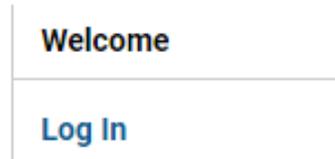


How to Create an Account

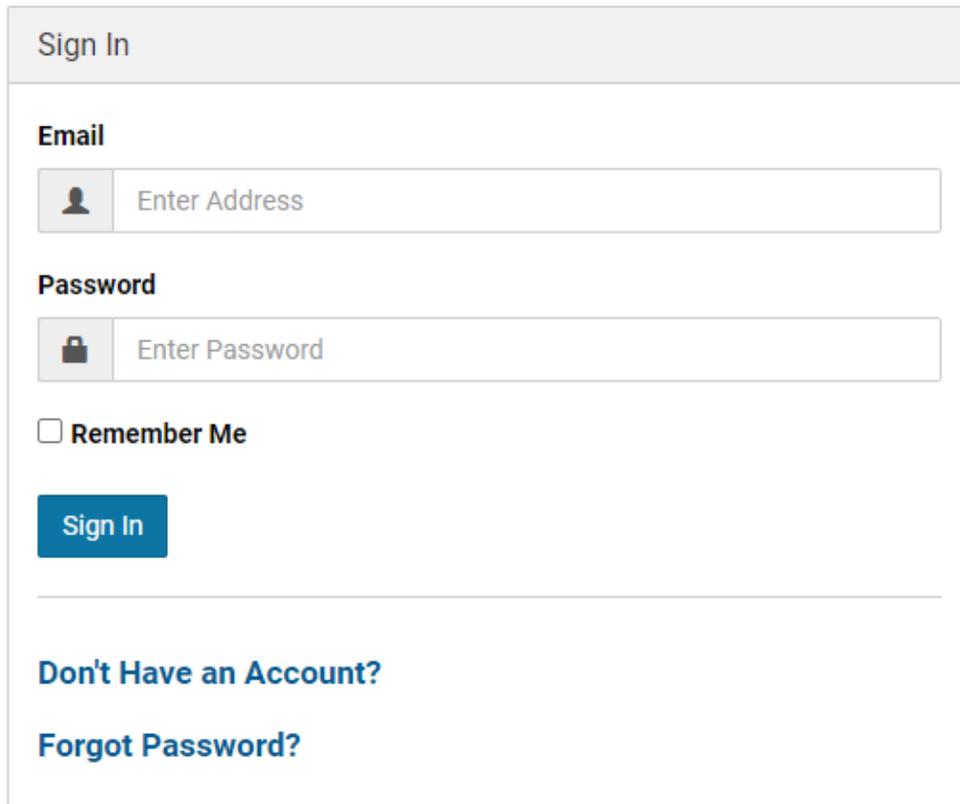
1. Visit <https://careers.clarington.net/>. Click the **Log In** button on the right side of the page.



Welcome

Log In

2. Click on the Don't Have an Account? link.



Sign In

Email

 Enter Address

Password

 Enter Password

Remember Me

Sign In

Don't Have an Account?

Forgot Password?

3. Fill in the required information and click Create.

Create Account

Email *

Password *

Confirm *

First Name *

Last Name *

4. Complete all required fields under the Personal Information tab. If you wish to have your resume on file, you may upload it now. This is not required when creating your account. Please note: when you apply for a specific position, you will need to upload and attach your resume to each job application.

Personal Information

Education and Training

Employment History

Skills

Complete

Personal Information

Resumé

Resumé File: (.pdf, .doc/x, .zip, .mp4)*

Browse

Personal Information

Email

jaynedoe@hotmail.com ([Change Your Email Address](#)) ([Update your Password](#))

First Name *

Jayne

Middle Name

Last Name *

Doe

Address 1 *

Address 2

City *

Province / State *

Country *

Postal Code / Zip *

Cell Phone *

Home Phone

Work Phone

5. If you wish to provide additional information, complete the Education and Training, Employment History and Skills sections. These are not mandatory fields for creating your profile or applying for a position, and you can update your profile at any time.
6. Once you are done, click Complete.

Personal Information

Education and Training

Employment History

Skills

Complete

- Carefully read all sign-off information. Click the Sign button to create a digital signature, then submit.

06/21/2021 12:23 PM

- Congratulations! You have successfully completed your profile. You are now ready to apply for jobs in Clarington.

 Successfully updated profile

Please note: as the system updates to newer versions, the steps identified in this document may change.