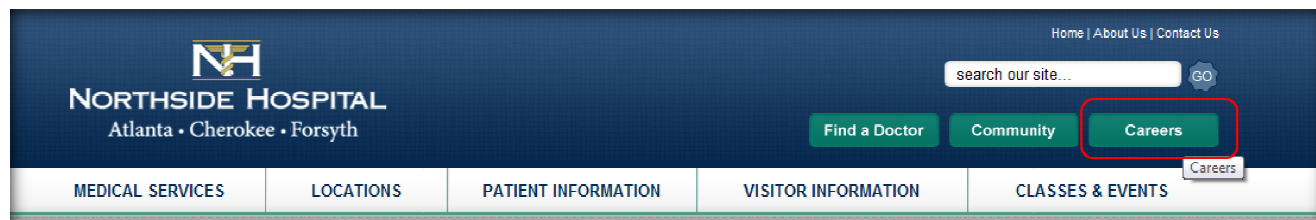
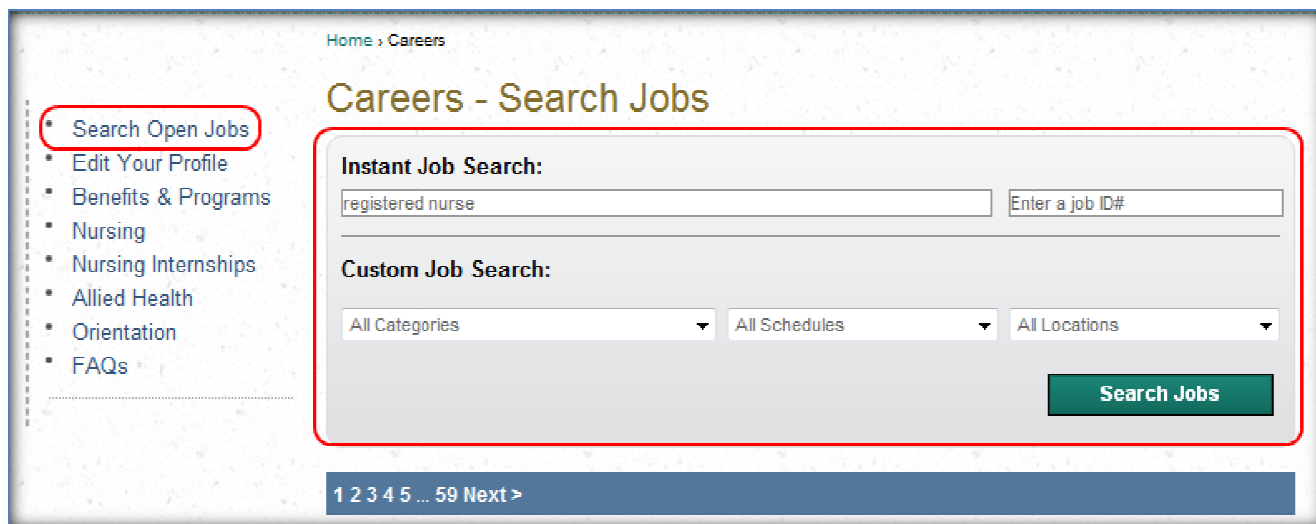


How To Apply For A Job On-Line

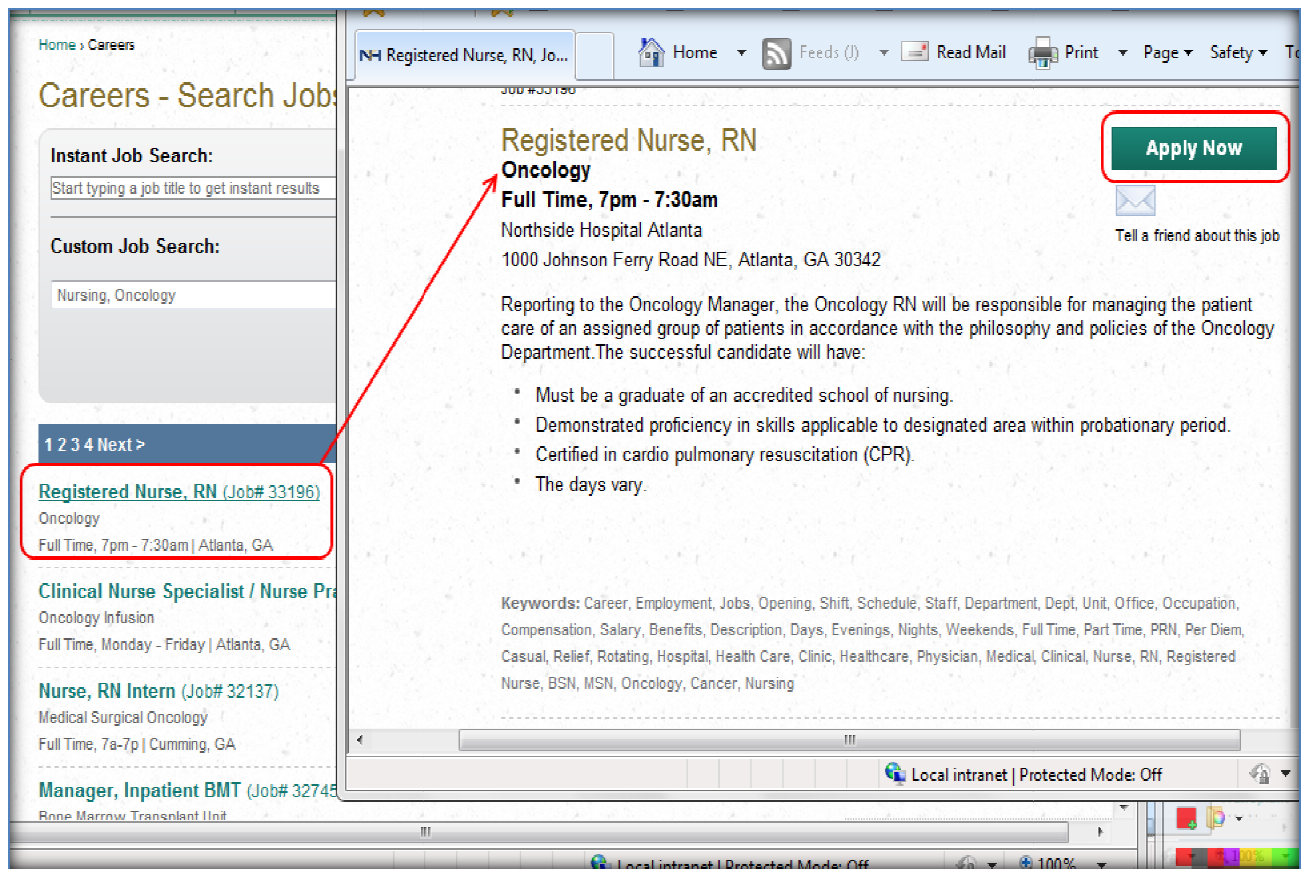
1. Select **Careers** from **www.northside.com**.



2. In the next window search jobs by:
 - **Instant Job Search** - enter key words, i.e. registered nurse. Window displays jobs reflecting key words you have entered. Select the job you wish to view and continue to step 3.
 - or
 - **Custom Job Search** - select **Categories**, **Schedules** and/or **Locations**. Click **Search Jobs** and continue to step 3.



3. Job details display in a separate window, click **Apply Now**.



- Continue to step 4 if you are a first time applicant and currently do not have an account.
- Continue to **Section II** if you are not a first time applicant and already have an account.

Note: You must have a valid email address to setup an account. If your email address is invalid or incorrect the system will not send you follow-up communication.

4. Copy/paste your resume contents in the **Resume** window, click **Parse Resume**.

Short cut keys to copy/paste your resume:

Ctrl + C = Copy

Ctrl + V = Paste

If you do not have an electronic resume then enter your resume in the **Resume** window.

5. Answer all questions following the **Resume** window.
Avoid using punctuations (i.e. -, /, :, etc.) and enter **na** for questions that are not applicable.

Note: All fields with a **red asterisk (*)** are required. You must complete all required fields.

***Resume** ***First Name** ***Last name** ***Home Phone**
***E-Mail** ***Password** ***Confirm Password** ***Secret Question**
***Secret Answer**

Required fields are missing: If any required fields are not answered the system will displayed the missing information at the top of the page under **(*) Denotes a Required Field**. You must complete the missing field before you can proceed.

6. Select **Next** to proceed to the next page.
7. If you have an electronic resume to upload click **Browse** to locate the resume file from your computer then click **Upload** to upload your resume.

Note: Only upload recommended file type (i.e. *.doc*, *.docx*, *.pdf*, *.txt*, *.rtf*, *.rtx*).

If you do not have an electronic resume to upload click **Skip** and proceed to the next page.

Upload Resume

Please upload a formatted copy of your resume below.

Upload File **Browse...**

Upload **Skip**

Recommended file types include:

- Microsoft Word Document (.doc, .docx)
- Adobe Portable Document Format (.pdf)
- Text Document (.txt, .rtf, .rtx)

For a complete list of all supported file types, click [here](#)

To upload multiple files, follow these steps:

1. After browsing to your resume, click **Upload**.
2. Click your browser's **Back** button to return to this page.
3. Upload an additional file.
4. Repeat steps 1 to 3 to upload additional files.

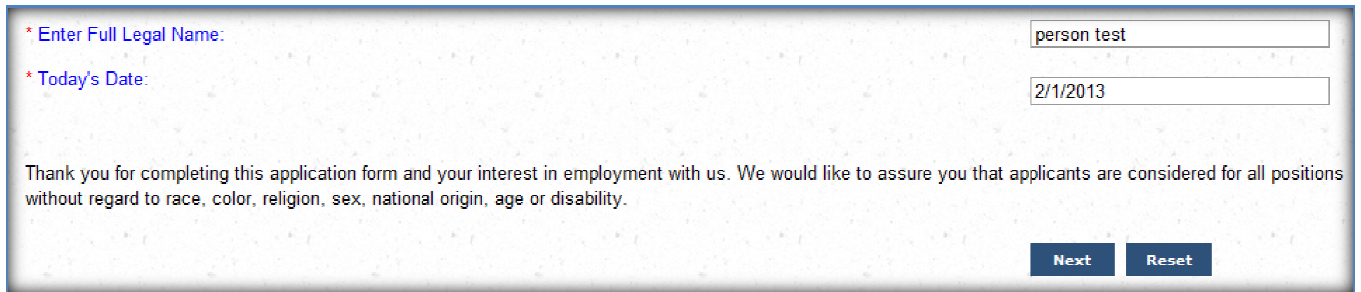
8. Answer all questions in the following pages.
Avoid using punctuations (**i.e.** -, /, :, **etc.**) and enter **na** for questions that are not applicable.

Besure to answer all questions in these sections:

Personal Employment Information
Employment Desired
Education & Training
Nursing Applicants (applicable to nurses only)
Nursing Internship Applicants (applicable to nurses only)
Registration, Certification & Licensure
Specialized Clerical Training
Employment History
Professional References
Applicant's Statement

9. Enter your full legal name and the date you completed the application.

10. Click **Next**.



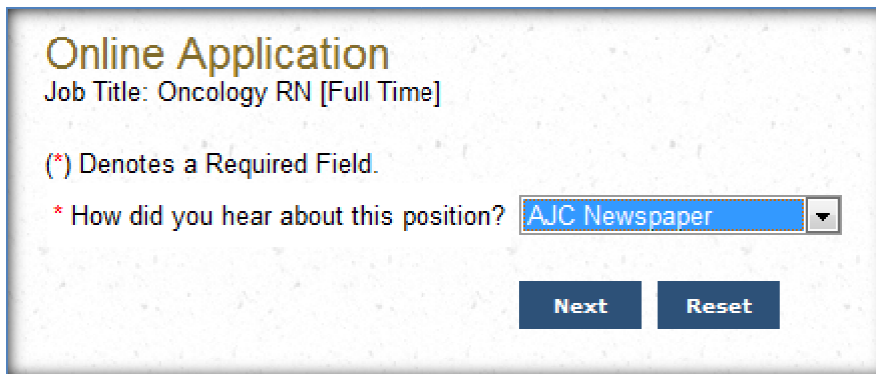
* Enter Full Legal Name:

* Today's Date:

Thank you for completing this application form and your interest in employment with us. We would like to assure you that applicants are considered for all positions without regard to race, color, religion, sex, national origin, age or disability.

Next **Reset**

11. Answer **How did you hear about this position** and click **Next**.



Online Application
Job Title: Oncology RN [Full Time]

(*) Denotes a Required Field.

* How did you hear about this position?

Next **Reset**

12. EEO questions are optional. Answer the questions if desired then click **Next**.

Voluntary Self Identification

Completion of information below is voluntary.

We provide equal opportunity to all qualified applicants and employees by prohibiting discrimination in employment on the basis of race, color, sex, religion, national origin, age, and disability.

We request that you complete this data information form solely to assist us in complying with Federal and State record keeping requirements. You have the right to refuse to provide this information. This form is not a condition of employment. This form is not used in rendering any employment decisions.

PLEASE NOTE: This survey is NOT a part of your official application for employment. The information you provide will be kept separate from all other records.

Gender	<input type="text" value="Female"/>
Diversity	<input type="text" value="American Indian/Alaskan Native (not Hispanic or Latino)"/>
Are you a Veteran?	<input type="text" value="No"/>
In which branch of the U.S. military did you serve?	<input type="text" value="<None>"/>
In which military era did you serve?	<input type="text" value="<None>"/>
Are you a disabled veteran?	<input type="text" value="No"/>
Are you an other protected veteran?	<input type="text" value="No"/>

When finished you should receive a thank you message for applying.

Apply Online

Thank you, Person, for your interest. Your resume has been received and will be reviewed. Should we determine a match between your background and our staffing requirements, we will contact you.

Section II

Your account information is saved in the Northside system.

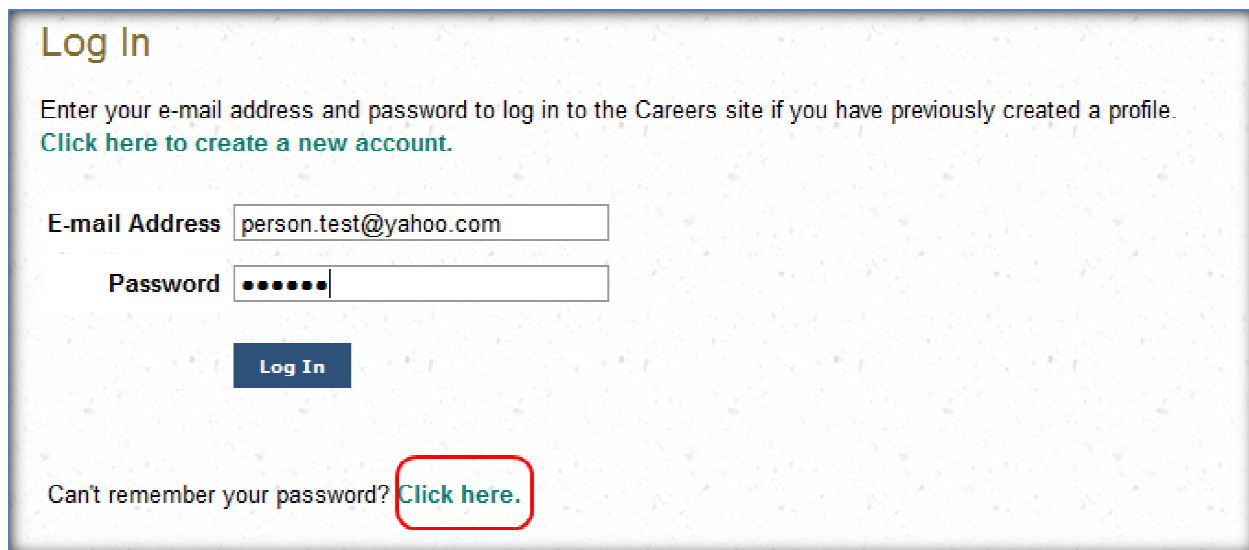
If you already have an account log in following the steps below.

Logging In

1. Select **Click here to log in if you have already created a profile.**



2. Enter email address and password.
3. Click **Log In**.



- If you forget your log in proceed to **Section III**.
- If you have logged in then proceed to step **Section IV**.

Section III

Forget Your Login?

If you should forget your password you have the option to:

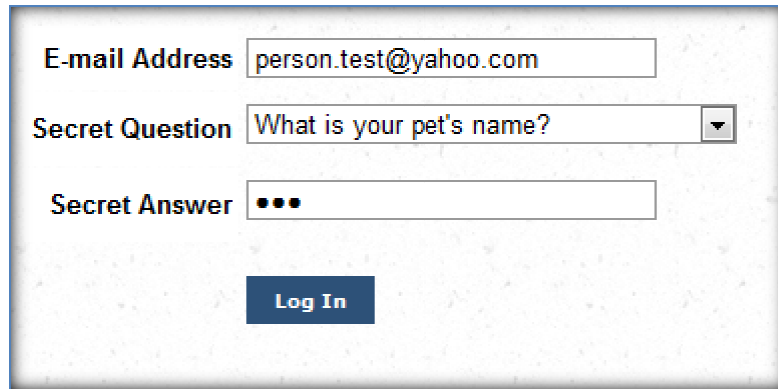
- Email your password to yourself
 - Answer your secret question
1. To have your password email to you enter your email address in the top E-mail Address field then click **E-mail My Password**. A message is displayed showing that you have requested to have your password emailed to you (or)

The screenshot shows a 'Log In' page with a light gray background. At the top, the text 'Log In' is displayed in a brown font. Below it, a paragraph explains the options: 'To have your password e-mailed to you, enter your e-mail address and click E-mail My Password. If you prefer you may enter your e-mail address, fill in the secret question and answer and click Log In to log into the Careers site.' A link 'Click here to create a new account.' is provided. The first option, 'E-mail My Password', is highlighted with a red box and contains an 'E-mail Address' field and an 'E-mail My Password' button. The second option, 'Log In', is also highlighted with a red box and contains an 'E-mail Address' field, a 'Secret Question' dropdown menu (with 'What street did you grow up on?' selected), a 'Secret Answer' field, and a 'Log In' button. At the bottom, a link 'Click here.' is provided for logging in with a password.

The email sent to you should come from recruiting-nonattended@northside.com with subject showing "Your Account Details". Your password is included in the email.

2. You can also login using the secret question and secret answer (be sure to use the same question and answer from when you setup the account):
- E-mail Address
 - Secret Question
 - Secret Answer

Click Log In.



A login form with a light gray background and a blue border. It contains three input fields and a button. The first field is labeled "E-mail Address" and contains the text "person.test@yahoo.com". The second field is labeled "Secret Question" and contains a dropdown menu with the text "What is your pet's name?". The third field is labeled "Secret Answer" and contains three black dots. Below the fields is a blue button with the text "Log In".

Once you are logged in proceed to section IV.

Section IV

Your account information is displayed once you are logged in.

1. Review all pages of the application and update your account as necessary.
2. Be sure that your full name and date are entered under **Applicant's Statement**.
3. Click **Next**.

APPLICANT'S STATEMENT:

I understand that if I am hired, there will be a probationary period of ninety (90) calendar days from the date that I start work. I understand that even if I complete the probationary period, the Hospital has the right to terminate my employment at any time without notice or cause. I will also have the right to quit my employment at any time.

The information given by me in this application is true and complete. I agree that if the Hospital determines that any information is false, misleading or incomplete, I will be denied employment. If this is discovered after I am hired, it will be grounds for dismissal. Northside Hospital has my permission to investigate each of my references listed on this application. I hereby release the Hospital and any individuals or companies it may contact in investigating these matters from any legal action that may result from such investigation and release of information.

The Immigration Reform and Control Act of 1986 requires employers make certain that all new employees have legal permission to work and have proper identification. If I am hired, my employment may be terminated if I am not able to provide this information to the Hospital.

If I do not sign this agreement, my application is considered withdrawn.

I also understand that applications submitted electronically, via email or similar media, are not valid unless I enter my name in the signature field below and such action shall constitute an electronic signature.

I also understand that if I am offered employment, I will be required to submit to a medical evaluation, including drug screening. This is a normal part of the employment procedure and is required for all new employees.

* Enter Full Legal Name:

* Today's Date:

Thank you for completing this application form and your interest in employment with us. We would like to assure you that applicants are considered for all positions without regard to race, color, religion, sex, national origin, age or disability.

4. Answer how you heard about the position (*Required question), then click Next.
5. Voluntary Self Identification questions are optional. Click **Next** if you wish to skip.

When finished you should see a thank you message for applying.

Apply Online

Thank you, van, for your interest. Your resume has been received and will be reviewed. Should we determine a match between your background and our staffing requirements, we will contact you.