

# Get the 98.6 km<sup>2</sup> office

## Careers across the entire city

### New Careers Page!

We have upgraded to a new applicant tracking system, so if this is the first time you see the new look of our career pages, you'll need to create a new profile following these easy steps!

1. Once you have found a job to which you would like to apply, then click 'Apply Here' (if not, see Step 5).
2. Enter your email and click 'Apply'.
3. Click 'Browse' to locate your resume on your computer/diskette/CD. Once selected, click 'Upload'.
  - a. You will notice some of the fields have automatically been completed, and your resume is now ready for saving in our system!
  - b. Create a password, and complete all the fields with an \* asterisk.
  - c. Customize your resume (if need be) now or at a later time.
4. Read the applicant acknowledgement, and if you agree, click 'I Accept', and then 'Submit'.
  - a. Your account is now active. You are now able to apply for any available position at the City of Burnaby.
  - b. If you ever forget your password, click 'Forgot Password' and you will receive an email with your password.
  - c. If you would like to change your password, click 'Change Password' and you will be able to do so.
5. In the event you do not see any opportunities that interest you, click 'Sign Up' and complete the information for the Job Alerts feature. This option will ensure that when an opportunity does present itself, you will be notified via email. At that point, return to Step 1 and create your personal profile!

If you have any questions, don't hesitate to phone us at 604-294-7303.



[www.burnaby.ca/careers](http://www.burnaby.ca/careers)

EQUAL  
OPPORTUNITY  
EMPLOYER

