



Applying to VCC Careers

Updated April 19, 2018



www.vcc.ca

Thank you!



We appreciate your interest in VCC. This document was intended to guide you through the application process.

If you encounter any issues while following the application process, please feel free to email hrcentral@vcc.ca for assistance. Thank you.

Step 1

Creating an Application

Step 2

Finding a Posting

Step 3

Applying for a Faculty Position

Applying for a Support Staff or Administrative Position

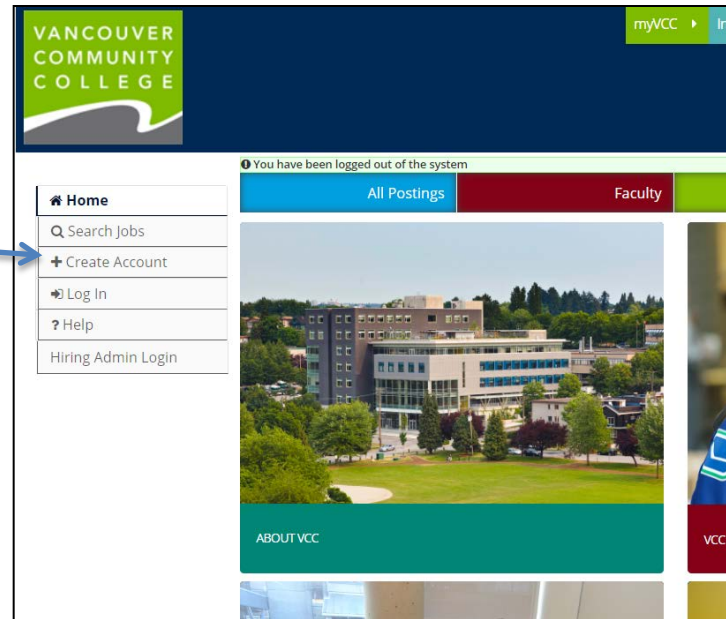
Creating an Application



Head to careers.vcc.ca!

Creating an Application

Click Here!



Click the “Create Account” button on the left side of your screen.

Creating an Application

Create an Account

Please provide the requested information below to create your account. You must have an account to apply to open positions.

Create account

Log In with LinkedIn

Or Log in to your account

1. If you have never created an account on our new Careers website, click here!

2. If you have a LinkedIn account, click this button and provide your LinkedIn email and password

3. If you've created an application before you can click here to login (Skip to page 8)

*Please note that applications created before July 17th, 2018 will no longer exist.

Creating an Application

Create an Account

Please provide the requested information below to create your account. You must have an account to apply to open positions.

Save time and upload your resume to prefill sections of your application.

[Upload Your Resume](#)

Login Information

* Username

* Password

* Password Confirmation

First Name

Last Name

* Email

Fill in your information!

* You can upload your resume now or at a later stage.

After you're done, click here:

[Create account](#)

Finding a Posting

All Postings

Faculty



Support Staff

Administrators

Click on the appropriate Employment group that best suits the type of employment you are looking for!

Finding a Posting

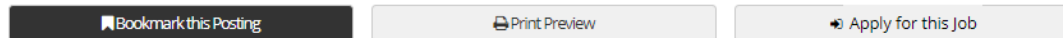
View Results (3)

	Posting Number	Department	Employment Group	Location	Posting Close Date
Aboriginal Advisor 	18AC0038	INFORMATION TECHNOLOGY	Support Staff (CUPE)	Broadway	07/05/2018
View Details	Bookmark				
Instructor Practical Nursing 	18FA0030	PRACTICAL NURSING	Faculty	Broadway	07/05/2018
View Details	Bookmark				

Click on the job you would like to apply to.

Applying to a Posting

Aboriginal Advisor



Position Details

Position Information

Posting Number	18AC0038
Title	Aboriginal Advisor
Pclass #	SS164 Aboriginal Advisor
Job Summary	This position is responsible for providing assistance in identifying, enhancing and developing programs and services that meet the needs of Aboriginal students.
Job Duties/Responsibilities	<ol style="list-style-type: none">1. Provides academic, financial and cultural support services to Aboriginal students that include pre-admission/admission planning and support, education and career planning and transition assistance.2. Advises, supports and informs Aboriginal students on a wide range of courses, programs, admission information and appropriate support services. Assists in the development of realistic, complete and appropriate educational plans that meet the students' educational and career goals.3. Represents and promotes the College through liaisons with First Nation's communities and organizations and participation in community events.4. Supports proactive planning and development of students for retention/completion.5. Maintains good communications and effective working relationships with all stakeholders and acts as a liaison between students and band/tribal/community agencies, College programs and other services.6. Assists students who have learning challenges by coordinating appropriate support.7. Organizes and participates in community-based marketing on behalf of the College. Provides informational workshops on skills training specific to Aboriginal learner needs.8. Maintains records of duties and activities for learners and provides regular reports with the goal of continuous improvement of student-centered services.9. Organizes cultural workshops with the College and Consortium Elders.10. Plans, develops and implements Community needs-based programs.11. Performs other related duties as required.

Click on the "Apply for this Job" Button

Applying to a Posting

General Information

* Are you legally entitled to work in Canada?

If you are on a valid temporary work permit, please indicate the expiration date.

* Have you ever worked or studied at VCC?

If yes, please provide your Student or Employee ID Number

* Are you a current member of VCC's CUPE Support Staff?

(To be considered an internal member, you must be either a casual, temporary or permanent CUPE support staff employee and have completed 425 hours of service)

* Are you over the age of 19?

Fill in any blank boxes with the correct information.
The information will be saved for later use.

Applying to a Faculty Posting

Skip to page 17 if you are not applying for a Faculty Position

Application for Instructor Practical Nursing: Educational History

Please ensure you include your highest level of Education. The information in this section may be used to determine your salary. Should you be selected for an interview, you will be asked to bring in original credentials and/or sealed transcripts to validate the information provided.

Required fields are indicated with an asterisk (*).

Educational History

Add Educational History Entry

Read the instructions provided and click the “Add Educational History Entry” button

Applying to a Faculty Posting

Skip to page 17 if you are not applying for a Faculty Position

Educational History

School Name	<input type="text"/>	*
School City	<input type="text"/>	*
School Country	<input type="text" value="Please select"/>	
School Date Attended From	<input type="text"/>	
School Date Attended To	<input type="text"/>	
Area of Study	<input type="text"/>	*
Degree Type	<input type="text" value="Please select"/>	*
Date Degree Received/Completed	<input type="text"/>	
<i>(leave blank if not yet completed)</i>		
<input type="checkbox"/> Remove Entry?		

Fill in the information.
The * indicates required fields.

You can add additional entries by clicking on the “Add Educational History Entry” Button

Add Educational History Entry

VANCOUVER
COMMUNITY
COLLEGE

Applying to a Faculty Posting

Skip to page 17 if you are not applying for a Faculty Position

Provincial Instructors Diploma

Do you currently possess a Provincial Instructors Diploma?

If Yes, please provide the date you received the PID (Please note, you will be required to submit a sealed transcript to verify completion)

If No, Please specify if you have any of the following.

If other, please specify

<< Prev

Save changes

Next >>

Fill out the additional information requested and press "Next"

Applying to a Faculty Posting

Skip to page 17 if you are not applying for a Faculty Position

Application for Instructor Practical Nursing: Employment History

Related Teaching or Work Experience Should you be selected for a position within the VCC Faculty, the information here will be used to determine your salary.

Employment History

Add Employment History Entry

Read the instructions provided and click the “Add Employment History Entry” button

Applying to a Faculty Posting

Skip to page 17 if you are not applying for a Faculty Position

Employment History

Company/Institution Name	<input type="text"/>
Start Date	<input type="text"/>
End Date	<input type="text"/>
Job Title	<input type="text"/>
Duties	<input type="text"/>
Number of hours worked per week	<input type="text"/>
<input type="checkbox"/> Remove Entry?	

Fill in the information.

You can add additional entries by clicking on the “Add Employment History Entry” Button

Then press “Next” to continue

Add Employment History Entry



Applying to a Posting

Add Required Resume

Add Required Cover Letter

<< Prev

Documents Needed To Apply ▼

Go



Click on "Add Required Resume"

Applying to a Posting

Name:

Resume 07-04-18 14:15:52

Description (optional):

File to Upload:

No file chosen

Alternatives

[Write Resume](#)

[Use Previously Uploaded Resume](#)

You have two options to provide your resume:

1. Upload a PDF copy of your resume by pressing the “Choose File” button
2. Click on the “Use previously Uploaded Resume” to find an old resume you had uploaded into the system for use

Applying to a Posting

[Return to Application](#)

	Name	Description	Date Added
<input checked="" type="radio"/>	Resume 02-15-18 13:19:11		Thursday February 15, 2018 01:19:24 PM
<input type="radio"/>	Resume 04-11-18 12:27:01		Wednesday April 11, 2018 12:27:08 PM

Alternatives

[Upload Resume](#)

[Write Resume](#)

Add to my Application

If you chose to use a previously uploaded resume, click on the correct resume and press “Add to my Application”

Applying to a Posting

[Return to Application](#)

	Name	Description	Date Added
<input checked="" type="radio"/>	Resume 02-15-18 13:19:11		Thursday February 15, 2018 01:19:24 PM
<input type="radio"/>	Resume 04-11-18 12:27:01		Wednesday April 11, 2018 12:27:08 PM

Alternatives

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Applying to a Posting

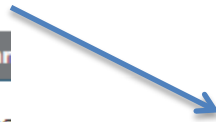
Add Required Cover Letter

Document Type	Filename
Required Resume	Resume

<< Prev

Documents Needed To Apply ▼

Go



Next Click "Add Required Cover Letter"

Applying to a Posting

Name:

Cover Letter 07-04-18 14:31:29

Description (optional):

File to Upload:

No file chosen

Alternatives

[Write Cover Letter](#)

[Use Previously Uploaded Cover Letter](#)

You have two options to provide your resume:

1. Upload a PDF copy of your resume by pressing the “Choose File” button
2. Click on the “Use previously Uploaded Cover Letter” to find an old Cover Letter you had uploaded into the system for use

Applying to a Posting

Application for Aboriginal Advisor [Edit this Application](#) | [Print Version](#)

Certify and Submit

✔ Personal Information

For security purposes, this system automatically logs you off when it senses no pages of the application by selecting the page from the dropdown menu and c

Contact Information

First Name	Jeff
Middle Name	
Last Name	Sung
Preferred Name	
Address1	505 East Broadway
Address2	
City	Vancouver
Province	BC
Country	Canada
Postal Code	v5t4v5
Primary Phone	7788376165
Secondary Phone	
Extension	
Email	dsf@dfa.com

Review the information and click the “Certify and Submit” button

If you see the red notification, please go back and review the information provided as you may have missed something.



Your application is incomplete.

One or more sections have invalid or incomplete responses. for more details.

✘ Personal Information

Applying to a Posting

Certification

I hereby certify that the information in this application and/or attached resume is accurate and complete, and that any misrepresentation is sufficient cause for dismissal from or denial of employment with Vancouver Community College. Please be advised that if you apply for a position and then choose to withdraw your application, the information you have provided will remain on the system as a withdrawn application. The information you provide is used to determine suitability for employment as well as for related administrative and statistical reporting. It is collected under the authority of the College and Institute Act. Personal information is protected under the Privacy Act and is held in the Human Resources personal information bank. You may be given access to, request correction of, or have a notation attached to the information about yourself. For more information, please contact Human Resources. By electronically submitting this application, I agree to these conditions.

I certify that I have read and agree with these statements.

Please enter your initials to verify your identity.

Submit this Application or Return to

Application

1. Please read the certification carefully,
2. Click on the small box besides "I certify..."
3. Enter your initials
4. Press the "Submit this application box to complete the process

Applying to a Posting

i Your Application has been submitted.

You have successfully submitted your Application.

Your confirmation code is

CN00000335

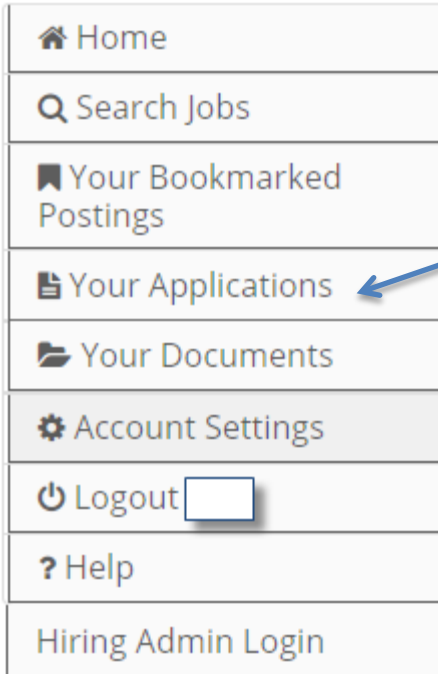
Thank you for your interest in this position. The screening and selection process is currently underway a Resources representative will contact you directly should you be shortlisted.

[View Your Completed Application](#)

[Continue Your Posting Search](#)

You will see this page appear along with an email sent to you to confirm that the application was submitted successfully. If you do not receive an email, please email hrcentral@vcc.ca for verification

Applying to a Posting



You can review your application by clicking the “Your Applications” Button on the Left hand side of the screen.

Please note that you will only be contacted by VCC if you have been selected for an interview.

Thank you again for applying to VCC.