



Apply to a Job Opening –External




Background Information *This topic describes the step-by-step process for applying to a job opening.*

Before You Begin *Before beginning the task, the following information is required.*

<i>If...</i>	<i>What you need...</i>
<i>An External Applicant</i>	<i>Resume (MS Word or plain text format)</i> <i>Email Address (Get a free email address at mail.yahoo.ca or www.hotmail.com)</i>
<i>A Transit Operator Applicant</i>	<i>Resume (MS Word or plain text format)</i> <i>Email Address (Get a free email address at mail.yahoo.ca or www.hotmail.com)</i>

***See Appendix A**

Hints *Keep the following in mind when doing this procedure:*

- The **R/O/D** column in the description tables defines whether the field is required (R), optional (O), or defaulted (D).
- In date boxes, you can either type the date or click  to select a date from the *Calendar* pop-up window.
- In edit boxes with drop-down lists, click  to list the choices, then click your selection. In edit boxes with prompts, click  to look up the choices on a separate *Lookup* page.

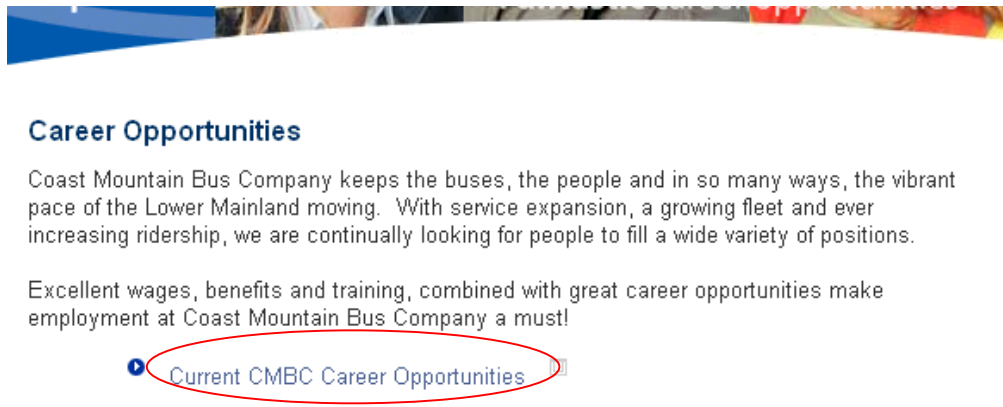
Procedure *Applying to a Job Opening*

Menu Path

***Current CMBC Career Opportunities link at
www.coastmountainbus.com/careers***

1. Use the menu path above to display the Careers Home page.

- ▶ The Careers Home page appears.



Click on the Current CMBC Career Opportunities link.

2. ▶ The Careers page appears.

Careers

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

Basic Job Search Keywords: <input type="text"/> Posted: Last Month <input type="button" value="v"/> <input type="button" value="Search"/> Advanced Search Search Tips	Login (Use Your Email ID) User Name: <input type="text"/> Password: <input type="password"/> <input type="button" value="Login"/> Login Help Register Now
---	---

Latest Job Postings at Coast Mountain Bus Company

◀◀ First ◀ Previous Next ▶▶ Last ▶▶			
Date	Job Title	Job ID	Location
<input type="checkbox"/> 2006/11/08	Transit Operator Trainee (Conventional)	20060003	Lower Mainland

3. If you already have a **User Name** and **Password**, enter it in the top right corner, then skip to Step 4.

If you do not have a **User Name**, continue with Step 3.

Click the [Register Now](#) link to create a User ID.

- ▶ The Register page appears.

Register

Enter your new user name and password.

Enter Registration Information

***User Name** Use Your Email ID

***Password**

***Confirm Password**

[Return to Previous Page](#)

Enter the following information:

User Name	Enter your email address as your user name	R
Password	Enter a password	R
Confirm Password	The same as the password above.	R

Make sure you remember your user name and password.

Click to continue.

4. Before applying to a job opening, you are required to:

Create a user profile (Step 5)

Before applying to a Community Shuttle (CTS) or Transit Operator (TO) job opening, you are also required to:

Attach a Driver's Abstract (Step 6)

Attach an ICBC Claim Summary (Step 6)

If you have already completed these three items, skip ahead to Step 7.

If you are not applying for a CTS or TO job opening, please skip Step 6.

5. Click on the [My Profile](#) link to set up your user profile.

► [Careers Home](#)

Welcome

Basic Job Search	My Career Tools
Keywords: <input type="text" value="OPERATOR"/> Posted: Last Month <input type="button" value="v"/> <input type="button" value="Search"/> Advanced Search Search Tips	0 Applications 0 Cover Letters and Attachments 0 Saved Resumes My Profile

- The My Profile page appears.

My Profile

As an external applicant, you can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.
Required Fields are marked *

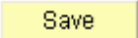
[Return to Previous Page](#)

Member Information

Enter the following information:

Preferred Method of Contact	Select how you would like us to contact you (Email, Mail, or Phone)	R
Name Format		O
Name Prefix	Select a name prefix	O
First Name	Enter your first name	R
Middle Name	Enter your middle name	O
Last Name	Enter your last name	R
Name Suffix	Leave Blank	O
Country (address)	Select the country for your mailing address	O
Address 1 ...to Address 4	Enter your mailing address. Use the additional address lines if required.	R

City	Enter the city you live in	R
Province (address)	Enter the province you live in	R
Postal	Enter your postal code	R
Primary Email Type	Select the email address type	R
Email Address	Enter your email address	R
Primary Phone Type	Select the phone number type	R
Phone Number	Enter your phone number	R
Driver's License #	Enter your driver's license number	R
Country (license)	Enter the country your license was issued in	R
Province (license)	Enter the province your license was issued in	R
Valid from/to	Enter your license' valid from date	R
Expiration Date	Enter your license' expiration date	R
License Class	<p>Enter your driver's license class.</p> <p>For CTS and TO positions, you must have held a minimum of a British Columbia Class 5 (or equivalent) Driver's License for the past 3 years.</p> <p>For more about drivers license requirements, visit our website at www.coastmountainbus.com/careers</p>	R

Click  to continue.

-
6. CMBC will request **ICBC (only)** documents on your behalf once you have fully completed this application online and submitted your final declaration statements.

NOTE: If you are from out-of-province or out-of-country, you will require:

Original documentation from your previous insurance company verifying your insurance claims record (accident history) over the past 5 years.

Driving Record verifying your Driving History for the past 5 years from the transportation department in the city where you resided.

Please submit original documents in support of your application to:

13401 108th Avenue, Surrey BC, V3T 5T4

For more information on drivers license requirements, visit our website at www.coastmountainbus.com/careers

To add these attachments manually to your profile, click on the [My Career Tools](#) link near the top of the window.

► [Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

- The My Career Tools page appears.

My Career Tools

John Doe
1234 Main St
Vancouver BC V1V 1V1
[Edit Profile](#)

My Applications

Display applications from:

You have not submitted any Applications.

Resumes

You do not have any saved resumes.

Cover Letters and Attachments

You have not added any attachments

[+ Add Attachment](#)

Click on the [+ Add Attachment](#) link.

-
- ▶ *The My Attachments and Cover Letters page appears.*

My Attachments and Cover Letters

Add Attachments

Cover Letters and Attachments

*Attachment Type:

[Add Attachment](#)

Save & Return Save & Add More Cancel

Select the **Attachment Type** of Drivers Abstract and click [Add Attachment](#) .

- ▶ *The Upload page appears.*

Browse...

Upload Cancel

Click [Browse...](#) and select the Drivers Abstract file from your computer in the location in which you saved the .PDF file. (See Appendix A for assistance)

Then click [Upload](#) .

Click [Save & Add More](#)

Repeat the above instructions to upload an ICBC Claim Summary attachment.
(Select **Attachment Type** of ICBC Claim Summary, browse for the file, then upload.)

Click [Save & Return](#) when finished.

NOTE: Please ensure the Drivers Abstract attachment is saved as PDF (as received by ICBC) and ensure it is saved with the correct Attachment Type.

Although the ICBC Claims history files does NOT need to be a PDF file, it must be uploaded under the correct Attachment Type.

-
- *The My Career Tools page should now resemble the screen shown below:*

My Career Tools

John Doe
1234 Main St
Vancouver BC V1V 1V1
[Edit Profile](#)

My Applications

Display applications from:

You have not submitted any Applications.

Resumes

You do not have any saved resumes.

Cover Letters and Attachments

File Name	Attachment Type	Uploaded	
My_Driver_s_Abstract.pdf	Driver's Abstract	2006/10/30 10:08AM	Edit Attachment
MY_ICBC_Claim_Summary.pdf	ICBC Claims Summary	2006/10/30 10:08AM	Edit Attachment

NOTE: *Both the Drivers Abstract and the ICBC Claims Summary attachments we just uploaded are shown in the Cover Letters and Attachments section.*

7. *You are now ready to apply to a job opening.*
*Click the **Careers Home** hyperlink near the top of the window.*

-
- *The Careers Home page appears.*

Careers

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

Basic Job Search Keywords: <input type="text"/> Posted: Last Month <input type="button" value="v"/> <input type="button" value="Search"/> Advanced Search Search Tips	Login (Use Your Email ID) User Name: <input type="text"/> Password: <input type="text"/> <input type="button" value="Login"/> Login Help Register Now																								
Latest Job Postings at Coast Mountain Bus Company ◀◀ First ◀ Previous Next ▶ Last ▶▶ <table border="1"><thead><tr><th>Date</th><th>Job Title</th><th>Job ID</th><th>Location</th></tr></thead><tbody><tr><td><input type="checkbox"/> 2006/09/21</td><td>Transit Operator Trainee</td><td>20060001</td><td>Lower Mainland</td></tr><tr><td><input type="checkbox"/> 2006/09/21</td><td>Community Shuttle Transit Operator</td><td>20060002</td><td>Lower Mainland</td></tr><tr><td><input type="checkbox"/> 2006/10/02</td><td>Employment Specialist</td><td>20060073</td><td>Lower Mainland</td></tr><tr><td><input type="checkbox"/> 2006/10/02</td><td>Transportation Planner - Testing KJ</td><td>20060077</td><td>Lower Mainland</td></tr><tr><td><input type="checkbox"/> 2006/10/03</td><td>Customer Information Clerk</td><td>20060076</td><td>Lower Mainland</td></tr></tbody></table> Select All Deselect All <input type="button" value="Save Jobs"/> <input type="button" value="Apply Now"/>		Date	Job Title	Job ID	Location	<input type="checkbox"/> 2006/09/21	Transit Operator Trainee	20060001	Lower Mainland	<input type="checkbox"/> 2006/09/21	Community Shuttle Transit Operator	20060002	Lower Mainland	<input type="checkbox"/> 2006/10/02	Employment Specialist	20060073	Lower Mainland	<input type="checkbox"/> 2006/10/02	Transportation Planner - Testing KJ	20060077	Lower Mainland	<input type="checkbox"/> 2006/10/03	Customer Information Clerk	20060076	Lower Mainland
Date	Job Title	Job ID	Location																						
<input type="checkbox"/> 2006/09/21	Transit Operator Trainee	20060001	Lower Mainland																						
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<input type="checkbox"/> 2006/10/02	Employment Specialist	20060073	Lower Mainland																						
<input type="checkbox"/> 2006/10/02	Transportation Planner - Testing KJ	20060077	Lower Mainland																						
<input type="checkbox"/> 2006/10/03	Customer Information Clerk	20060076	Lower Mainland																						

Click on the **Job Title** of the job opening you want to apply for.

NOTE: Community Shuttle and Transit Operator job openings will be displayed in the Latest Job Postings at Coast Mountain Bus Company section highlighted in the screen shot image above.

-
- *The Job Description page appears.*

Job Description

Job Title: Transit Operator Trainee
Job ID: 20060126
Location: Lower Mainland
Full/Part Time: Full-Time
Regular/Temporary: Regular

[Email to Friend](#)

[Save Job](#)

[Apply Now](#)

[Return to Previous Page](#)

Marketing Statement

Over 600,000 passengers rely on Coast Mountain Bus Company every day to get them to work,

Click [Apply Now](#).

8. *The Apply Now – Choose Resume page will appear with the following options:*

- **Apply Now**

Choose Resume

Resume Options

How would you like to proceed?

Upload a new resume

Copy and paste resume text

Use an existing resume

Apply without using a resume

[Continue](#)

[Return to Previous Page](#)

- *Upload a resume you already have on your computer (Step 8A)*
- *Copy and paste resume text into the online application (Step 8B)*
- *Use an existing resume for this application (Step 8C)*
If this is your first time applying online or you have not uploaded a resume, this option will not appear.
- *Apply to the job without submitting a resume (this option only available to CTS/TO applicants; go to Step 9)*

Make your selection then click [Continue](#).

8A If uploading a new resume, the following screen will appear.

▶

Click and select your resume from your computer.

Then click .

▶ **Apply Now**

Enter Resume Text

Resume Text

Resume Title:

Language: ▼

File Name: [View Attachment](#)

[Return to Previous Page](#)

Click and go to Step 9.

8B If copy and pasting resume text, the following screen will appear.

▶ **Apply Now**

Enter Resume Text

Resume Text

Title:

Language: ▼

Resume:

You can either type directly into the text boxes, or copy and paste text from another application.

Click when finished and go to Step 9.

-
- 8C** *If using an existing resume, select the Use an existing resume radio button and choose which resume to use for this application from the drop down menu that appears.*

▶ [Apply Now](#)

Choose Resume

Resume Options

How would you like to proceed?

Upload a new resume

Copy and paste resume text

Use an existing resume

Apply without using a resume

My_Resume.doc

My_Resume.doc

Select Resume...

[Continue](#) [Return to Previous Page](#)

Click [Continue](#).

- 9.** *You are required to complete the following sections:*
- *Work Experience*
 - *Online Questionnaire*

However, the more information you provide on your application, such as education history, the better.

► [Apply Now](#)

Complete Application

You are applying for:

[Transit Operator Trainee](#)

[Remove](#)

[Add Another Job to Application](#)

My_Resume.doc 

[Use a Different Resume](#)

John Doe
1234 Main St
Vancouver BC V1V 1V1
[Edit Profile](#)

[◀ Previous](#) [Save](#) [Submit](#) [Close Application](#) [Careers Home](#) [Next ▶](#)

[Education and Work Experience](#) [Online Questionnaire](#) [How did you find out about us?](#)

Click the link for Education and Work Experience.

10. Enter your Work History

Click the [+ Add Work Experience](#) link.

► *The Add New Application – Add Employment History page appears.*

[Add New Application](#)

Add Employment History

List all of your Employers in the last seven years.

Please include your current position.

If applicable, please include volunteer experience and self-employment.

[Save & Return](#)

[Save & Add More](#)

[Cancel](#)

[Return to Previous Page](#)

Enter Employment Details

*Start Date:

Enter the following information:

Field	What you need to do /enter	D/O/R
-------	----------------------------	-------

Start Date	Enter your starting date for this job.	R
End Date	Required unless you currently hold this job.	O
Employer	The company name	R
Ending Job Title	Your title when you left the company, or your current title.	R
Telephone	Company's telephone number. (Phone numbers for specific references will be added in another section)	R
Duties, Responsibilities, and Reason for Leaving	Enter the duties and responsibilities you held, and include the reason for leaving, if applicable.	O
Address fields	Company's Address	O

Click **Save & Add More** to add more work experience.

Click **Save & Return** once you have completed entering your work experience to return to the main application form page.

NOTE: Your entire work history for the last 5 years, including your current position, is required. Any work experience older than 5 years does not need to be entered unless you feel it is necessary. If you do not have 5 years of work experience, enter as much experience as you do have.

11. Enter your Education History (optional)

▶ **Education History**

Highest Education Level:

To add a degree, click the Add Post-Secondary Education History hyperlink below Post-Secondary. To change information for a degree, click the hyperlink under Degree field. Click on delete icon to remove corresponding degree.

Post-Secondary Education

You have not added any education information to your application.

[+ Add Post-Secondary Education History](#)

Select your **Highest Education Level** from the drop down list.

Click the [+ Add Post-Secondary Education History](#) link, if applicable.

- The Add New Application – Add Post-Secondary Education page appears.

[Add New Application](#)

Add Post-Secondary Education

Save & Return
Save & Add More
Cancel
[Return to Previous Page](#)

Enter Post-Secondary Education Details

Country:	<input type="text"/>	▼	
State:	<input type="text"/>	▼	
*School:	<input type="text"/>	🔍	Other: <input type="text"/>
*Program:	<input type="text"/>	🔍	Other: <input type="text"/>
*Education:	<input type="text"/>	▼	
Average Grade:	<input type="text"/>		
	<input type="checkbox"/> Graduated		
Date Issued:	<input type="text"/>	📅	
Educator:	<input type="text"/>		

Fill in the following information

Country	Select the country in which your school is located. If the respective country is not Canada, select “Other”	O
State / Province	This will change to State or Province depending on the Country selected.	O
School	If you attended a Canadian education institution, you can use the lookup table to select your school. Otherwise, type it into the Other field.	R
Program	Use the lookup table to select your program. If your program is not in the list, type it into the Other field.	R
Education	Select the education level from the drop down list (i.e. Certificate, Bachelors Degree, or Masters Degree)	R

Average Grade	Enter your average grade.	O
Graduated	Check this box if you've already graduated.	O
Date Issued	Enter the date you completed your program.	O
Educator	Enter your educator	O

Click **Save & Add More** to add more post-secondary educational history.

Click **Save & Return** once you have completed entering your educational history.

12. Enter any applicable Job Training (optional)

Click the **+ Add Job Training** link

- ▶ The Add New Application – Add Job Training page appears.


Add New Application

Add Completed Job Training

Enter Job Training Details

*Course Title:

*School Name:

Course Start Date: 

[Return to Previous Page](#)

Enter the following information:

Course Title	Enter the name of the course	R
School Name	Enter the name of the school	R
Course Start Date	Enter the course start date	O

Click **Save & Add More** to add more job training history.

Click **Save & Return** once you have completed entering your job training history.

13. Enter any applicable *Licenses and Certificates* (optional)

Click the [+ Add Licenses and Certificates](#) link

- ▶ The Add New Application – Add License or Certificates page appears.

[Add New Application](#)

Add License or Certificates

License or Certificate Details

License/Certificate

Issued By:

License/Certification Number:

Date Issued:

[Return to Previous Page](#)

Enter the following information:

License/Certificate	Select one from the drop down list	R
Issued By	Enter who your license or certificate was issued by	O
License/Certification Number	Enter your license or certification number	O
Date Issued	Enter the date your license or certificate was issued	O

Click to add another license or certificate.

Click once you have finished entering your licenses and certificates.

14. Enter any *Languages* you have proficiency in (optional)

Click the [+ Add Languages](#) link

- *The Add New Application – Add Language page appears.*

Add New Application

Add Language

Enter Language Details

Language:

Speaking Proficiency:

Reading Proficiency:

Writing Proficiency:

[Return to Previous Page](#)

Enter the following information:

Language	Select a language from the list	R
Speaking Proficiency	Select a level from the list	O
Reading Proficiency	Select a level from the list	O
Writing Proficiency	Select a level from the list	O

Click to add another language.

Click once you have completed entering your languages.

15. Enter any applicable *Memberships* (optional)

Click the [+](#) **Add Memberships** link


- ▶ *The Add New Application – Add Membership page appears.*

Add New Application

Add Membership Information


Enter Membership Details


Membership:

Date Issued: 

Mandate:

Mandate Position:

Mandate Begin Date: 

Mandate End Date: 

[Return to Previous Page](#)

Enter the following information:

Membership	Select a membership from the list	R
Date Issued	Enter the date issued	O
Mandate	Enter the mandate	O
Mandate Position	Enter the mandate position	O
Mandate Begin Date	Enter the mandate begin date	O
Mandate End Date	Enter the mandate end date	O

Click to add another membership.

Click once you have completed entering your memberships.

16. Complete the References section.

Click the **Add References** link

- ▶ *The Add New Application – Add Reference page appears.*

Add New Application

Add Reference

External Applicants:

Include professional references from all employers in the last five years of employment (a minimum of 3 references are required). We will not contact current employers without your authorization. Please do not include personal references unless applying for a Police Officer position.

Internal Applicants:

Please provide contact information for your current Supervisor or Manager.

Save & Return

Save & Add More

Cancel

[Return to Previous Page](#)

Enter the following information:

Reference Type	Professional references only. Please do not include any personal references.	R
Reference Name	Enter the full name of your reference.	R
Title	Enter the job title of your reference.	R
Employer	Enter company your reference works for.	O
Telephone	Enter a telephone number where we can contact your reference.	R
Address fields	If known, enter the work address of your reference.	O

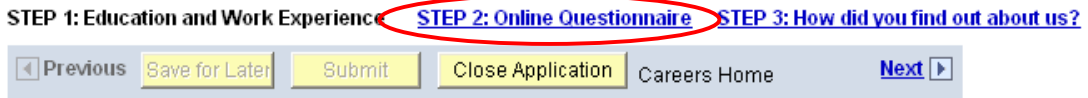
Click **Save & Add More** to add more work experience.

Click **Save & Return** once you have completed entering your work experience.

NOTE: Three professional (not personal) references are required to be attached to each job application.

17. Complete the Application Questionnaire

Click on the [Online Questionnaire](#) link.



- ▶ The Application Questionnaire page appears.

Application Questionnaire

In accordance to Coast Mountain Bus Companies' retirement policy, the mandatory retirement date for an employee will be the first day of the month following the employee's 65th Birthday. Are you between the ages of 19 and 65?

Yes

No

NOTE: It is required that each and every question on this questionnaire be answered.

18. Complete the "How did you find out about us" section (Optional)

Click on the [How did you find out about us?](#) link.

- ▶ [Education and Work Experience](#) Online Questionnaire [How did you find out about us?](#)
- ▶ The Referral Information section appears.

Referral Information

How did you find out about the job?

SubSource

Specific Referral Source:


Are you a former employee? Yes No

Enter the following information

How did you find out about the job?	Select a value from the list.	O
SubSource	Select a value from the list. The values here change on what is selected above.	O
Specific Referral Source	Enter the specific referral source	O
Referral Name	Enter your referrer's name (this field only appears for employee referrals)	O

Email Address	Enter your referrer's email address (this field only appears for employee referrals)	O
Member of your family	Choose "Yes" or "No" (this field only appears for employee referrals)	O
Are you a former employee?	Choose "Yes" or "No"	O

19. Submit the Online Application.

Once all the following items have been completed, click .

User Profile (Step 5)

Work experience (Step 10)

Education history (Step 11) - optional

Additional application information (Steps 12 to 15) - optional

References (Step 16)

Application Questionnaire (Step 17)

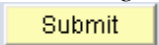
How did you find out about us (Step 18) - optional

- ▶ *The Submit Online Application page appears.*

Submit Online Application

Terms and Agreements

The information on this form is collected under the authority of the Greater Vancouver Transportation Authority Act. It is required to assist in the selection and recruitment of employees and as a basis

Read over the Terms and Agreements, select whether or not you agree or to these terms, then click .

NOTE: *The submit button will only be enabled if you agree to these terms.*

-
- *The My Applications page appears.*


My Applications

You have successfully submitted your job application.

My Applications

Display applications from:

◀◀ First ◀ Previous | Next ▶ Last ▶▶

<u>Application</u>	<u>Status</u>	<u>Application Date</u>
 Transit Operator Trainee	Applied	2006/10/30 10:13AM

Congratulations! You have completed applying to a job opening.