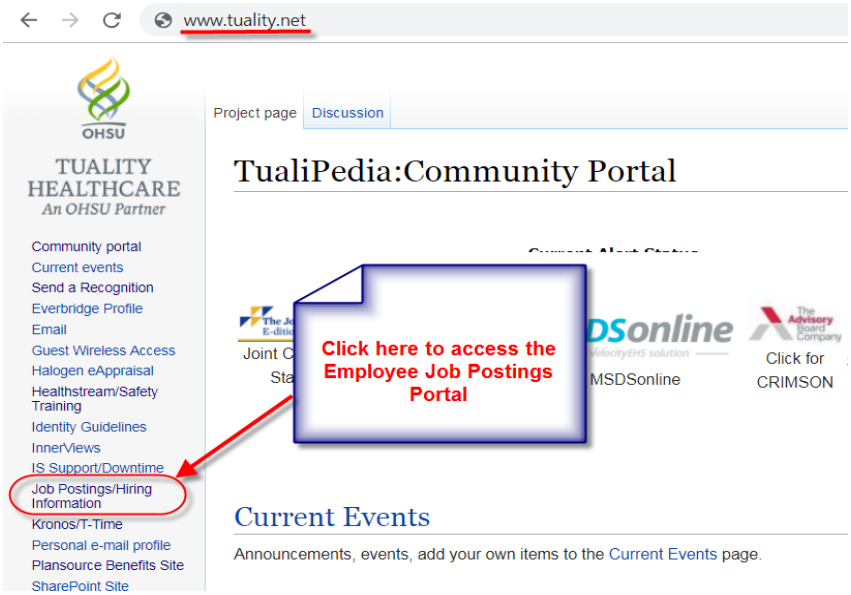
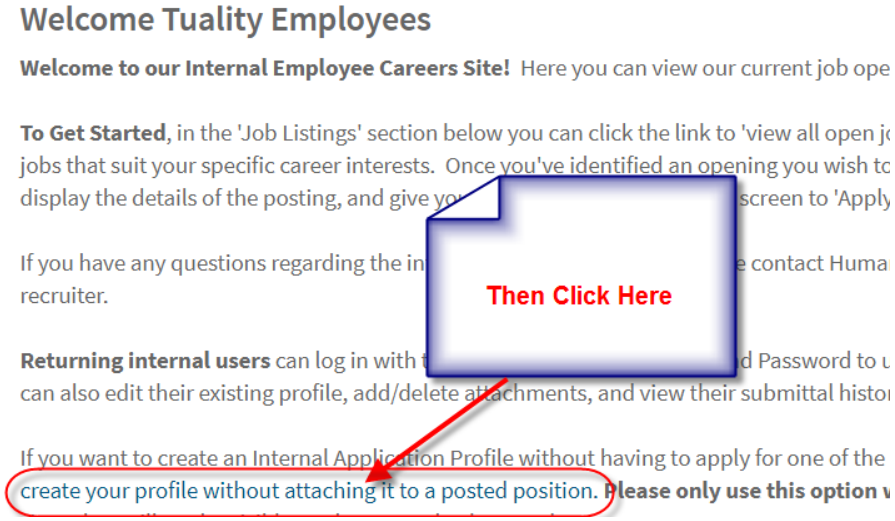
How to Create an Internal Application Profile

1)

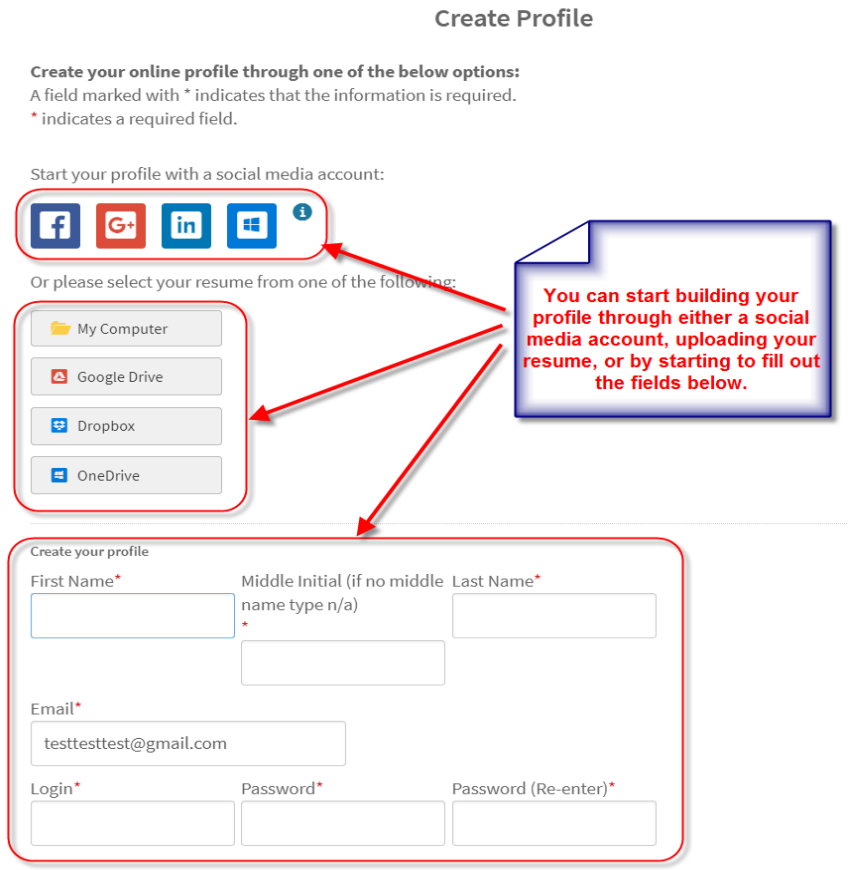


2)

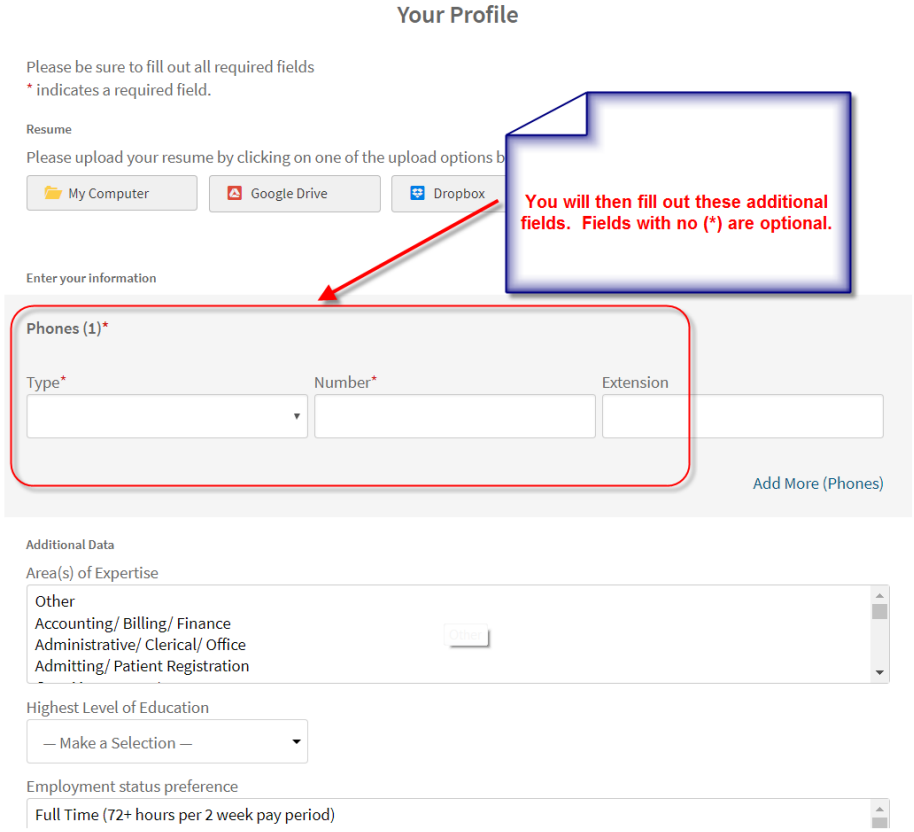
3)



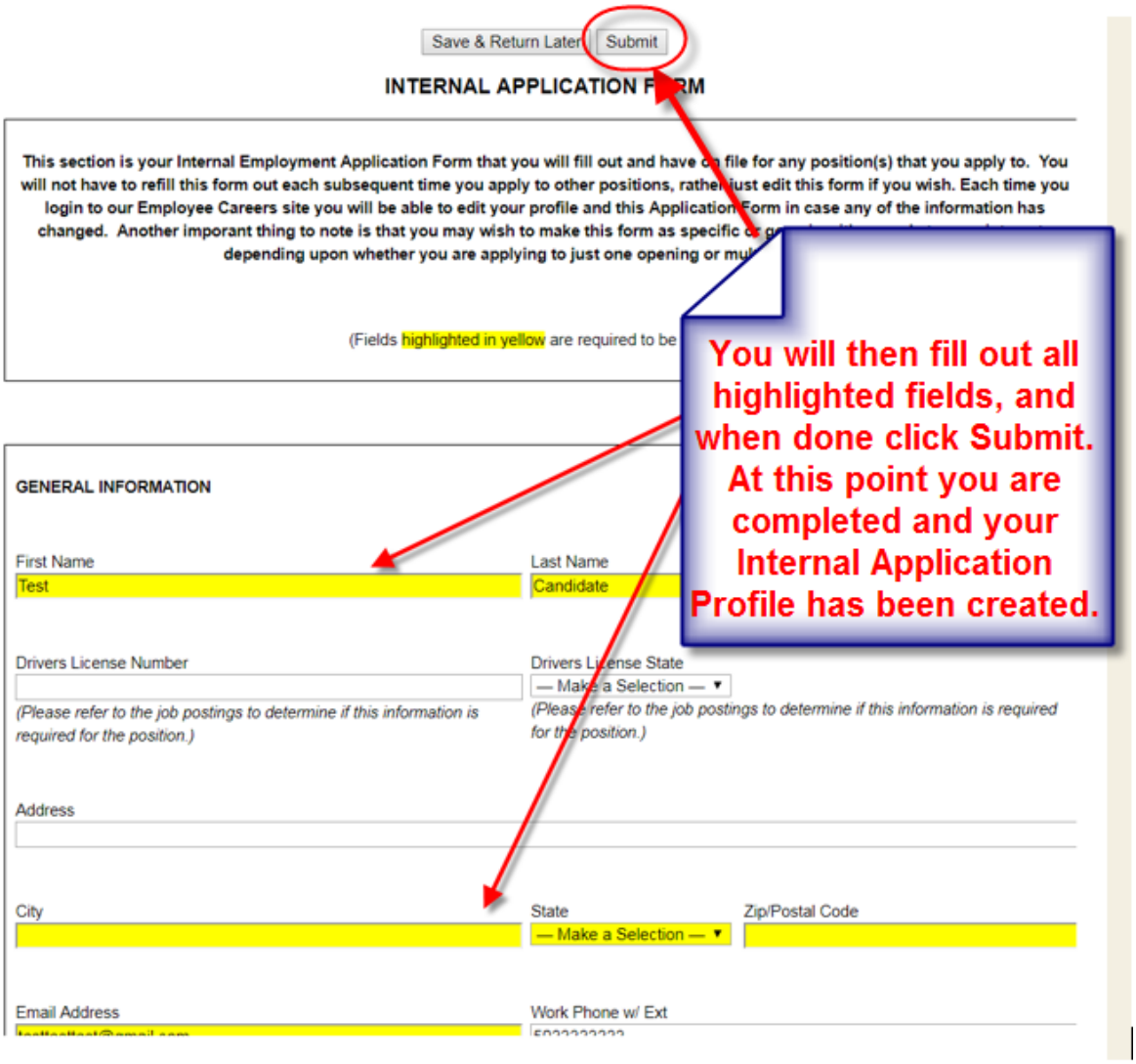
4)


Create Profile
Create your online profile through one of the below options:
A field marked with * indicates that the information is required.
* indicates a required field.
Start your profile with a social media account:
Or please select your resume from one of the following:
My Computer
Google Drive
Dropbox
OneDrive
You can start building your profile through either a social media account, uploading your resume, or by starting to fill out the fields below.
Create your profile
First Name*
Middle Initial (if no middle name type n/a) *
Last Name*
Email*
testtesttest@gmail.com
Login*
Password*
Password (Re-enter)*

5)

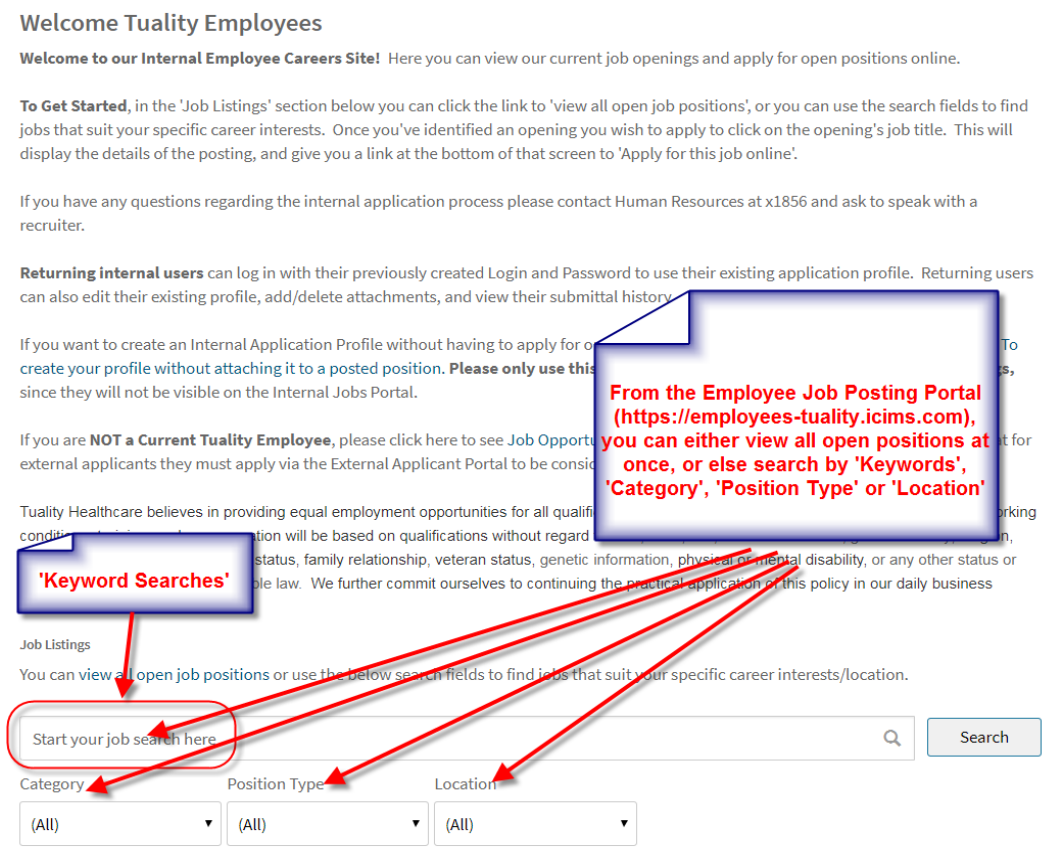

Your Profile
Please be sure to fill out all required fields
* indicates a required field.
Resume
Please upload your resume by clicking on one of the upload options b
My Computer
Google Drive
Dropbox
You will then fill out these additional fields. Fields with no (*) are optional.
Enter your information
Phones (1)*
Type*
Number*
Extension
Add More (Phones)
Additional Data
Area(s) of Expertise
Other
Accounting/ Billing/ Finance
Administrative/ Clerical/ Office
Admitting/ Patient Registration
Highest Level of Education
— Make a Selection —
Employment status preference
Full Time (72+ hours per 2 week pay period)

6)

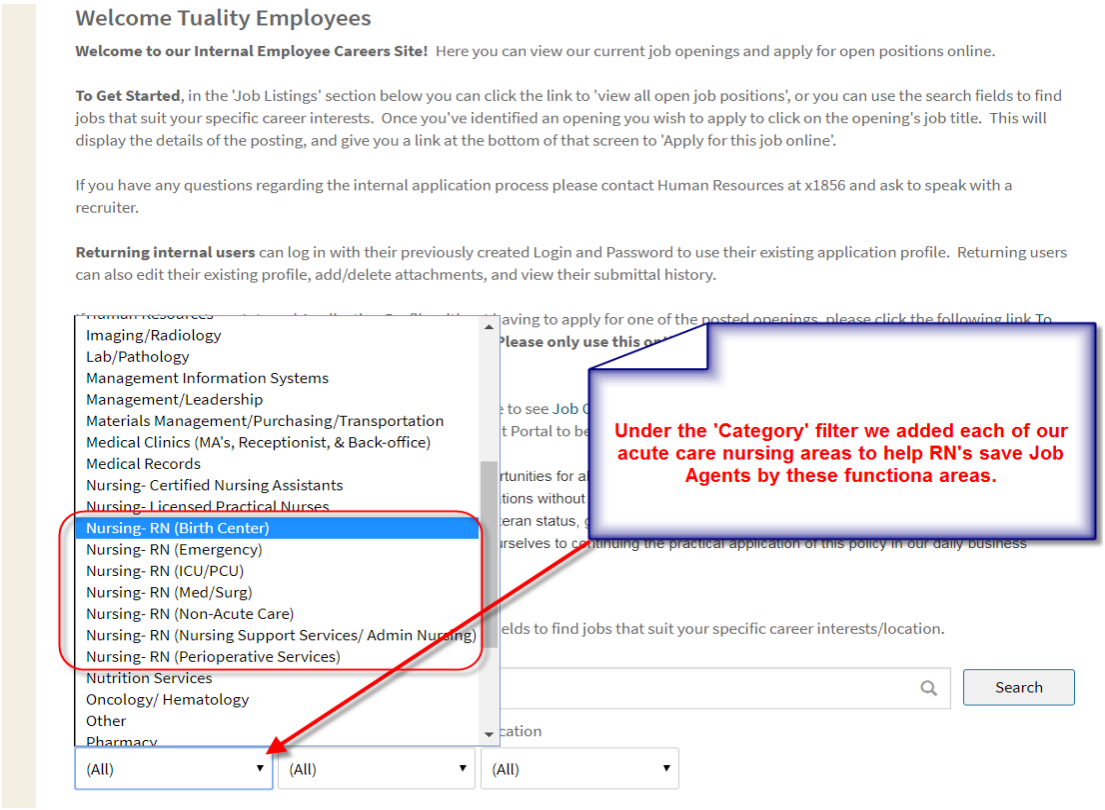

Save & Return Later
Submit
INTERNAL APPLICATION FORM
This section is your Internal Employment Application Form that you will fill out and have on file for any position(s) that you apply to. You will not have to refill this form out each subsequent time you apply to other positions, rather just edit this form if you wish. Each time you login to our Employee Careers site you will be able to edit your profile and this Application Form in case any of the information has changed. Another imporant thing to note is that you may wish to make this form as specific as
depending upon whether you are applying to just one opening or mul
(Fields highlighted in yellow are required to be
You will then fill out all highlighted fields, and when done click Submit. At this point you are completed and your Internal Application Profile has been created.
GENERAL INFORMATION
First Name
Test
Last Name
Candidate
Drivers License Number
(Please refer to the job postings to determine if this information is required for the position.)
Drivers License State
— Make a Selection —
(Please refer to the job postings to determine if this information is required for the position.)
Address
City
State
— Make a Selection —
Zip/Postal Code
Email Address
Work Phone w/ Ext

How to Save Job Search Agents

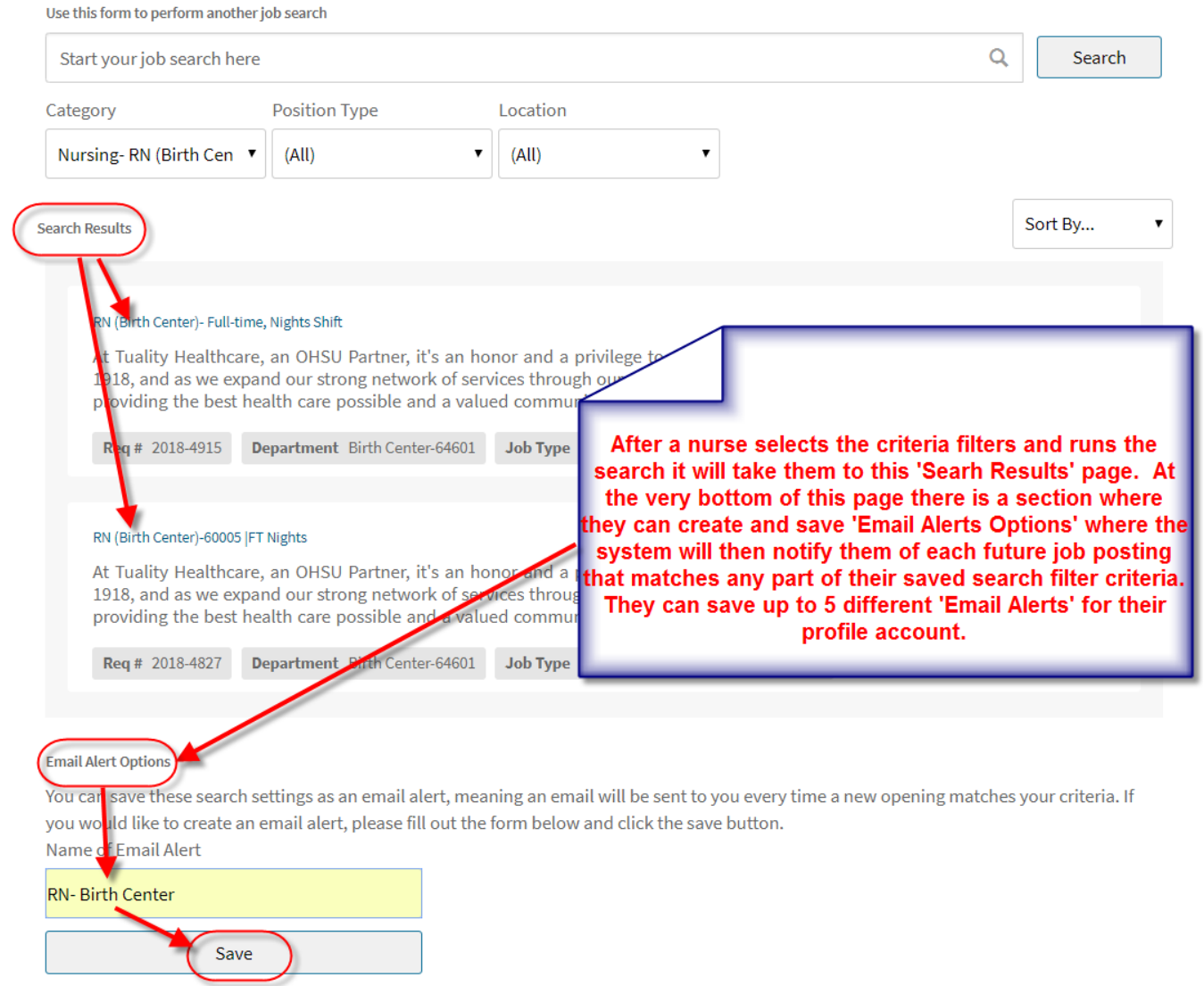
1)



2)



3)


Use this form to perform another job search
Start your job search here
Search
Category
Position Type
Location
Nursing- RN (Birth Cen
(All)
(All)
Search Results
Sort By...
RN (Birth Center)- Full-time, Nights Shift
Req # 2018-4915
Department Birth Center-64601
Job Type
RN (Birth Center)-60005 |FT Nights
Req # 2018-4827
Department Birth Center-64601
Job Type
After a nurse selects the criteria filters and runs the search it will take them to this 'Searh Results' page. At the very bottom of this page there is a section where they can create and save 'Email Alerts Options' where the system will then notify them of each future job posting that matches any part of their saved search filter criteria. They can save up to 5 different 'Email Alerts' for their profile account.
Email Alert Options
You can save these search settings as an email alert, meaning an email will be sent to you every time a new opening matches your criteria. If you would like to create an email alert, please fill out the form below and click the save button.
Name of Email Alert
RN- Birth Center
Save