



HOW TO APPLY

- Go to the City of Saint John website: www.saintjohn.ca
- Click on “careers” in the upper right hand corner
- Click on “employment opportunities” from the menu on the left hand side
 - A list of open job postings will appear
- To view the full job description, click on the job title
- If you are interested in applying, click on “apply for this position” at the bottom of the screen.
- You will then be prompted to create a user profile
 - You must have an email address to create a profile. See below on how to get an email account if you do not already have one.
 - A copy of your resume can be uploaded and information will be pulled from your resume to fill in some of the basic fields ie. Name, address, etc.
- Once a profile is created you can log in anytime to see the status of your application(s), update your information, add skills, and add any additional supporting documents.

All applications will now be accepted solely through the online application system. If you do not have access to a computer, a computer lab is provided free of charge at the Saint John Public Library located in Market Square.

Hours of operation for the Saint John Public Library are as follows:

Monday	9:00am - 5:00pm
Tuesday & Wednesday	10:00am - 5:00pm
Thursday & Friday	10:00am - 9:00pm
Saturday	9:00am - 5:00pm
Sunday	Closed

Options for obtaining an Email account:

Hotmail	www.hotmail.com
Yahoo	www.yahoo.com
Gmail	www.gmail.com
Windows Live	signup.live.com