

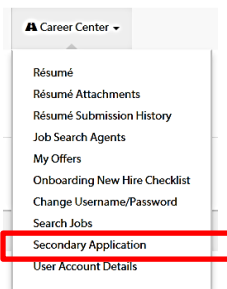
# Secondary Application - Job-Specific Inventory



A Secondary Application process may be used to notify Inventory members of Job-Specific vacancies (e.g. CYMH, STO 18). When this occurs, you will receive an email notification of available job vacancies. To apply for a job, you must submit a Secondary Application by the close date and time.

## To view the Job Vacancy:

1. Click on the hyperlink in the email notification. If you are asked to log in:
  - External applicant – use your login and password
  - Internal applicant – click on 'Single Sign-on'
2. Click on Career Centre, Secondary Application.



3. Click on the Job Title to view the vacancy information and application instructions.

JOB TITLE	DATE SENT	DATE COMPLETED	ACTIONS
BCTS Forest Technician	3/19/2018		
<b>CYMH Clinician</b>	3/28/2018		
Forest Technologist	3/21/2018		
Forest Technologist	3/21/2018		
STO 18R - Forest Technologist	3/7/2018		
STO 818 - Forest Technologist	3/22/2018	3/22/2018	

## To Apply for a Job:

1. Carefully read the application instructions.
2. Return to the Secondary Application History screen
3. Click the Start icon to open your Secondary Application (located in the 'Actions' column)
4. Complete the Secondary Application
5. Click Submit

To remove yourself from the competition, click Resume Submission History, Remove Self from Consideration.

### Note:

To view inventory competition results, go to the [Inventory Notification Board](#).  
For general job application instructions, view the [Job Seekers Quick Reference Guide](#).