

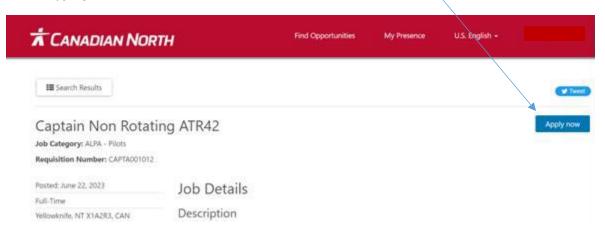
# External Job Application

## How to apply:

Please check out all our opportunities currently available by going to our website (<a href="https://canadiannorth.com/about/careers/">https://canadiannorth.com/about/careers/</a>). You will be directed to click on a link to view our current opportunities. New positions are posted daily!

#### Step 1: Review the position

Click the position title that you are interested in reading more about. After reviewing the job details you can apply for the position by clicking the blue 'Apply Now' button in the top right corner.



#### Step 2: logging in

If you already have created a profile, login using your username and password by clicking the blue 'Sign in' box. If you need to reset your password, click the reset button and an email will be sent to you with instructions.

If you have not created an account with Canadian North Careers, you will need to create an account. Please read the consent policy. Once completed, click the blue 'Consent' box at the bottom of the page.

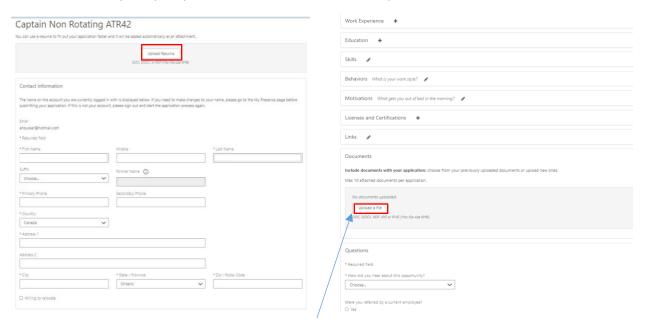


Complete the registration section. Please note: the email address you use will need to be one that you have access to. This email will be used for updates throughout the recruitment process, an offer of employment, and to access onboarding.

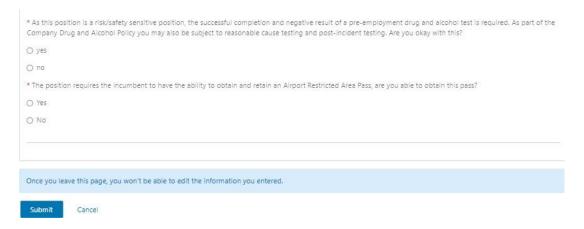
### Step 3: Completing your application

First step would be to upload your resume by clicking 'Upload Resume' located underneath the position title. If you don't have a resume, you will be able to enter work experience, education and skills manually. Note: if you have updated a resume this section is optional.

Next, complete your personal information section with your contact information.



- If you have any documents you would like to share you will be able to upload them in the 'Documents' section by clicking 'Upload a file'. This could be certification or licenses needed for the position. This section is not mandatory as we will request any documentation needed.
- Please answer the questions related to the position.
- Once you click 'submit' at the bottom of the page your application will be submitted and you will receive an email.



- > If selected for an interview you will receive a phone call and/or email.
- If you have any questions or concerns, please reach out to recruit@canadiannorth.com