

How to Apply for Employment Opportunities



Viewing job postings

Visit www.stcatharines.ca and click on the **Employment Opportunities** button. Our Careers page will then be displayed.

City of St. Catharines The Garden City

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What are you looking for? pages I'd like to...

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Take the Niagara District Airport's survey

Cool off at the City's splash pads

Come to the 2016 Rain Barrel Sale

Explore the City's trails

I'm Going! to the Festival NIAGARA FOLKARTS FESTIVAL folk-arts.ca May 6 to 29, 2016

News

Seniors Day set for May 30

Landlords fined for fire code violations

Dandelions don't make for dandy lawns

More news

Events

May 28 Pride Niagara Kick Off Party

Jun 4 2016 St. Catharines Arts Awards

More events

Meetings

May 31 Community Consultation - 2017 Operating...

Jun 2 Master Fire Planning Committee

More Meetings

Customer Service citizensfirst

Spring / Summer Program Registration

St. Catharines Museum

2015-2025 Strategic Plan

Employment Opportunities

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PO Box 3012, 50 Church St., St. Catharines, ON L2R 7C2
City Hall Hours: Monday - Friday, 8:30 a.m. - 4:30 p.m.
Phone & Email Service: Monday - Friday, 8:30 a.m. - 6 p.m.

TTY: 905.688.4TTY(4889)
Tel: 905.688.5600 | Fax: 905.682.3631

Designed By eSolutionsGroup

On the Careers page there will be a link to view current opportunities. **Click the current opportunities link.** A new window will open and you'll be taken to our **Current Job Opportunities website.**

Careers Webpage

[New Search](#) [Login](#)

Current Job Opportunities

Welcome! Thank you for your interest in working for the City of St. Catharines.

To view all job openings, select "Any" from the "Location" drop down box and then click "Search." You'll be prompted to create a profile or log-in. Then, simply follow the steps to complete your application. When you have successfully applied you will receive a confirmation email.

Please note: Applications will only be accepted through this website and you must apply separately for each position you're interested in.

Positions Open

1

Location <input type="text" value="Select All That Apply..."/>	Division <input type="text" value="Select All That Apply..."/>
Position Type <input type="text" value="Select All That Apply..."/>	Description Keywords <input type="text"/>

[Search](#)

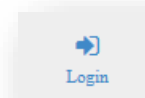
If this is your first time applying for a job with the City

Begin a new search. You will be required to fill in your personal information when you apply for a position.

If you have applied to the City in the past

Log in using your username and password by clicking the Login button.

- Click **New Search** to view current postings.
- Click **My Jobs** to view new Job Alerts and positions you have previously applied to.
- Click **My Info** to view and update your personal information.



Searching open positions

To begin a new search, choose a **Location**, **Division** and **Position Type** by clicking the fields, checking your selection, and clicking **Save** (to see all postings, do not enter any criteria and click **search**).

When choosing any of these categories you can narrow down the results by selecting a division or position type.

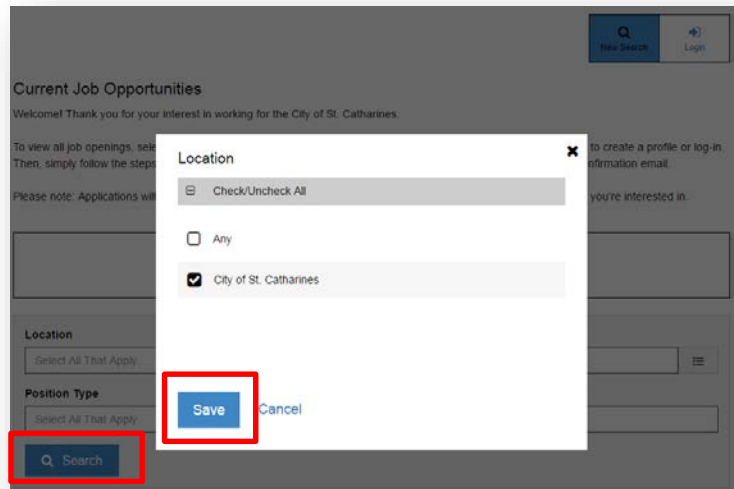
For the Division, please note that Corporate Support Services includes Citizens First (Customer Service), Human Resources and Information Technology (IT).

Click the **Search** button to display job postings that match your selection criteria.

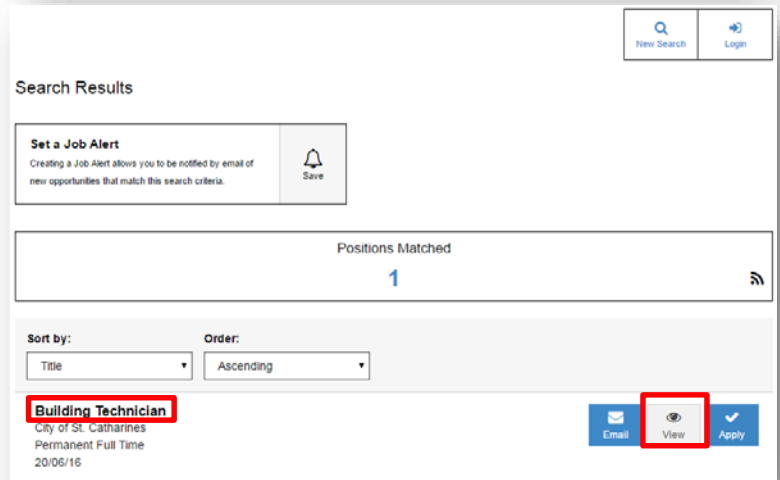
Click **View** to learn more about the job. Each posting will expire at midnight on the closing date. This is in the format DD/MM/YY.

New postings are added frequently so check our website regularly.

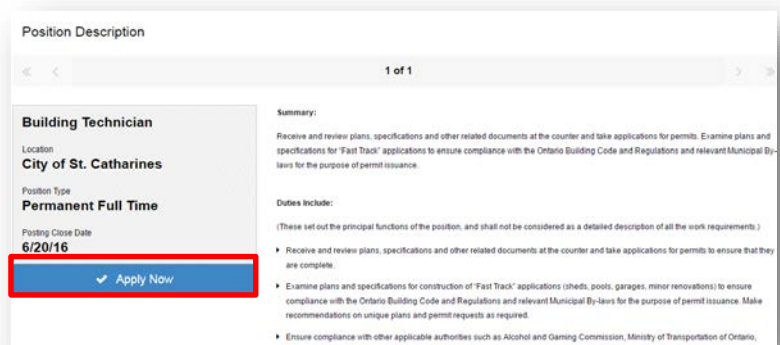
When you are ready to apply, click on **Apply Now**.



This screenshot shows a search filter modal titled "Location" with a close button (X) in the top right. The modal contains a search input field with the text "Check/Uncheck All". Below the input field are two options: "Any" with an unchecked checkbox and "City of St. Catharines" with a checked checkbox. At the bottom of the modal are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red box. In the background, a "Search" button is also highlighted with a red box.



This screenshot shows the search results page. At the top right are "New Search" and "Login" buttons. The main heading is "Search Results". Below this is a "Set a Job Alert" section with a bell icon and a "Save" button. A box indicates "Positions Matched" with the number "1". Below this are "Sort by:" and "Order:" dropdown menus, both set to "Title" and "Ascending". A job listing for "Building Technician" is shown, with the title highlighted in a red box. The listing includes "City of St. Catharines", "Permanent Full Time", and "20/06/16". To the right of the listing are "Email", "View" (highlighted in a red box), and "Apply" buttons.



This screenshot shows the "Position Description" page for the "Building Technician" role. The page is titled "Position Description" and "1 of 1". The left sidebar contains the job title "Building Technician", location "City of St. Catharines", position type "Permanent Full Time", and posting close date "6/20/16". The "Apply Now" button at the bottom of the sidebar is highlighted with a red box. The main content area includes a "Summary" section with a description of the role and a "Duties Include:" section with a list of responsibilities.

Applying for a position

1) Register

New applicants

If you are a first time user, you will be prompted to register with a valid email address. You will also be required to complete all mandatory fields marked with a red asterisk *.

If you do not have an email address there are several free web-based email providers that you can use to create a personal email account. Popular providers include Gmail, Yahoo and Hotmail.

Returning applicants

Enter your email address and password to login.

1. Register

To submit your application, please complete these steps. Fields marked with a red asterisk (*) are required.

Email Registration

Your email address will be used as your login name allowing you to return to our website to update your profile. Passwords must be at least six (6) characters long. Only digits, letters and underscores are allowed.

If you are a returning applicant, please sign in or reset your password using the Login button.

Email *

Password *

Re-type new password: *

2) Your information

New applicants

Complete the fields on the page.

Returning applicants

If you are a returning user, your information will be pre-populated from your last application. Review the information for accuracy each time you apply.

Tip for both new and returning applicants: Save time by using your resume or LinkedIn Profile to pre-populate fields. Be sure to check all the fields to make sure information was ported successfully from your resume or your LinkedIn profile.

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Building Technician

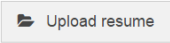
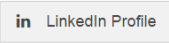
Location
City of St. Catharines

of openings
1

Posting Close Date
6/20/16

2. Your Information

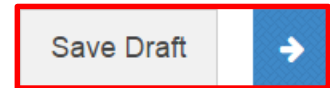
Save Time
Use your resume or LinkedIn Profile to fill in many of the fields on this application form.

Personal Information

First name*	Middle
<input type="text"/>	<input type="text"/>
Last name*	Street address*
<input type="text"/>	<input type="text"/>
City*	Province*
<input type="text"/>	<input type="text" value="Please select"/>
Postal code*	Primary Phone #*
<input type="text"/>	<input type="text"/>

Complete a step by clicking on the right arrow on the bottom of the page. At any time you can save your application as a draft to complete later, or return to a previous step.



3) Resume

New applicants

Click **Add Resume** and then **Browse** to upload a resume.

Cover letters can be copied and pasted into the text box or added as an attachment.



Building Technician

Location

City of St. Catharines

of openings

1

Posting Close Date

6/20/16

3. Resume and Questions

Upload Your Resume

Upload your resume if you have not already done so. Alternatively you can type or copy and paste your resume into the Resume Text field below.

1. Click Add Resume
2. Browse to Select your Resume
3. Click Save

Note: You can attach a total of up to 4MB of data. Your resume and all attachments combined must be less than 4MB.

A button with a plus sign icon and the text 'Add Resume*'. The button is highlighted with a red border.

Cover Letter

You can copy and paste your cover letter into the box below.

Returning applicants

You will already have a resume attached from your most recent job application with the City of St. Catharines. Select your previously uploaded resume to edit or remove it.

Note: the old version of your resume will not be replaced until you have clicked the "Save" button .

A blue button with a document icon and the text 'Save'.

4) Work and Education History

New applicants

Complete the Work and Education sections as necessary by clicking **Add Education** and **Add Work History**

Returning applicants

Verify that the information contained in Education History and Employment History is correct.

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Building Technician
Location
City of St. Catharines
of openings
1
Posting Close Date
6/20/16

4. Work and Education History

To determine your qualification for employment, please provide information about your academic and other achievements including volunteer work, as well as employment history. Attach any additional information in the attachments area above.

Education History

Employment History

5) Other History

New applicants

If applicable, click **Add Certificates and Licences** to add information.

Click **Add References** to provide information on your references. Please provide three references. Your references will not be contacted without your permission.

Returning applicants

Verify that the information contained in Certificates and Licences and references is correct.

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Building Technician
Location
City of St. Catharines
of openings
1
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5. Other History

Certificates and Licences

References

Please provide three (3) previous supervisors.

Your References will not be contacted without your permission.

6) Review and Submit

New and returning applicants

Finalize your application by typing your first and last name under **Candidate eSignature** and the date you applied (DD/MM/YY) under **Candidate eSignature Date**.

Review your application to ensure it is true.
Make any necessary corrections, then click **submit**.

 New Search	 Exit
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6 of 6

Building Technician

Location

City of St. Catharines

of openings

1

Posting Close Date

6/20/16

6. Review and Submit

Declaration

I hereby declare that the information on this application is true and complete to my knowledge. I understand that a false statement may disqualify me from employment, or cause my dismissal.

Please enter your name if you certify and agree to these terms.

Candidate Sign Off

I certify that all of the information in this application is true and correct as of this date.

Please enter your name if you certify and agree!

Candidate eSignature*	Candidate eSignature Date*
<input type="text"/>	<input type="text" value="DD/MM/YY"/> 

Application Review




Save Draft

Submit

Job Alerts

Job Alerts is a tool that the City of St. Catharines uses to aid candidates in their career search. Job alerts allow you to be notified of jobs that meet your interests. Job alerts are based on keywords. For example, you can create a job alert based on keywords like “accounting,” “lifeguard” or “planning.”

Set a Job Alert Creating a Job Alert allows you to be notified by email of new opportunities that match this search criteria.	 Save
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Job Alerts is intended to be an aid for potential candidates. It is still the candidate’s responsibility to regularly monitor our site for postings and apply for every position they are interested in.

After you’ve submitted your application

When your application has been successfully submitted you will receive a confirmation email within 24 hours from donotreply@invalidemail.com. Keep this email for your records. If you do not receive an email, check your junk mail folder. You can also see confirmation of successfully submitted applications in the “My Jobs” section of the careers website. Note: you must be logged in to see your successful applications.

If you are selected for an interview you will be contacted via email.

We appreciate all applicants who apply, but please be advised that only those applicants selected for an interview will be contacted.

For more information please contact Human Resources at 905-688-5601, ext. 1484. Our regular hours of operation are Monday to Friday 8:30 a.m. – 4:30 p.m.