

How to apply

External applicant quick reference guide for submitting an application

1. Visit <u>providence.jobs</u> or any of our affiliate career sites and search by keyword(s) and/or city/zip code, or click "View all jobs."



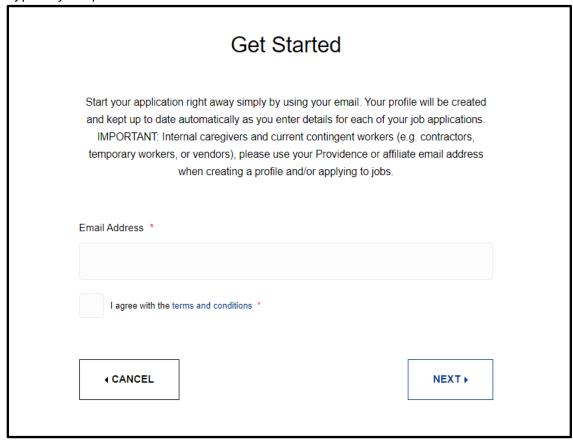
2. Use the filters to the left of the list to further refine search results as needed. Select a job to review the details and description.



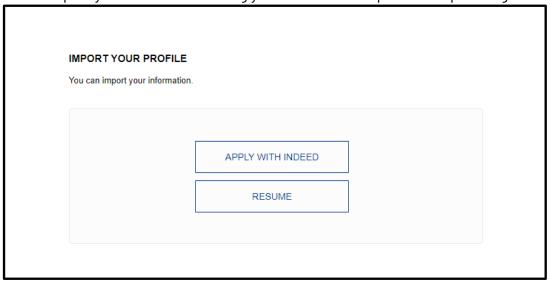
3. Click "Apply now."



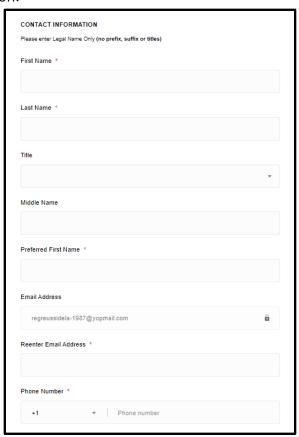
4. Type in your personal email address, check the "terms and conditions" box, then click "Next."



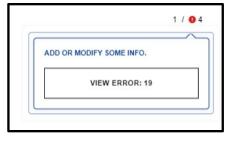
- 5. Apply one of two ways:
 - a. Import your information using your Indeed email/profile or uploading resume.

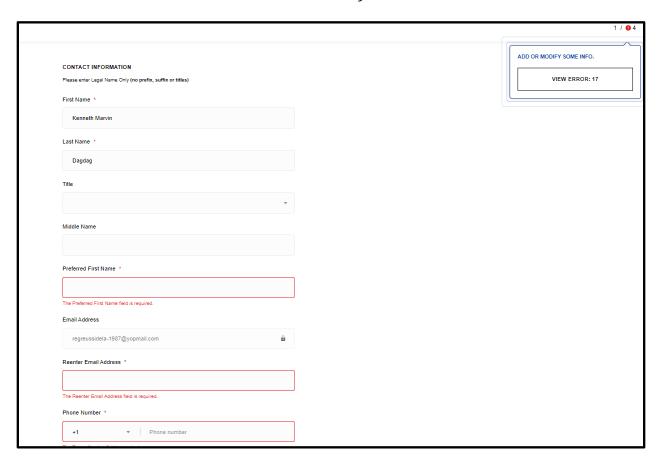


b. Manually enter the required information including personal information, education and work experience, job application questions and voluntary self-identification.



Note: If there are any errors or fields in the application form that were missed, an error message will pop-up in the upper right corner of the page. Every time you click "view error," it will direct you to the specific field that needs to be corrected or populated.

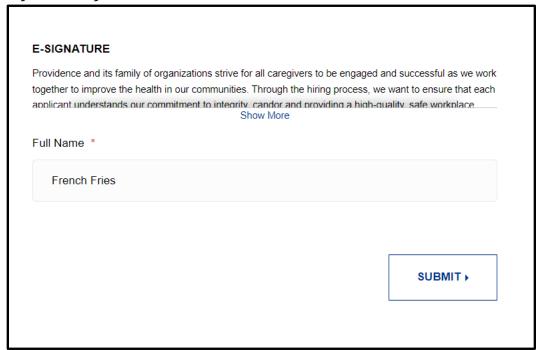




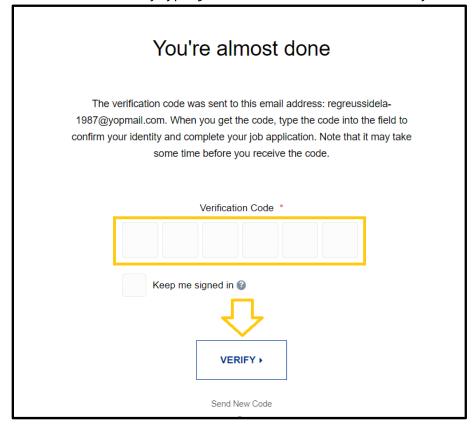
6. Once the required information is complete, you have the option to check a box that signs you up to receive job alerts and talent network communications.

| Sign me up for job alerts and talent network communications. |
|--|
| |

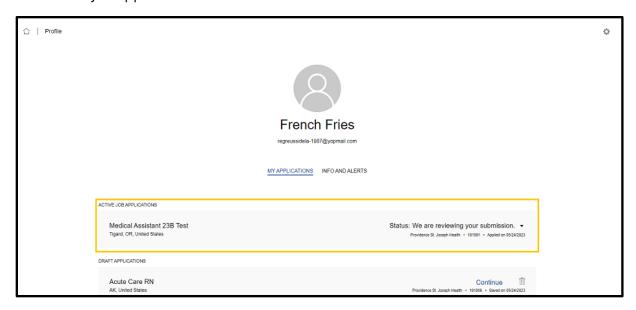
7. Sign the e-signature then click "Submit."



8. Complete the verification by typing in the verification code sent to your email and click "Verify."



9. After verifying, you will see a "thank you" note pop-up, and under your profile, you will see your active job applications.



10. Check the confirmation email sent to you for additional details and next steps.

