CAPE FEAR VALLEY HEALTH

Online Employment Application Directions

Go to: **www.capefearvalley.com/careers**

Click on **"Apply Now"** on left hand side of screen

Step 1:
Click on "**Signup Today**" located in the middle of the screen.
Enter User Name (must be a valid e-mail address). Next create your password and re-enter your password.
Next enter your First Name and Last Name, as well as an alternate e-mail address. This second e-mail address may be used in case your first e-mail account is deleted. Your User Name will always be how you log into your profile.
Answer two security questions in case you forget your password. You will be able to answer security questions in order to receive a password retrieval e-mail that will allow you to reset your existing password.
Next, solve the math equation correctly (*symbol * equates to multiplication.)*, and then click on "**Sign Up".**
You will be redirected to the login screen.

Step 2:
Enter your user name (your email address) and password you just created. The first time that you log in, you will be taken to your profile. You must first complete your "Demographics". Scroll to the bottom of the page and click "**Make Changes**", this will allow you to now enter complete your demographic information. Complete all the fields then complete the "**Voluntary Affirmative Action"** Gender and Ethnicity questions. If you do not wish to participate then check the box **"I do not wish to participate in EEO Survey"**. Once you are done click **"Save Demographic Changes".**

Next complete your education history, work history, license information, and office skills.
Resume tab – if you have a resume, enter the title name you will use to reference your resume. Next copy your resume from your source and paste in the box below your resume title. Once you're done click on **"Submit Resume"**.

Step 3:
Once you have completed your profile, you can begin searching for open positions. Click on **"Search Jobs"** on the left hand side of screen. You are able to sort through positions by category, facilities, status, or shift or keyword. Select your criteria and hit **"Search".** You can also choose to view all jobs. When you have found the position you would like to apply for, select the **"Add To Cart"** button located at the bottom of the job description.

Step 4:
After you have finished searching through the open positions and added jobs to your job cart, you will need to go to your cart to apply for the jobs. The **"Job Cart"** link can be found on the right hand side of the screen. Once in your job cart you can choose to apply for positions, delete positions, or leave them in your job cart for your next visit. Undeleted positions will remain in your cart until they have been closed or you remove them.

Step 5:
After you select "Apply" in your job cart you will select a resume to attach to the position. Be sure to tell us how you heard about the opening. You will then be asked to review your profile information and complete any special questionnaires associated with the position you have applied for. After all questions have been answered you will sign the applicant statement. You must read and agree to this statement before your application will be submitted.

When you have successfully completed all of the online requirements for the position, you will see an application completion message in red that states, "*Thank you for your interest in employment at Cape Fear Valley Health. Your application has been forwarded to the appropriate recruiter for review. If you are selected for the next phase of the recruitment process, you will be contacted for an interview. We will maintain your application on file for a period of 90 days".* Your application is immediately forwarded to the appropriate recruiter. **You will only be contacted if you're selected for an interview. We do not give application status due to the volume of applications that we receive.**