

# How To Apply at Catholic Health

Log on to: [www.chsbuffalo.org/careers](http://www.chsbuffalo.org/careers)

Catholic Health's online application process is **NOT** compatible with MAC products, Google Chrome or any smart phone. For best results, please use a laptop or desktop computer with Internet Explorer. Also, please turn-off your pop-up blocker.

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.

## Step 1

Click "Apply on Line" on the Careers page to begin viewing current job postings. Select your search criteria under job category, facility and job schedule and then click search. All jobs available within your search criteria will be displayed. If the search did not return any positions, then broaden the search. Example Broaden Search: Certified Nursing Assistant; Job Category, LPN/Nursing Support; Select a Facility, All; Select a Job Schedule, All.

If you still do not find any available positions in your area of interest, please join our Talent Network. To join, click the "Talent Network" button on the careers page and provide the required information. As a member of our Talent Network, you automatically receive timely and valuable insight into the most current opportunities at Catholic Health.

## Step 2

Once you find a job that you are interested in, click on the job title to view the full job description. It is critical that you review the job description to ensure that you meet the minimum qualifications.

## Step 3

At the bottom of the job summary page, there are two ways to apply. Note:

- If you are not a Catholic Health Associate, click the GREEN verbiage "Click Here to Apply Online"
- If you are a Catholic Health Associate, click the RED verbiage "Current Associates Click Here to Apply"

## Step 4

The applicant login page will appear. If it is your first time applying, click on first time user. If you have previously applied, enter your user name and password you created when first applying.

Note: If you have forgotten your password, click on forgot user name or password and it will be emailed to you or displayed on screen.

## Step 5

Applicant Profile Page, please fill out the entire applicant profile page. Make sure you fill out the

profile information page completely and then click "enter." On the applicant prefill page you can choose to "copy" information from a previously submitted application, upload your resume, or complete a brand new application.



Please save your username and password. To start the process of filling out the application, click the "Continue" button.

## Step 6

You will be directed to the employee information on a page called Employee Rights and Responsibilities under the family medical leave act (FMLA) and New York State Correction Law Article 23-A, Section 753 Licensure and Employment of Persons Previously Convicted of One or More Criminal Offenses. Once you have read through the information and you are ready to apply click "continue".

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## Step 7

Catholic Health Application for Employment

Please complete all the required fields in the application. It is mandatory that you include your applicable education, license, and certification to be considered for employment with Catholic Health. If you do not fill in the mandatory fields your application will not be accepted.

Please ensure the individuals listed for professional references are not friends or family members. It is imperative that you list professional individuals and that all contact information is accurate and up to date. Note: It is important to select "Save Often" while completing the application to save your progress. The application form is time sensitive and will time you out.

## Step 8

Resume

To cut and paste your resume:

- Highlight the text on the resume you want to copy.
- Press 'Ctrl C' to copy.  
(Hold down the Ctrl key and press C).
- Place the cursor in the RESUME box below.
- Press 'Ctrl V' to paste the information.  
(Hold down the Ctrl key and press V).

The resume format may appear different than your formatting, please note this is acceptable. You may edit your resume, after you have pasted it, if desired. Editing or submitting a separate resume is not necessary.

## Step 9

After completing the application information please be sure to complete:

- Candidates/Application Signature
- Read the "Summary of Rights Under the Fair Credit Reporting Act"

Click 'Submit'.

## Step 10

Complete the "Application Summary" page and then click continue.

## Step 11

COMPLETION OF THIS FORM IS STRICTLY VOLUNTARY

We are required to maintain records for our and request that you complete the information that applies to you. The information is confidential and will be used solely for statistical purposes. If you choose to complete the form, the information will not affect you being considered for employment opportunities for which you are qualified. If you prefer not to answer, check the appropriate boxes.

Once you complete the form click submit. The final screen will thank you for applying.



**Thank You  
for applying to  
Catholic Health.**