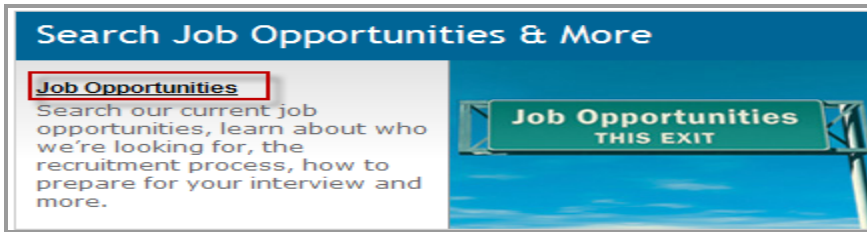


# Quick Reference for Online Job Application

## Applying for a Job



Go to  
[www.edmonton.ca/careers](http://www.edmonton.ca/careers)



Click on **Job opportunities**.



Click on **Search Public Job Opportunities** or **Search Internal Job opportunities**.

Click on **Create a Profile** if you are not ready yet to apply. You may set up a job alert and be notified every time a specific type of Job is posted.



Search through all the job postings available.

Click on the posting that you are interested in to view the **Description** and **Qualifications** of the position.

# Quick Reference for Online Job Application

Job 1 out of 4 Previous | 1 2 3 4 | Next

SHARE

**Job Description**

**Plumbing/Gas Safety Codes Officer II**  
**Job Number: 7912**

Are you a safety codes expert who is ready to take on a new challenge and provide strong leadership and direction in a specialized supervisory and technical capacity? Work of this class involves responsibility for supervising a group of outside field inspectors, and serving as the Technical Advisor for Plumbing and Gas in the Current Planning Branch. The primary responsibilities include, assigning and monitoring the Safety Codes Officer's workloads and to review and assist in complicated technical decisions.

As a Technical Advisor, responsibilities include assisting in project specific and general customer inquiries relevant to permit applications and mechanical installations. The supervisory role in enforcement involves contact with architects, engineers, developers, contractors and building owners. Work is performed in accordance with established procedures, however, codes and regulations still require interpretation as to compliance or equivalencies from a wide variety of complicated plumbing, gas and private sewage installations. Duties are performed in an independent manner and work is reviewed by the Section's Director for program effectiveness and conformance with policy.

- Assigning, coordinating and monitoring requested plumbing, gas, sewer and water systems requested inspections
- Investigating customer inquiries involving installations and permit selection, ensuring the proper application of fees and requested inspections is correct
- Coaching, mentoring and providing information to customers, field inspectors, and Customer Information staff
- Representing the Current Planning Branch at internal/external meetings involving other Civic Departments and external agencies
- Providing consultation and mentoring upon request and assisting contractors, engineers and customers with clarification of The Natural Gas and Propane Installation Code, Propane Storage and Handling Code, Alberta Private Sewage Systems Standard of practice, and the National Plumbing Code of Canada
- Preparing reports, infraction letters and orders for compliance with applicable legislation and regulations

Click **Apply Online** to start the application process.

**Acknowledgement Statement**

Please note that the closing time on all of our requisitions is 11:00 p.m. Mountain Time on the closing date. Please have your resume/cover letter file ready before you start the application process; file attachment is required. If you already have files attached in your general profile, you may select the files relevant to the specific job posting. All documents that you provide are attached in your general profile and can be viewed by each hiring manager associated with all positions that you apply for. In order to be considered for employment, your application must be complete, which means you must click the "Submit" button on the "Summary" page. Within 24 hours of clicking the "Submit" button, you will receive an email confirming receipt of your application. If you are unable to reach the Summary page or have difficulties, or did not receive an email confirming receipt of your application, please contact the Employment Office before 4:30 p.m. at 780-496-7872 or 780-496-7831 or by email at [employment@edmonton.ca](mailto:employment@edmonton.ca).

Your personal information is being collected under the authority of section 33(c) of the Alberta *Freedom of Information and Protection of Privacy Act* ("FOIP Act"). The personal information you provide to the City of Edmonton on this application will be used to assess your qualifications and suitability as a potential employee. The City of Edmonton may also collect and use additional personal information provided by you or your past employers in the course of the evaluation and hiring process. If you are a successful candidate this information will become part of your employment file, and may be used in the administration and management of the City of Edmonton's Human Resource Programs. The City of Edmonton complies with the FOIP Act and its related regulations which govern the collection, use, retention and storage of records in Alberta.

The City of Edmonton's online recruitment system is hosted by "Taleo", a U.S. company with locations in the United States, Canada, and Europe. Information about Taleo is available at [www.taleo.com](http://www.taleo.com). Taleo stores the information you provide to the City's online recruitment system on its server in Amsterdam, The Netherlands. The information will be protected with appropriate security safeguards, but may be subject to foreign law. If you have questions or concerns with respect to the collection, storage, use or retention of the information you provide to the City's electronic recruitment system, please contact the Employment Office before 4:30 p.m. at 780-496-7872 or 780-496-7831 or by email at [employment@edmonton.ca](mailto:employment@edmonton.ca).

Read the **Acknowledgement Statement**.

Click **Continue** to proceed with your application.

# Quick Reference for Online Job Application

## Login

**Login**

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account. **If you are a City of Edmonton employee, please go back to "Job Opportunities" and click on the "Search Internal Job Opportunities" link.**




*Mandatory fields are marked with an asterisk.*

\*User Name

\*Password

[Forgot your user name?](#)  
[Forgot your password?](#)

or Sign in with:

Enter your **username and password**.

Click **Login**.

If this is your first time applying with the City of Edmonton, you will need to click on **New User** and set up an account. You will be required to create a security question and answer.

If you forget your password or get locked out (this occurs after you enter an incorrect password 10 times), contact the Employment Section at [employment@edmonton.ca](mailto:employment@edmonton.ca).

Note: You can also sign-in using your Gmail, Yahoo, or Taleo Talent Exchange account. Just follow the prompts to set it up or log-in. **Note:** Please read carefully the Important Notice and Warning (Legal Agreement)

## Contact Information

**Contact Information**

Please enter all relevant information in the fields below.

Prefix

\*First Name  \*Last Name  Middle Name

Preferred Name (if different from above)

*First name must be your legal name.*

\*Primary Number  Cellular Phone Number

Home Phone  Include area code

Home Phone Number  Work Phone Number

Include area code

\*Email Address

If you are a new user, you will need to fill in your contact information. The fields with red asterisks (\*) are mandatory fields.

\*Street Address (line 1)  Address (line 2)

\*City  \*Postal Code

Use this format: XXX XXX

\*Place of Residence

Country

State/Province

Region

Once you have reviewed your contact information, click **Save and Continue**.

# Quick Reference for Online Job Application

## Cover Letter and Resume Upload

### Cover Letter and Resume Upload

**\*Coverletter and Resume Upload**

You can attach your coverletter, resume and other files that are required for this application.

All files currently attached to your candidate profile are found below. Please select any relevant files for this application. Items not selected will remain in your general profile but will not be associated with this application.

Once a file is attached, you can overwrite it by attaching a file with the exact name and extension.

Comments about the file

This section displays basic information regarding the files attached to the candidate record. The "Relevant Files" column allows you to select the files relevant to this job submission.

Relevant Files	File Name	Date	Comments
<input type="checkbox"/>	<a href="#">Carla_Candidate-resume.doc</a>	5/21/12	

**Tips**  
 You cannot attach a file that exceeds the allocated limit of 500 kilobytes.  
 You can attach a maximum of 10 files, one at a time.

**Attaching files**  
 To attach a file, click "Browse" and select the file you want to attach. Then, click "Attach". Note: We can only accept word (.doc, .docx), text (.txt), Rich Text Format (.rtf), Portable Document Format (.pdf), and Hypertext Markup Language (.htm, .html) documents.

**Deleting file attachments**  
 Send your request to [employment@edmonton.ca](mailto:employment@edmonton.ca) and refer to the specific file document name(s) that you would like removed from your profile account.

Save and Continue
Save as Draft
Quit
FAQ ?

Resume attachment is mandatory. Ensure you have a resume available before applying to a job posting.

To attach a file, click **Browse** and select the file you want to attach. Then, click **Attach**. Note that if your document has the same name as another document you have already attached, the system will overwrite the old version and replace it with the new version. **Note:** We can only accept word (.doc, .docx), text (.txt), Rich Text Format (.rtf), Portable Document Format (.pdf), and Hypertext Markup Language (.htm, .html) documents.

Click **Save and Continue**.

## Eligibility Questions

### Eligibility Questions

**Questionnaire**

To help us better know you and further assess your qualifications for this position, please answer the following questions as accurately as possible.

\*1. Please indicate what type of eligibility you have to work in Canada (please note you may be required to provide documentation of your eligibility prior to commencing employment with the City of Edmonton):

- Canadian Citizen
- Permanent Resident
- American or Mexican Citizen
- International Student/Graduate
- Work Permit (occupation and employer are indicated on the work permit)
- Work Permit (no restrictions are indicated on the work permit)
- Not eligible to work in Canada at this time

\*2. Please indicate your City of Edmonton or Edmonton Police Service or Edmonton Public Library employment history:

- I have never worked for the City of Edmonton or Edmonton Police Service or Edmonton Public Library
- I have previously been employed by the City of Edmonton or Edmonton Police Service or Edmonton Public Library
- I am currently employed by the City of Edmonton or Edmonton Police Service or Edmonton Public Library

Save and Continue
Save as Draft
Quit
FAQ ?

You will need to answer two mandatory questions.

Click **Save and Continue**.

# Quick Reference for Online Job Application

## Prescreen Questions

**Prescreen Questions**

How did you hear about this job?

Please indicate how you heard about this job.

\*Source Type  
Select One...

Questionnaire

Please answer the following job related questions honestly and accurately. Your resume and/or application form should support the answers to these questions with relevant information and dates. If these responses are found to be inaccurate or the attached resume and/or application form does not support your responses, your application may be declined.

You are required to indicate how you heard about this job and answer all the questions marked with red asterisk (\*). These questions are used to assess your qualifications for the position.

Save and Continue Save as Draft Quit

Once finished, click **Save and Continue**. If you wish to continue your job application at another time, click **Save as Draft** and click **Yes**. Click **Quit** if you wish to terminate your application.

## eSignature

**eSignature**

eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a hand-written signature.

I certify the information I provided in this application (personal information, questions and attachments) is correct and true to the best of my knowledge and that I have listed all previously and currently held positions where the experience gained relates to the position that I am applying for. I understand that a confirmed misrepresentation may disqualify me from employment and/or result in dismissal at any point during my employment.

DO NOT E-SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT.

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.

Please enter your full name:

Save and Continue Save as Draft

Fill out your full name, click **Save and Continue**.

**Note:** After you save and continue, the next page will be a summary of all the information you just provided. This is where you can edit each section, if necessary.

Then click **Submit**.

## Summary

**Summary**

Thank you for applying

Thank you for sending us your online job submission. If your employment profile corresponds to our requirements, we will contact you.

[View My Submissions](#) | [View the General Profile](#) | [View All Jobs](#)

You are now finished the application process.

# Quick Reference for Online Job Application

## Maintaining Your Account



Go to **My Account Options** or **Sign In**.

### Login

**Login**

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account. **If you are a City of Edmonton employee, please go back to "Job Opportunities" and click on the "Search Internal Job Opportunities" link.**

Mandatory fields are marked with an asterisk.

\*User Name

\*Password

[Forgot your user name?](#)  
[Forgot your password?](#)

or Sign in with:

Enter your **username and password**.

If you forget your password or get locked out (this occurs after you enter an incorrect password 10 times), contact the Employment Section at [employment@edmonton.ca](mailto:employment@edmonton.ca)

Enter your **username and password**.

**My Account** | [Deactivate](#)

This page displays your account options. To set or modify preferences, click "Edit" next to the relevant section.

Properties	
Account Creation Date	5/21/12
Last Access to the Submissions List	7/25/12
Last Access to the Referrals List	

Personal Information   <a href="#">Edit</a>	
Carla Candidate35 Fake A Street Edmonton, T6K 4E1 Canada—Alberta—Edmonton mbrbelardo@yahoo.com	
Home Phone Number	780-495-9999
Work Phone Number	
Cellular Phone Number	
Primary Number	Home Phone

Login Information   <a href="#">Edit</a>	
<b>Sign In and Password</b>	
User Name	carlacandidate35
New Password	*****
<b>Security Question</b>	
Security Question	color of the sky
Answer	*****

Correspondence   <a href="#">Edit</a>	
Send me an email notification whenever a new position matching my profile is posted (job posting notification).	No
Send me an email acknowledgment when you receive my job submission.	Yes
Send me a rejection letter when my job submission is not selected.	Yes

This page displays your account options. To set or modify preferences, click "Edit" next to the relevant section.

(For external applicants only) If you select **Deactivate** next to **My Account**, you will be deleting your profile from our system.

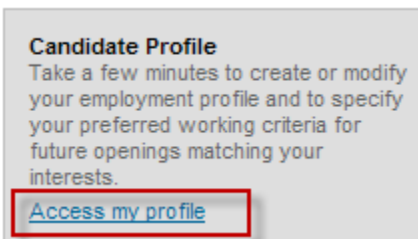


# Quick Reference for Online Job Application

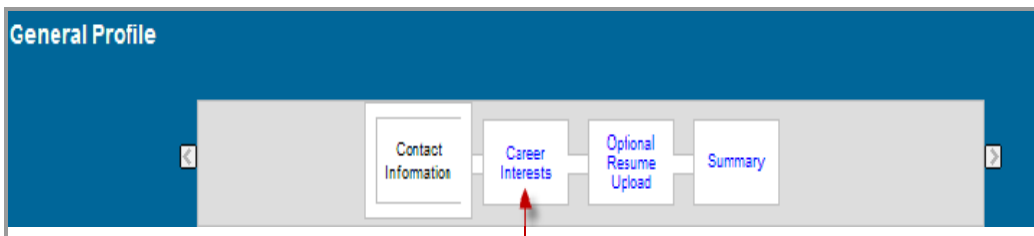
## Maintaining Your General Profile



Click on **My Jobpage**.



On the right hand side of **My Jobpage** is where you can click to **access your profile**.



If you are not applying on a posting but want to update your **Contact Information, Career Interests (Job Posting notifications, Employment Preferences, Certification and/or Designations), and upload resume, Access my profile** is where you would do this.

**Note:** You can go back to the previous page by clicking the link on the progress bar.

## Checking Your Application Status



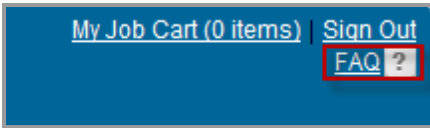
If you want to check on the status of your applications, **Click on My Jobpage, My Submissions**, and under the **Job Posting** the status will be stated under **Submission Status** as to Draft, Completed and Withdrawn Submission.



You can make changes to your job submission only if View/Edit Submission appears.

# Quick Reference for Online Job Application

## Deleting File Attachments



### 4. How can I delete a file that I have attached? The system indicates that the maximum number of files has been attached. What should I do?

Send your request to [employment@edmonton.ca](mailto:employment@edmonton.ca) and refer to the specific file document name(s) that you would like removed from your profile account.

Send your request to [employment@edmonton.ca](mailto:employment@edmonton.ca) and refer to the specific file document name(s) that you would like removed from your profile account.

This instruction is located in the FAQ section accessible from every page of the application and in the right-hand side of the Cover Letter and Resume Upload section.

**Cover Letter and Resume Upload**

**\* Coverletter and Resume Upload**

You can attach your coverletter, resume and other files that are required for this application.

All files currently attached to your candidate profile are found below. Please select any relevant files for this application. Items not selected will remain in your general profile but will not be associated with this application.

Once a file is attached, you can overwrite it by attaching a file with the exact name and extension.

Select the file to attach

Comments about the file

This section displays basic information regarding the files attached to the candidate record. The "Relevant Files" column allows you to select the files relevant to this job submission.

Relevant Files	File Name	Date	Comments
<input checked="" type="checkbox"/>	<a href="#">Carla.Candidate-resume.doc</a>	5/21/12	

**Tips**  
You cannot attach a file that exceeds the allocated limit of 500 kilobytes. You can attach a maximum of 10 files, one at a time.

**Attaching files**  
To attach a file, click "Browse" and select the file you want to attach. Then, click "Attach". Note: We can only accept word (.doc, docx), text (.txt), Rich Text Format (.rtf), Portable Document Format (.pdf), and Hypertext Markup Language (.htm, .html) documents.

**Deleting file attachments**  
Send your request to [employment@edmonton.ca](mailto:employment@edmonton.ca) and refer to the specific file document name(s) that you would like removed from your profile account.

## Job Posting Notifications

**Career Interests**

**Job Posting Notification**

Select the checkbox below to receive an email notification whenever a new position matching your profile is posted.

I would like to receive email notification of job opportunities matching my preference.

**Employment Preferences**

Select the options that correspond to your career interests.

**Job Category**

Family

**Job Category Preferences**

**Administrative and Clerical**  
 Levels: Administrative and Clerical Support — Administrative and Clerical  
[Remove](#)

**Engineer**  
 Levels: Engineers and Related Technologists and Technicians — Engineer  
[Remove](#)

If you want to be notified every time a specific type of Job is posted you can set up your Job Posting Notification. Check off the **Send an email notification whenever a new position matching this profile is posted.**

Choose **Job Family, Function and Location.**

When you only select a job family and not select job functions, you will get notifications of all the job functions under that job family.

Note: This is found when you Access your profile (**see Maintain your General Profile**).