

How to apply using CHEO's new job application process

1. Click on the Log In button on the Careers page.



2. Sign in using your account username and password. If you do not have an account, click on "Don't Have an Account".

Sign In

Email

Password

Remember Me

Sign In

Don't Have an Account?

Forgot Password?



3. Fill In the requested information. We suggest using your CHEO email when creating your profile.

Create Account

Email *

Password *

Confirm *

First Name *

Last Name *

4. Upload your resumé on the Personal Information page.

Personal Information Education and Training Employment History Skills

Complete

Personal Information

Resumé

Resumé File: (.pdf, .doc)*



5. Scroll down, fill in the requested address information.

Email jobs@cheo.on.ca (Change Your Email Address) (Update your Password)		
First Name *	Middle Name	Last Name *
<input type="text" value="Job"/>	<input type="text"/>	<input type="text" value="Applications"/>
Address 1 *	Address 2	City *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Province / State *	Country *	Postal Code / Zip *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Cell Phone *	Home Phone	Work Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

6. If you wish to fill in more information, we highly encourage you to fill in the Education and Training, Employment History and Skills headings at the top.

7. Once you are done, click on the Complete tab.

Personal Information	Education and Training	Employment History	Skills
Complete			

8. Please carefully read the sign off information. Click the Sign button to create a digital signature, then submit.

Sign	<input type="text"/>
<input type="button" value="Previous"/>	<input type="button" value="Submit"/>

9. Success! Once your account is ready, you can now apply to jobs at CHEO.





10. Click on Apply Now found on the position page you are interested in.



11. If you have not already uploaded a copy of your resumé, please upload a copy now

Requested Documents

Resume Upload *

No file chosen

12. You may be asked pre-screening questions based off of the job posting. Please indicate that you are an internal applicant when applying.

Job Questions

Are you bilingual French/English?

-- Please Select --

Do you have approximately 6 months of related experience?

-- Please Select --

Do you have knowledge of computer softwares (Epic, Sunrise, Outlook)?

-- Please Select --

13. Click submit once you have provided the requested information.

