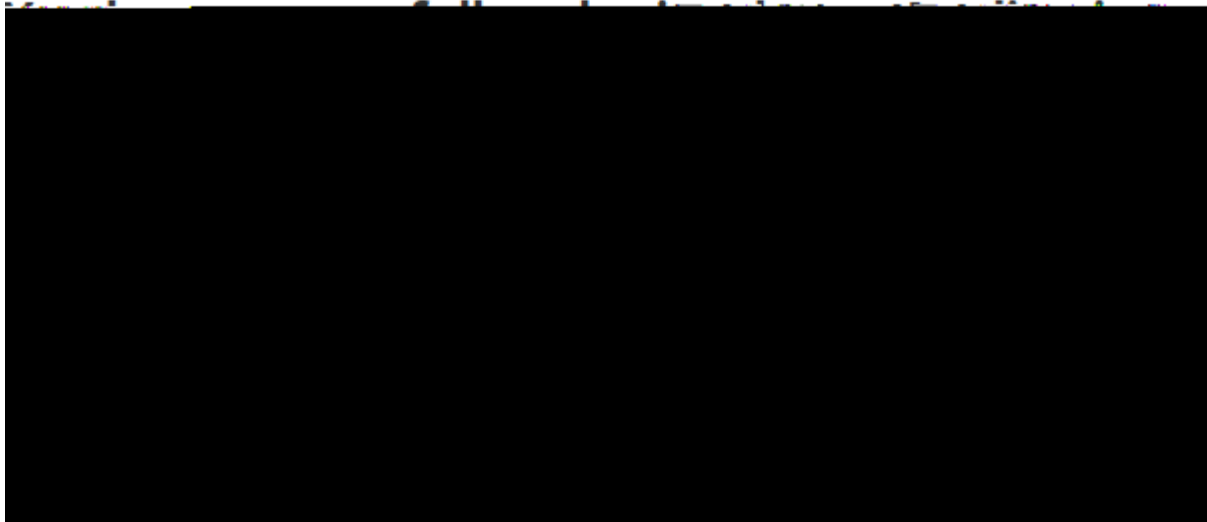


1. Please read the certification carefully,
2. Click on the small box besides "I certify..."
3. Enter your initials
4. Press the "Submit this application box to complete the process



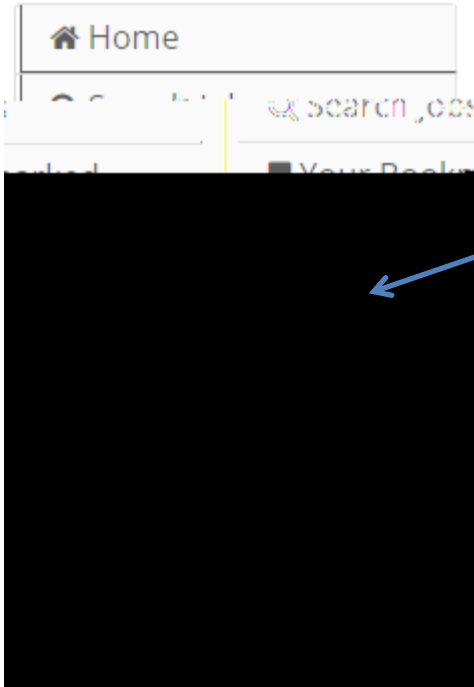
# Applying to a Posting

 Your Application has been submitted.



You will see this page appear along with an email sent to you to confirm that the application was submitted successfully. If you do not receive an email, please email [hrcentral@vcc.ca](mailto:hrcentral@vcc.ca) for verification

# Applying to a Posting



You can review your application by clicking the “Your Applications” Button on the Left hand side of the screen.

Please note that you will only be contacted by VCC if you have been selected for an interview.

Thank you again for applying to VCC.