



How to Apply for a Job

1. Go to the [iRecruitment Home Page](#)
2. Under “Already Registered” on the right side of the page, Login (remember that your User Name is the email address you used to register for this site)
 - a. Don’t remember your login? Try resetting your password for the email address you think you used. You may need to try again with other email addresses you may have used. Otherwise, register again for the site.

Jobs Applied For

This page shows recent jobs to which you have applied. If you have applied for many jobs, you may need to click [Full List](#) to see them all.

3. Click “Job Search” (either the tab or the link – on the right side of the page)

Jobs: Available Jobs

4. Search for a job either by entering a Keyword or selecting a Date Posted. Then click [Go](#)
5. If there is a match, you will see a list of jobs display below the form.
6. Click on the IRC number in the left column to see the Job Description page.
7. You may click [Apply Now](#) to apply for the job.

Note: The [Apply Now](#) button will not display if you have already applied for the job. Check the “Jobs Applied For” page.

8. **Step 1 of 3: Review Account.** Confirm your account information. Scroll down to add additional documents, employment history, education, qualifications and skills. When you are ready, click [Next](#).
9. **Step 2 of 3: Enter Application Details.** Please respond to all questions on this page and click [Next](#).
 - a. Occasionally on some recruitments, there will be an additional step after Step 2. This step is called Assessments and all questions in this section must be answered.
10. **Step 3 of 3: Review.** Please review your information and click [I Agree](#).

You will now see a confirmation page.