

## How To Apply For A Job On-Line

1. Under **Careers** (left panel) click on **Job Search**.



2. In the next window you can:

- **Browse Open Jobs** (shows all jobs)
- **Search Open Jobs** (shows job by category, location or job type)

The search results are displayed in the left panel.

A screenshot of the 'Search Open Jobs' page. The left sidebar shows 'You've Selected' with filters for Job Category (Management), Location (Northside Hospital Atlanta), Job Type (Full Time), and City (Atlanta). The main content area shows 'Job Search Results' with 2 positions available. A table lists two jobs: 'Coordinator Radiation Oncology Operations' and 'RN Clinical Research Manager'. A 'View Results' button is visible at the bottom.

Job Title	Location	Shift
<a href="#">Coordinator Radiation Oncology Operations</a>	Northside Hospital Atlanta	8:30a-5:30p
<a href="#">RN Clinical Research Manager</a>	Northside Hospital Atlanta	8a-4:30p

3. Click **View Results** to see jobs if you are using the category, location and/or job type pick lists.

4. Click on the appropriate *job title* to view the job details.

A screenshot of a job search results table showing 18 positions available. The table has columns for Job Title, Location, and Shift. The first few rows are 'Emergency Department RN' and the last row is 'Manager Emergency Department'.

Job Title	Location	Shift
<a href="#">Emergency Department RN</a>	Northside Hospital Cherokee	Varies
<a href="#">Emergency Department RN</a>	Northside Hospital Cherokee	7p-7a
<a href="#">Emergency Department RN</a>	Northside Hospital Cherokee	Varies
<a href="#">Emergency Department RN</a>	Northside Hospital Cherokee	7p-7a
<a href="#">Emergency Department RN</a>	Northside Hospital Cherokee	7p-7a
<a href="#">Emergency Department RN</a>	Northside Hospital Cherokee	3p-3a
<a href="#">Emergency Department RN</a>	Northside Hospital Cherokee	7p-7a
<a href="#">Infection Control/Employee Health Coordinator</a>	Northside Hospital Cherokee	Varies
<a href="#">Labor Delivery Recovery RN</a>	Northside Hospital Cherokee	7p-7a
<a href="#">Labor Delivery Recovery RN</a>	Northside Hospital Cherokee	7p-7a
<a href="#">Manager Emergency Department</a>	Northside Hospital Cherokee	8a-4:30p

5. View the job details and click **Apply for This Job** (located in the left panel).

Careers

- Browse Open Jobs
- Search Open Jobs
- Edit Your Profile
- Apply for This Job**
- share with a friend

**Location:**  
Northside Hospital Cherokee  
Canton, GA

**Job Type:**  
Full Time

**Shift:**  
8a-4:30p

**Travel**  
No

**Contact Person**  
Stephanie Walton  
**Req Number**  
21185

## Manager Emergency Department

Nursing [← back to search results](#)

### Job Description

At Northside, we realize that the care we deliver is only as good as the people who deliver it. Which is why when you work at Northside, we will care for your mind, body and spirit and help you find balance in all areas of your life. Just as we're passionate about caring for our patients, we're equally passionate about caring for the individuals who make up the Northside Hospital team. These are not just empty words, but our promise and our mission.

#### Join a team of the best

The best people. A more personalized work environment. A commitment to work and life balance. The best benefits and career advancement opportunities.

Our healthcare professionals are the best and we're not the only ones who think so. According to the people of Atlanta, Northside Hospital was awarded the Consumer Choice Award from the National Research Corporation, ranking number one in Best Nurses, Most Personalized Care, Best Accommodations/Amenities and Most Preferred Hospital in Atlanta for Overall HealthCare Needs.

At Northside, you'll join a team of the best healthcare professionals who take pride in providing superior care to the Atlanta community. Our staff is nurtured and supported the Northside way – innovative work/life balance programs, on-site educational opportunities and the sense of focus and camaraderie that you just can't find anywhere else.

- Continue to step #8 if you are a first time applicant and do not already have an account setup.
- Proceed to **Section II** if you are not a first time applicant and have forgotten your password.

**Note: You must have a valid email address to setup an account. If your email address is invalid or incorrect the system will not send you any job notification or confirmation.**

6. Under **Log In** click [Click here to create a new account](#). This will prompt you to submit your resume.

### Log In

Enter your e-mail address and password to log in to the Careers site if you have previously created a profile.

[Click here to create a new account.](#)

7. If you do not have an electronic resume type in all required information.

If you have an electronic resume you can copy/paste your resume in the **Resume** box. Once you paste your resume in the **Resume** box click on **Parse Resume**. Parsing your resume will populate some of the required fields.

**Short cut keys to copy/paste your resume:**

**Ctrl + C = Copy**

**Ctrl + V = Paste**

**Note:** All field with a **red asterisk (\*)** are required field. You must complete all required fields.

<b>Submit Your Resume</b>	<b>Resume</b>	<b>First Name</b>	<b>Last name</b>
<b>Required fields included:</b>	<b>Home Phone</b>	<b>E-Mail</b>	<b>Password</b>
	<b>Confirm Password</b>	<b>Secret Question</b>	<b>Secret Answer</b>

### Submit Your Resume

Job Title: ICU RN Full Time

- A duplicate record was found in the system.

[Click here to log in if you have already created a profile.](#)

(\*) Denotes a Required Field.

**\* Resume**  
Please copy and paste the text of your resume here. If you do not have an electronic resume, please type your qualifications and skills here. This will allow us to search your resume for key skills. You will also have the opportunity to upload a formatted resume on the next page. Please continue with the questions below.

Mary Test 3394 Test Street, Marietta, GA. 30066 4567	(678) 123- van.laing@northside.com
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SUMMARY OF EXPERTISE

Learning Specialist with background in HR and Information Technology has eighteen years of hands-on experience driving large-scale technology rollouts and delivering cross-

**Parse Resume**

Prefix

\* First Name

Middle Initial

\* Last Name

Suffix

Address

Address2

City

State

Postal Code

Province

**Required fields are missing:** If any required fields are not complete the system will displayed the missing information at the top of the page under **(\*) Denotes a Required Field**. You must complete the missing field before you can proceed.

### Submit Your Resume

Job Title: ICU RN Full Time

(\*) Denotes a Required Field.

**The record could not be saved because the following fields are required:**

**Resume**  
Please copy and paste the text of your resume here. If you do not have an electronic resume, please type your qualifications and skills here. This will allow us to search your resume for key skills. You will also have the opportunity to upload a formatted resume on the next page. Please continue with the questions below.

**First Name**  
**Last Name**  
**Home Phone**  
**E-mail:**

8. Select **Next** to proceed to the next page.
9. If you have an electronic resume to upload click **Browse > Upload** to upload your resume. If you do not have an electronic resume to upload click **Skip** to proceed to the next page.

**Upload Resume**

Upload File

To upload multiple files, follow these steps:

1. After browsing to your resume, click **Upload**.
2. Click your browser's **Back** button to return to this page.
3. Upload an additional file.
4. Repeat steps 1 to 3 to upload additional files.

10. Review the **Northside Mission & Quality Statement**
11. Complete all required questions (in blue fonts).
12. Enter your full legal name and the date you completed the application.

**Online Application**

(\*) Denotes a Required Field.

**NORTHSIDE HOSPITAL | ATLANTA · FORSYTH · CHEROKEE**  
 1000 Johnson Ferry Road, N.E., Atlanta, GA 30342-1611

**OUR MISSION AND QUALITY STATEMENT:**  
 We are committed to health and wellness of our community. As such, we dedicate excellence in providing healthcare of the highest quality. We feel strongly about hiring employees who embrace our philosophy of serving qualified people who meet these standards. Your application will be kept on file for this and future opportunities. In order to apply for positions online, please have an electronic copy of your resume and your demographic information and your resume you will be asked to complete:

- Type of Employment Desired
- Highest Level of Education
- Employment History (3 most recent)
- Licenses and Certifications (if applicable)
- References
- Applicant Statement
- Assessment questions specific to this Position

Thank you for your interest. Please click 'next' to continue.

**PERSONAL EMPLOYMENT INFORMATION :**  
 (Note: All required questions (\*) are in BLUE. You must answer all required questions.)  
 If you have been employed under any other name, including maiden name, please enter it here:

\* Were you referred to Northside Hospital by a current employee?

If Yes, please provide us with the employee's name.

\* Are you physically or otherwise able to perform the duties of the job for which you are applying with or without reasonable accommodations?

**APPLICANT'S STATEMENT:**

I understand that if I am hired, there will be a probationary period of ninety (90) calendar days from the date that I start work. I understand that even if I complete the probationary period, the Hospital has the right to terminate my employment at any time without notice or cause. I will also have the right to quit my employment at any time.

The information given by me in this application is true and complete. I agree that if the Hospital determines that any information is false, misleading or incomplete, I will be denied employment. If this is discovered after I am hired, it will be grounds for dismissal. Northside Hospital has my permission to investigate each of my references listed on this application. I hereby release the Hospital and any individuals or companies it may contact in investigating these matters from any legal action that may result from such investigation and release of information.

The Immigration Reform and Control Act of 1986 requires employers make certain that all new employees have legal permission to work and have proper identification. If I am hired, my employment may be terminated if I am not able to provide this information to the Hospital.

If I do not sign this agreement, my application is considered withdrawn.

I also understand that applications submitted electronically, via email or similar media, are not valid unless I enter my name in the signature field below and such action shall constitute an electronic signature.

I also understand that if I am offered employment, I will be required to submit to a medical evaluation, including drug screening. This is a normal part of the employment procedure and is required for all new employees.

\* Enter Full Legal Name:

\* Today's Date:

Thank you for completing this application form and your interest in employment with us. We would like to assure you that applicants are considered for all positions without regard to race, color, religion, sex, national origin, age or disability.

**Note:** All required questions or fields are in blue fonts. Your application is not complete until you have answered all required questions. Submitting an incomplete application may delay consideration for employment.

13. Complete and review the following sections on the next page (as applicable):

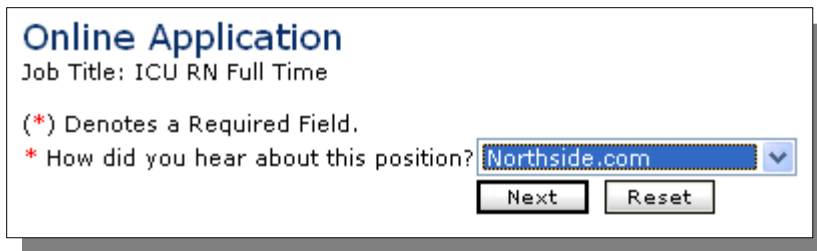
Personal Employment Information
Employment Desired
Education & Training
Nursing Applicants (applicable to nurses only)
Nursing Internship Applicants (applicable to nurses only)
Registration, Certification & Licensure
Specialized Clerical Training
Employment History
Professional References
Applicant's Statement

Required Fields under each section (You must answer all required fields to go to the next page.):

<p><b>Personal Employment Information:</b></p> <ul style="list-style-type: none"> <li>- Were you referred to Northside Hospital by a current employee?</li> <li>- Are you physically or otherwise <u>able</u> to perform the duties of the job for which you are applying with or without reasonable accommodation?</li> <li>- USA Citizenship Status</li> <li>- Are you authorized to work in the U.S.?</li> <li>- Will you now or in the future require sponsorship for employment visa status (e.g. H1B visa status)?</li> <li>- Are you at least 18 years old?</li> <li>- In case of emergency, indicate the person we should notify: Name Daytime phone number... Home Phone number...</li> <li>- Have you ever applied for a position at Northside Hospital before?</li> <li>- Have you ever worked at Northside Hospital before?</li> <li>- Do you have any relatives who are employed by Northside Hospital or who serve as members of its medical staff?</li> <li>- Have you ever been convicted or entered a plea of guilty or no lo contender for any criminal offense (excluding parking tickets) or are charges currently pending?</li> </ul>
<p><b>Employment Desired</b></p> <ul style="list-style-type: none"> <li>- Will you work on Saturday?</li> <li>- Will you work on Sunday?</li> <li>- Date available to work</li> <li>- Annual Salary expected</li> </ul>
<p><b>Education And Training</b></p> <ul style="list-style-type: none"> <li>- GED</li> <li>- High School Attended</li> <li>- City &amp; State</li> <li>- Did you graduate?</li> <li>- Name of Technical school: Did you graduate?</li> <li>- College or University Attended: Did you graduate?</li> </ul>
<p><b>Employment History</b></p> <ul style="list-style-type: none"> <li>- May we contact this employer? (Answer all 3 and enter previous employer information)</li> </ul>
<p><b>Applicant's Statement</b></p> <ul style="list-style-type: none"> <li>- Enter Full Legal Name</li> <li>- Today's Date</li> </ul>

14. Click **Next** to proceed to the next page.

15. Answer *how did you hear about this position*.



**Online Application**  
Job Title: ICU RN Full Time

(\*) Denotes a Required Field.

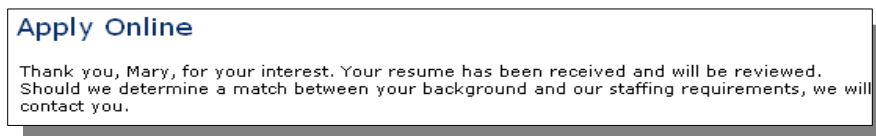
\* How did you hear about this position? Northside.com

Next Reset

16. Click **Next** to proceed to the next page to submit your application.

Some job postings have an additional assessment at the end of the application that you are required to complete. If there is an assessment the system will prompt you to answer the questions. Once you complete the assessment the system will submit your application.

17. You should see a “Thank You” message showing that your application/resume has been received.



**Apply Online**

Thank you, Mary, for your interest. Your resume has been received and will be reviewed. Should we determine a match between your background and our staffing requirements, we will contact you.

You should also receive an email from [recruiting-nonattended@northside.com](mailto:recruiting-nonattended@northside.com) showing that your application/resume has been received.

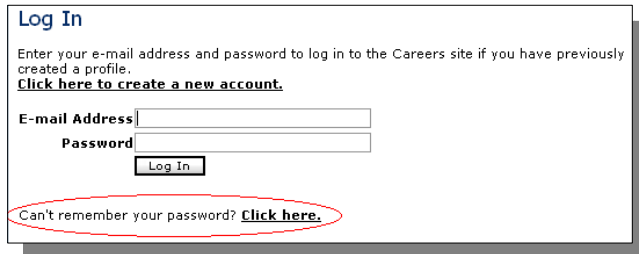
**Note:** You will not receive an email if you provided an invalid or an incorrect email address.

## Section II

Your account information is saved in the Northside system.

### Logging In

1. Select **Edit Your Profile** to login.
2. Enter your email address (make sure that your email address is valid).
3. Enter your password.



**Log In**

Enter your e-mail address and password to log in to the Careers site if you have previously created a profile.  
[Click here to create a new account.](#)

E-mail Address

Password

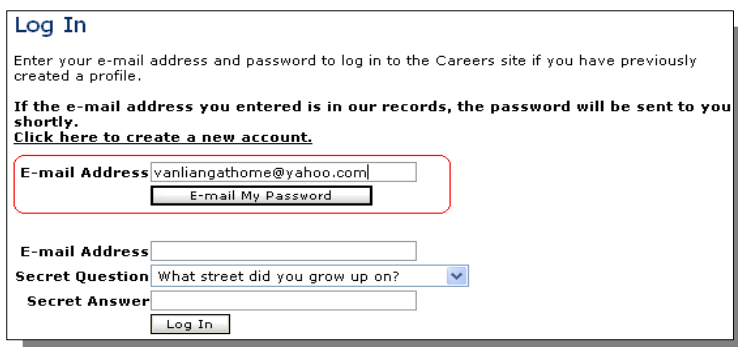
Can't remember your password? [Click here.](#)

### Forget Your Login?

If you should forget your password you have the option to:

- Email Northside for your password
  - Answer your secret question
1. To have your password email to you enter your email address in the top E-mail Address field then click **E-mail My Password**. A message is displayed showing that you have requested to have your password emailed to you (or)

**If the e-mail address you entered is in our records, the password will be sent to you shortly.**



**Log In**

Enter your e-mail address and password to log in to the Careers site if you have previously created a profile.

**If the e-mail address you entered is in our records, the password will be sent to you shortly.**  
[Click here to create a new account.](#)

E-mail Address

E-mail Address

Secret Question

Secret Answer

The email sent to you should come from [recruiting-nonattended@northside.com](mailto:recruiting-nonattended@northside.com) with subject showing "Your Account Details". Your password is included in the email.

2. You can also login using the **secret question** and **secret answer** (be sure to use the correct question and answer):

- **E-mail Address**
- **Secret Question**
- **Secret Answer**

Click **Log In**. This will take you into your account to complete the application.

The screenshot shows a 'Log In' form with the following elements:

- Log In** (Section Header)
- Enter your e-mail address and password to log in to the Careers site if you have previously created a profile.  
[Click here to create a new account.](#)
- E-mail Address** (Text input field)
- E-mail My Password** (Button)
- E-mail Address** (Text input field containing 'vanliangathome@yahoo.com')
- Secret Question** (Dropdown menu containing 'What street did you grow up on?')
- Secret Answer** (Text input field containing '●●●●●●●●')
- Log In** (Button)