

Frequently Asked Questions

Please read the following Q&A's before contacting our recruitment center.



1. How do I apply? Prior to applying please disable all pop up blockers. To create an account, you must have an email address. If you do not have an email you can obtain a free email account through Google mail or Yahoo mail. Once you have created your account, you will be able to complete an online application.

To apply for a position, please click on "Apply Online" under the Careers heading. Choose the criteria you would like to search for your desired position. Once selected, review the Job Description and then click on "Apply Online". Please complete the application in its entirety. A confirmation email will be sent to the email address provided to verify receipt.

2. I forgot my password. What should I do? You can request to retrieve your user name and password by clicking on this link, <https://www.healthcaresource.com>. It will direct you to a separate log in area in which you can request to receive your password immediately or have it emailed to your personal email account.

3. How can I apply if I don't have access to a computer at home? If you do not have access to a computer, you can apply using our employment kiosks at one of the following sites: *Mercy Hospital, Sisters Hospital, Kenmore Mercy Hospital, Sisters Hospital, St. Joseph Campus, or The Administrative & Regional Training Center.*

4. I have previously applied online. Can I update my application? If your application has not been updated within 6 months, you should and can update your application. If you have submitted an application to a position and received a confirmation email, you will not be able to update. You can reapply for a position.

5. How do I know if my application was successfully received? Make sure you click "Save" and then "Submit" to activate your application. A confirmation email will be sent to the email address associated with your account. The email will contain the position that you applied to and a 5-digit Requisition Number. This confirms that your application was successfully submitted. Keep your number in a safe place for easy retrieval. All applications are reviewed by HR. Due to the volume of applications that are received you will be notified if further information is required.

6. I have applied for several positions and received an immediate response that I was not selected. What should I do? If you receive an email notification that you were not selected for the position, you are encouraged to continue applying for other positions for which you are qualified.

7. Will I be notified if I have an interview? Yes. If you meet the qualifications for the position, your application will be forwarded to the individual responsible for the position, and you will be notified to arrange the date and time of your interview.

8. Will I be required to show proof of education, certification and licensure? Yes. If you are applying to a Registered Nurse, Technician or Technologist position. You will be required to show original copies of your degree or transcripts of the highest degree obtained, required by the job.

9. Where can I obtain my transcripts? Please contact your school's registrar's office.

10. I am a current Catholic Health associate and applied to a union position. What is the process? Catholic Health reviews all internal applications during the internal posting period. Those applying that are within the current bargaining unit position will be considered first due to contract language and seniority. If no members within the bargaining unit have applied, Catholic Health will review all other internal associates.

11. Does Catholic Health require candidates to submit to drug screening process? Catholic Health is committed to a drug-free work environment. All job candidates of Catholic Health who have been offered a position will be required, as part of the pre-employment physical, to submit to a urine and hair follicle drug test.

12. How do I edit my application? Our system does not allow more than two applications to be submitted for one position.

To provide additional information to better assist us in determining your viability for the position, please visit www.chsbuffalo.org and follow the steps below:

- Go to the "Careers" tab
- Click "Apply Online"
- Locate the position you are interested in
- Click on the job title of the position
- Go to bottom and select "Click here to apply online"
- Enter your username and password
- Click on "Apply Now"
- Select the option "Copy"
- Click "Continue"
- Edit and provide any relevant/required information
- Save often and once complete submit