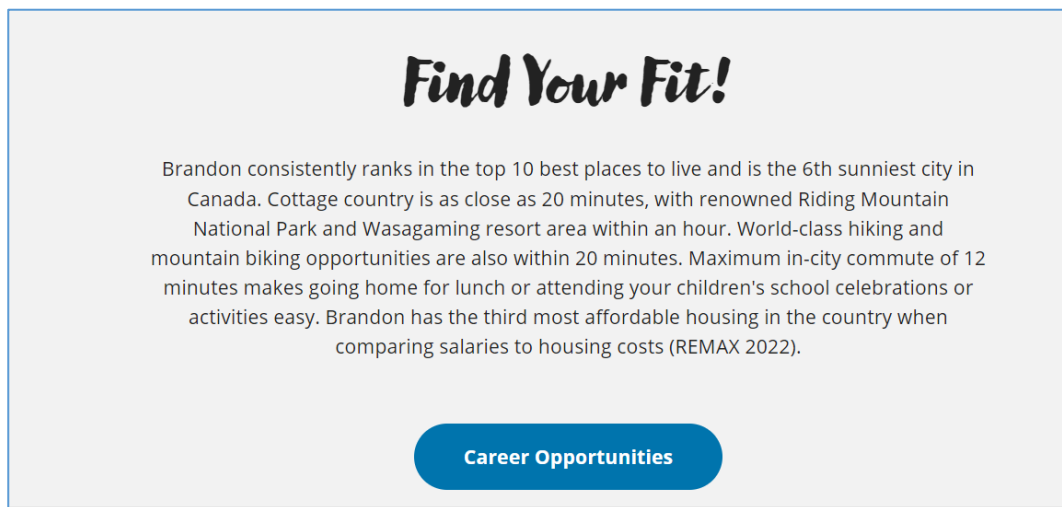
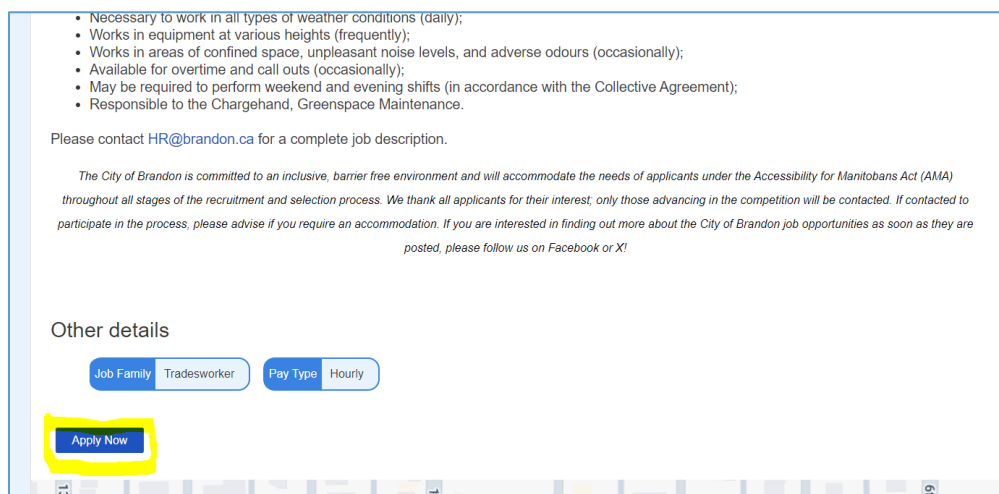


How to Apply for Jobs with the City of Brandon (External Applicants)

1. Go to the City of Brandon Job Bank. <https://jobbank.brandon.ca/>
2. Select 'Career Opportunities'



3. Select the position you want to apply for, scroll to the bottom of the listing. Then select **Apply Now**.



4. The website will now ask you to log in. Select “Create one now.” to make an account.



Sign In

Email*

Password*

[Forgot Password?](#)

Sign In

Don't have an account? [Create one now.](#)

5. Fill in your account information, and select “Create Account”.
(Ensure to confirm/activate your account through your email.)



Create Your Account

First Name* Last Name*

Email Address*

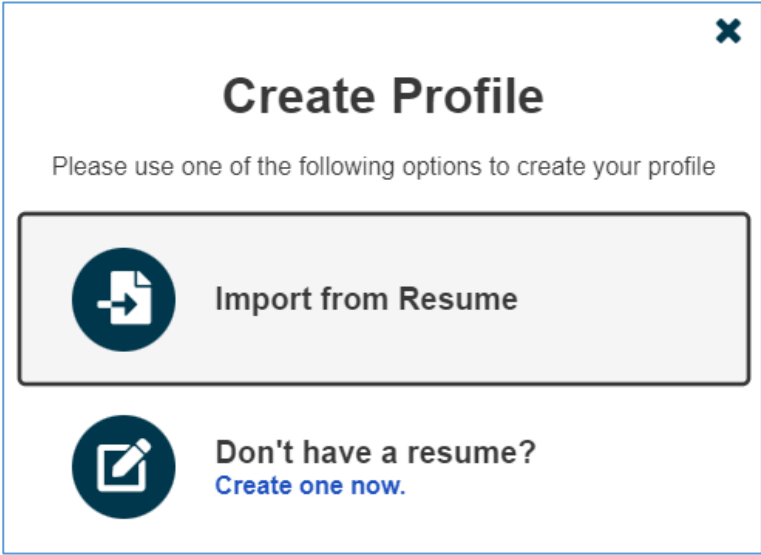
Confirm Email Address*

Password*

Confirm your password*

Create Account

6. Select “**Import Resume**”.

A dialog box titled "Create Profile" with a close button (X) in the top right corner. Below the title, it says "Please use one of the following options to create your profile". There are two main options: "Import from Resume" which features a circular icon with a document and an arrow, and "Don't have a resume? Create one now." which features a circular icon with a pencil and a document. The "Import from Resume" option is highlighted with a light gray background.

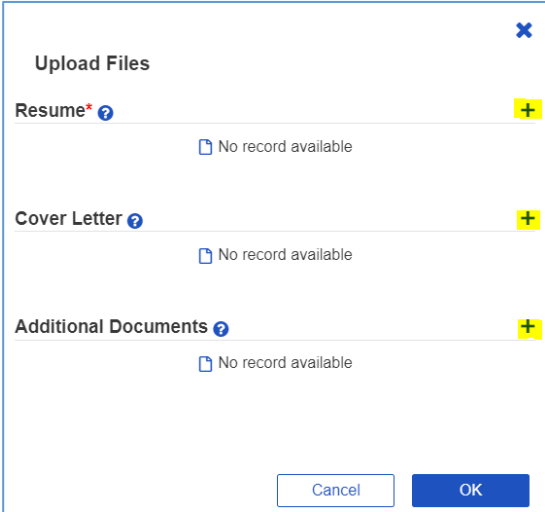
Create Profile

Please use one of the following options to create your profile

 **Import from Resume**

 **Don't have a resume?**
[Create one now.](#)

7. Select the “plus”  buttons next to **Resume**, **Cover Letter**, or **Additional Documents** to upload the required documents.

A dialog box titled "Upload Files" with a close button (X) in the top right corner. It contains three sections: "Resume*", "Cover Letter", and "Additional Documents". Each section has a plus (+) button in the top right corner and a "No record available" message below it. At the bottom, there are "Cancel" and "OK" buttons.

Upload Files

Resume*  
 No record available

Cover Letter  
 No record available

Additional Documents  
 No record available

8. Ensure to fill out any fields marked with a red Asterix (*). Once complete select next.

9. Fill out the hiring questionnaire, once complete select next.

Review Questionnaire Submit

Questionnaire - Additional Questions COB

1. Are you legally authorized to work in Canada?

☐ Yes
☐ No

2. What are your preferred pronouns?

3. Preferred Language

4. Previously employed by City of Brandon?

☐ Yes
☐ No

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation.

Cancel Previous Next

10. Review the candidate acknowledgement, and select the check box to agree with the terms, then click submit.

Review Questionnaire Submit

Submit Application

Please review the Candidate Acknowledgment statement below and confirm your acceptance using the displayed checkbox. When you're done, click the Submit button to complete your application.

Candidate Acknowledgement

To the best of my knowledge, the information included in my resume, cover letter and application is complete and accurate to the best of my knowledge and I understand that any misrepresentation or omission herein may result in the cancellation of this application.

☒ I Agree to the Candidate Acknowledgement

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Cancel Previous Submit