

# How to Apply for a Job as Scribe<sup>==</sup> an Existing Employee

All employees with access to Workzoom must apply for jobs from their Workzoom profile. If you do not know your Workzoom log in please reach out to HR via email or by phone at HR@loyalist.ca or 613-386-7351 x114.

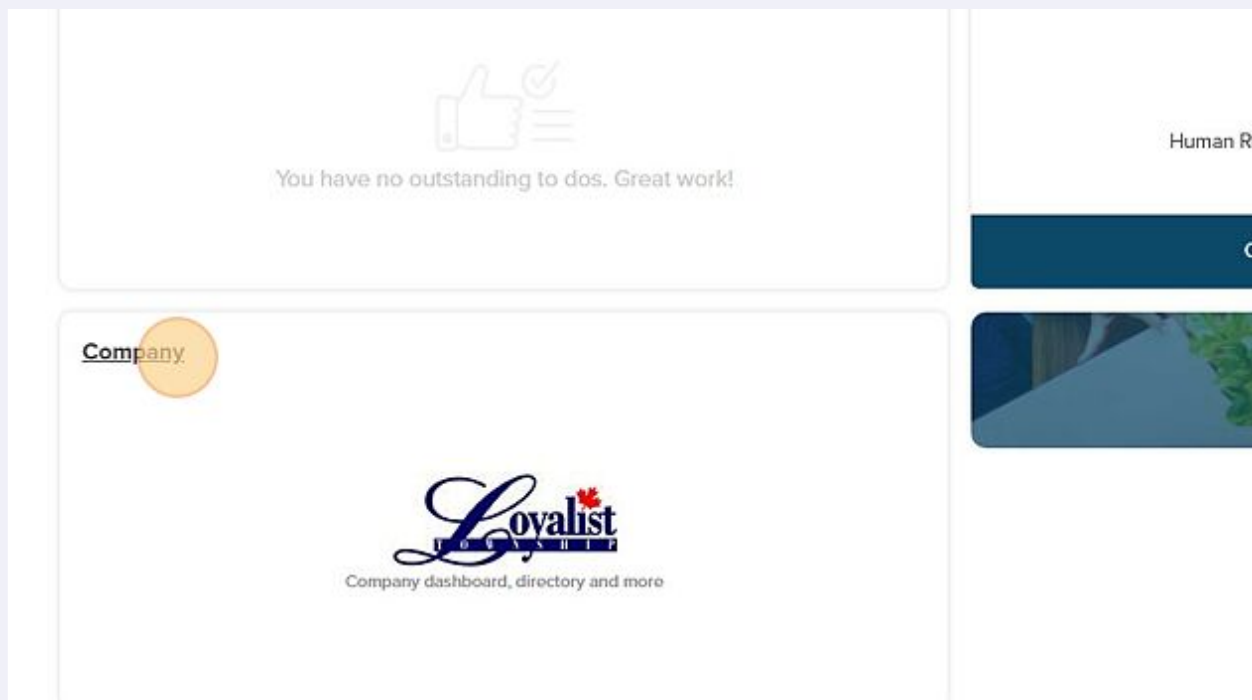
Note: Volunteer Firefighters do not have Workzoom accounts

1

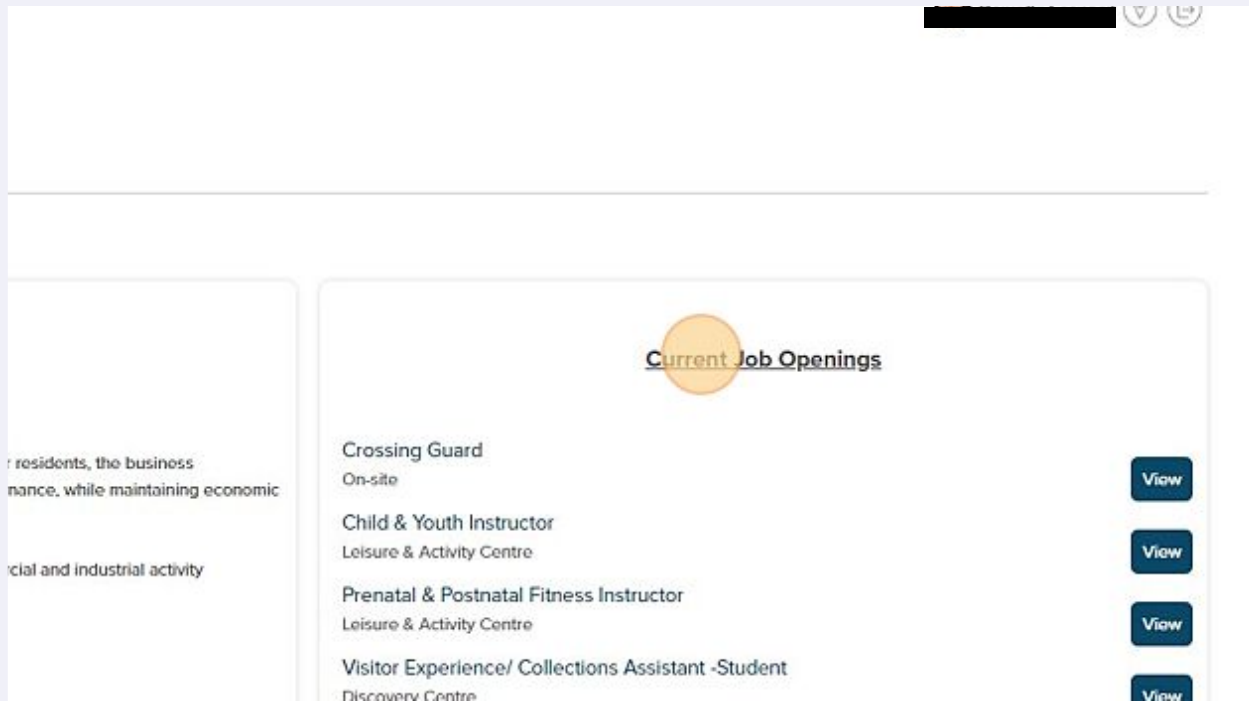
Navigate to [curos.ca/curos/LOY2301](https://curos.ca/curos/LOY2301) and log in using your Workzoom log in and password.

2

Click "Company" tile.



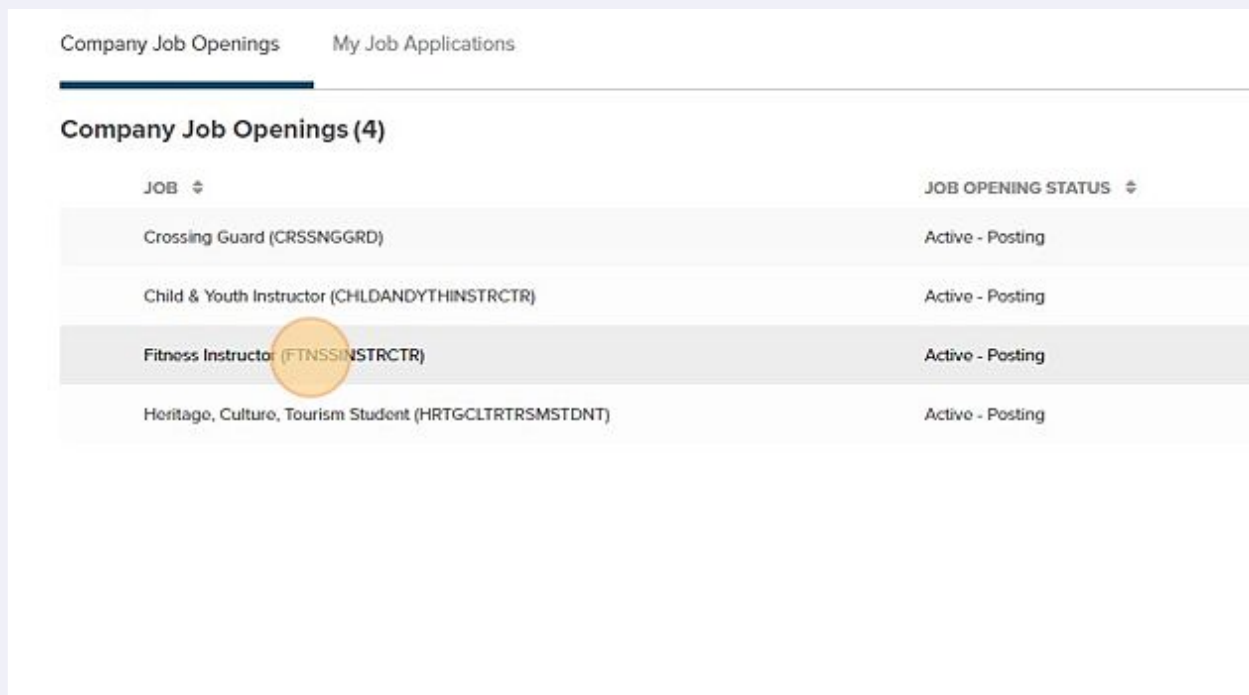
3 Here you will see open job postings. Click "Current Job Openings" to view all.



The screenshot shows a job board interface. At the top right, there are icons for a dropdown menu and a search function. Below this, there is a section titled "Current Job Openings" with an orange circle highlighting the text. To the left of this section, there is a partial view of another section with text: "residents, the business", "nance, while maintaining economic", "cial and industrial activity". The main list of job openings includes:

- Crossing Guard  
On-site  
[View](#)
- Child & Youth Instructor  
Leisure & Activity Centre  
[View](#)
- Prenatal & Postnatal Fitness Instructor  
Leisure & Activity Centre  
[View](#)
- Visitor Experience/ Collections Assistant -Student  
Discovery Centre  
[View](#)

4 Click the position you want to apply for.

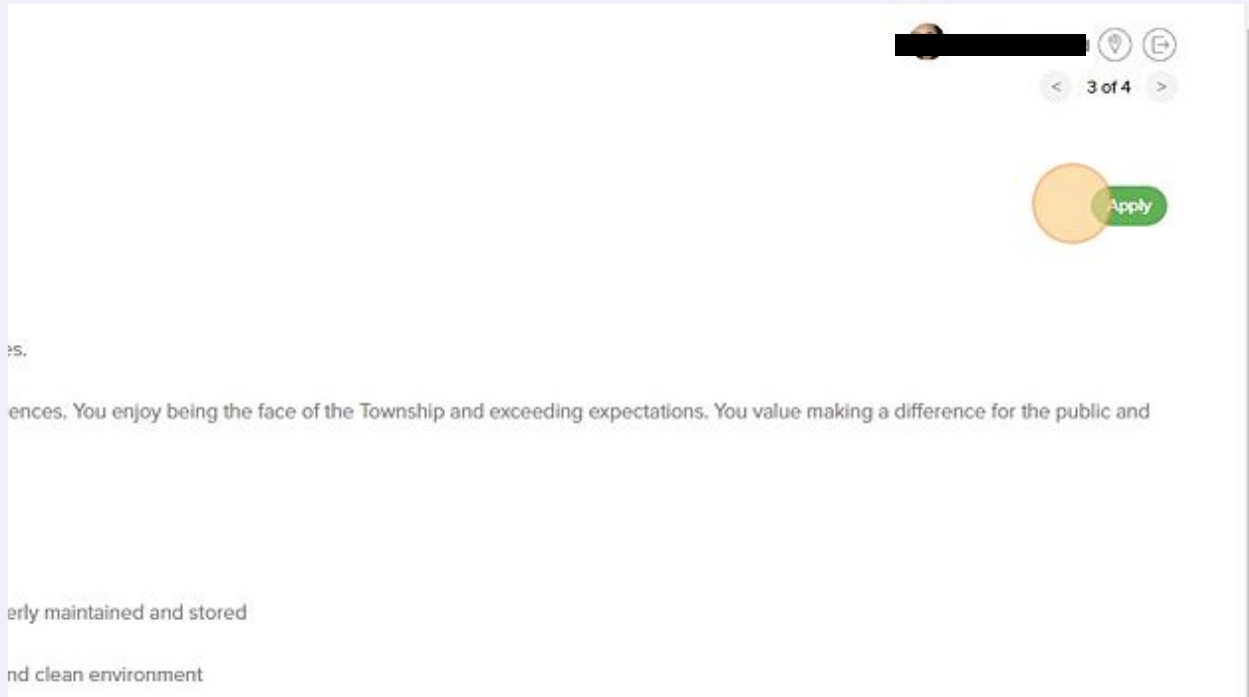


The screenshot shows a job board interface with two tabs: "Company Job Openings" (selected) and "My Job Applications". Below the tabs, there is a section titled "Company Job Openings (4)". A table lists the following job openings:

JOB	JOB OPENING STATUS
Crossing Guard (CRSSNGGRD)	Active - Posting
Child & Youth Instructor (CHLDANDYTHINSTRCTR)	Active - Posting
Fitness Instructor (FTNSSINSTRCTR)	Active - Posting
Heritage, Culture, Tourism Student (HRTGCLTRTRSMSTDNT)	Active - Posting

5

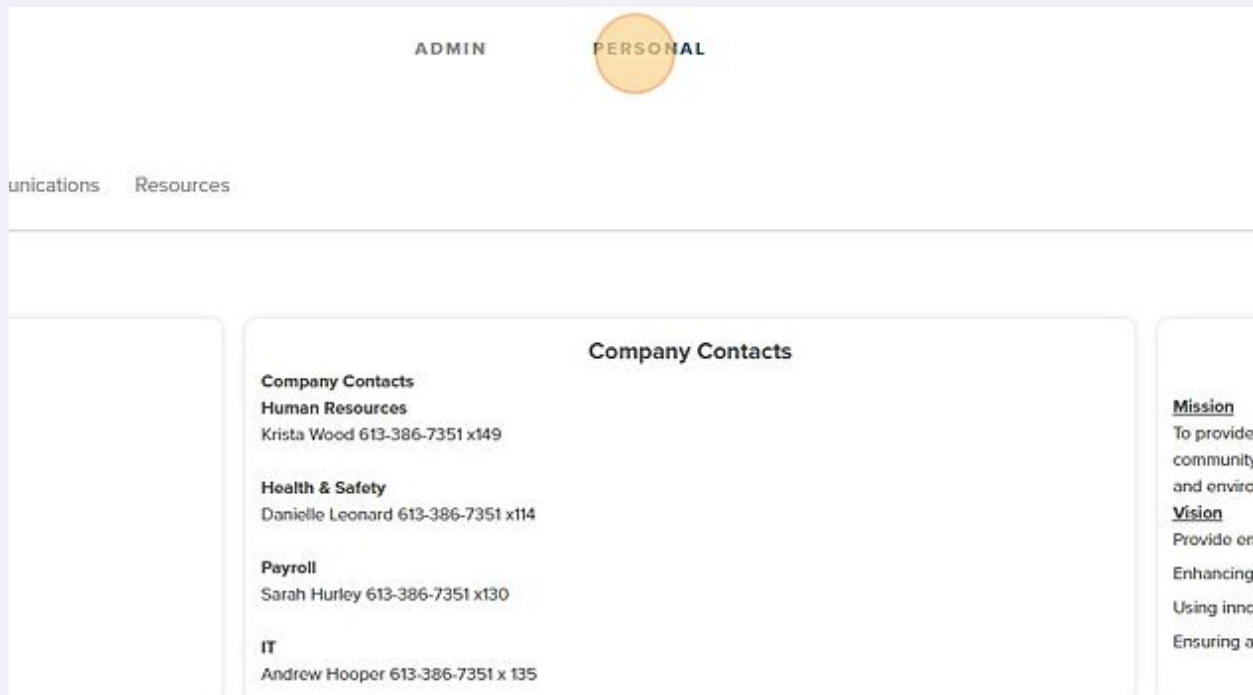
Click here "apply" button to apply for the position.



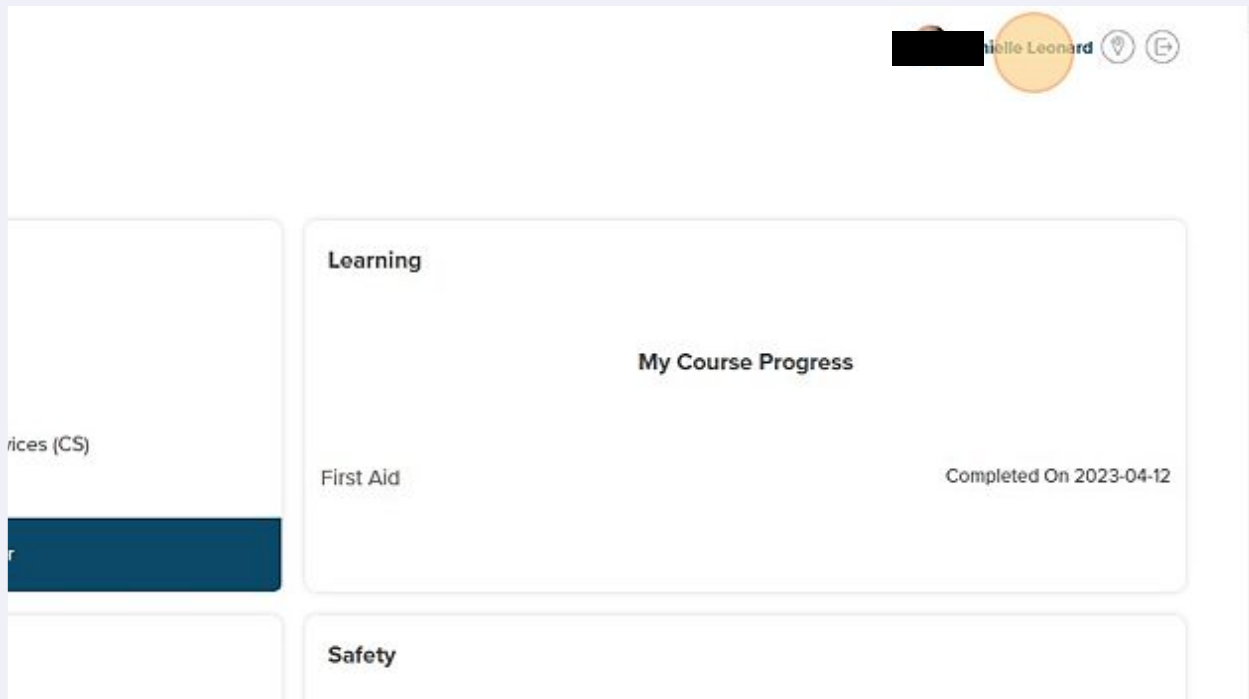
# How to attach your resume/coverletter to a job application on Workzooom

1

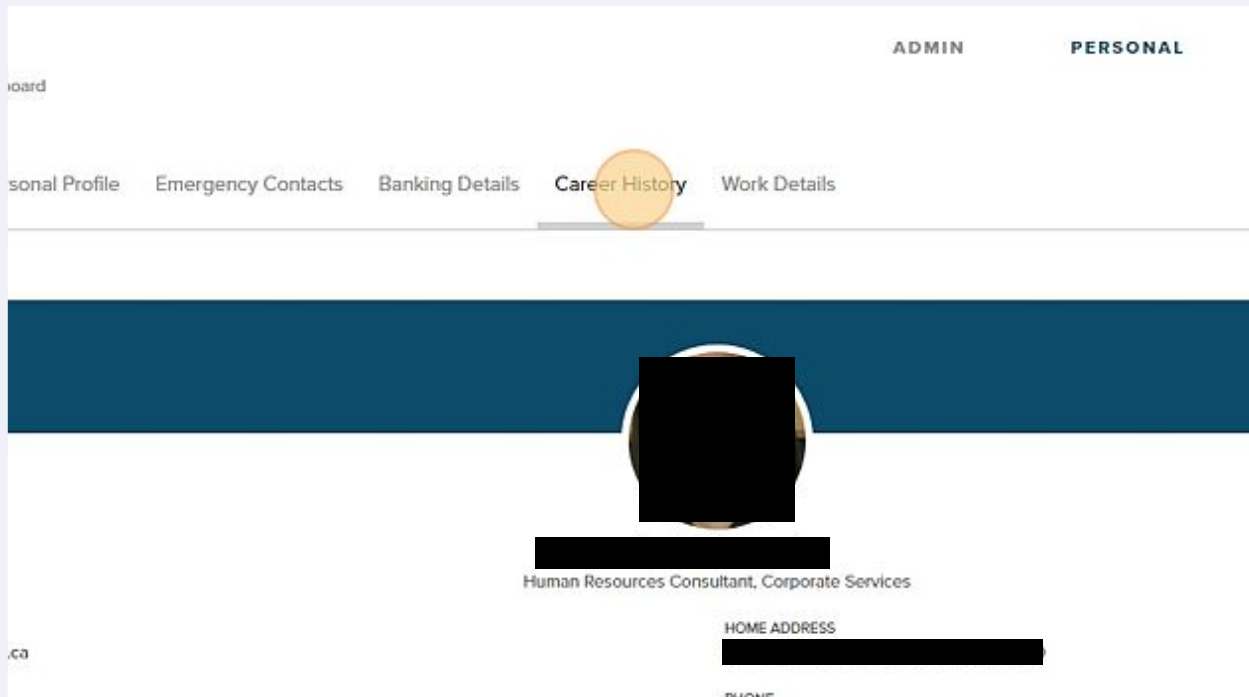
In order to add your resume to your application navigate to and click on "PERSONAL"



2 Select your name.



3 Click "Career History"



4 Scroll down and Click "Job Applications"

2018-02-20    YYYY-MM-DD    Human Resources Consultant    Corporate Services

> Previous Employers    None

> Formal Education    None

> Business Associations    None

> Job Applications    From 2023-04-28, Tax & Property Assessment Clerk (61) (1 more active)

5 Select the application that you want to add your resume to.

> Formal Education    None

> Business Associations    None

∨ Job Applications (3)

APPLICATION DATE ↕	JOB OPENING ↕
2023-04-28	Tax & Property Assessment Clerk (61)
2023-04-12	Deputy Treasurer (63)
2023-02-01	Accounting Clerk (1)

6 Click "Attach a File" and navigate in your files to your resume / coverletter.

IDENTIFICATION		AVAILABILITY	
Application Date	<input type="text" value="2023-04-28"/>	First Date Available	<input type="text" value="YYYY-MM-DD"/>
Withdrawn Date	<input type="text" value="YYYY-MM-DD"/>	Last Date Available	<input type="text" value="YYYY-MM-DD"/>
Job Opening	<input type="text" value="Tax &amp; Property Assessme"/>	Availability	<input type="text"/>
Job Opening Status	<input type="text" value="Active - Posting"/>	Days of the Week	<input type="text"/>
Desired Start Date	<input type="text" value="2023-03-20"/>	Current Job	<input type="text"/>
Latest Start Date	<input type="text" value="2023-03-27"/>	How To Contact	<input type="text"/>

Resume  
**Attach a File**

Application Form  
**Attach a File**

Overview

This role is an integral part of service delivery to the residents of Loyalist Township and contributes to the achievement of our Strategic P

The purpose of this position is to provide leadership support to the Parks and Facilities Supervisor. The Assistant Supervisor - Facilities p maintenance and divisional programs. This position is partially responsible for evening and weekend leadership support as a member of

7 Click "Save"

The screenshot shows a document viewer interface. In the top right corner, there is a toolbar with a search icon, a refresh icon, and a page indicator showing "1 of 3" with a right arrow. Below the page indicator are two buttons: a green "Save" button and a white "Cancel" button.

8

It may take a moment to save, you will receive a note on your screen that the save has been completed. From there you can return to your personal screen.

