

How to Apply for a Job Using Apply Hiring System

FACULTY OF LIBERAL ARTS
& PROFESSIONAL STUDIES



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How to Apply for a Job using Apply Hiring System

HOW TO APPLY FOR A JOB POSTING

1.1 APPLY FOR FIRST TIME FOR A POSTED JOB

This application allows you to apply for multiple job postings at a time and preserve some information: i.e., Personal Information, Curriculum Vitae, etc. If this is your first time using this system, please follow the steps below.

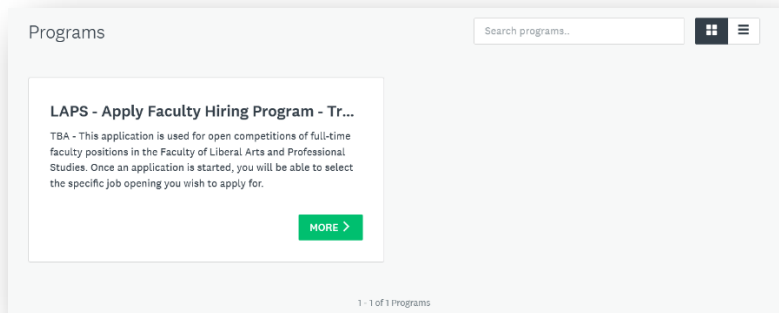
Note: If you have already applied for a job, you do not need to click on Apply button to access the application. You need to click on Login button to access your Dashboard with your applications.

1. Go to Apply Hiring System: <https://apply.laps.yorku.ca/>.

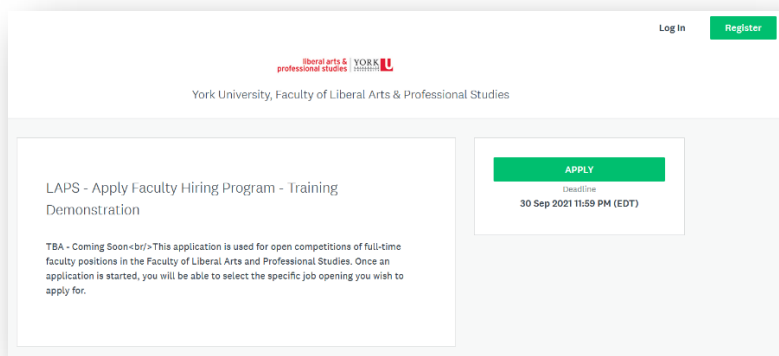


2. Find the Job Post.

Note: You can scroll down the page, you can use the search field, you can use pagination.

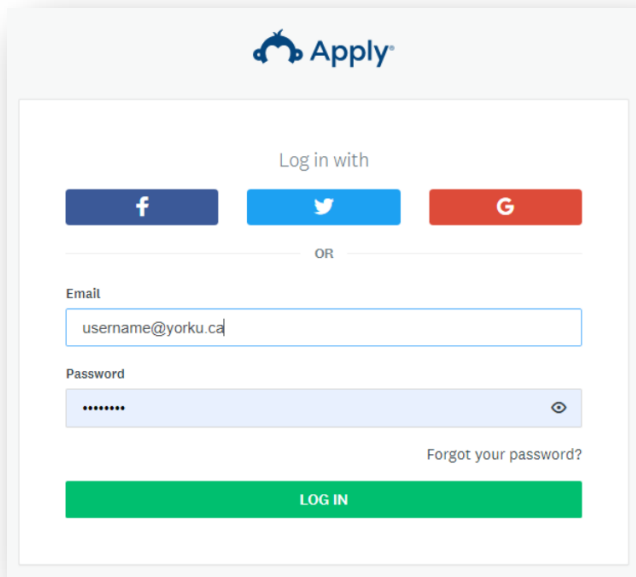


3. Click on **“More”** button.



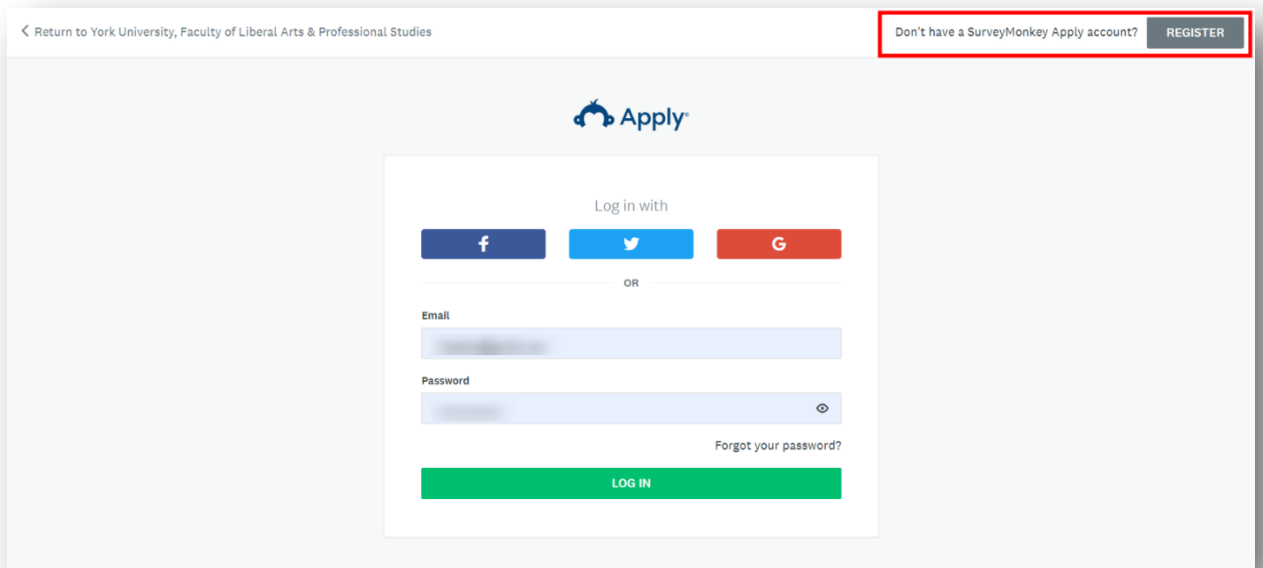
4. Click on **“Apply”** button.

Note: If you have clicked on Apply for this job posting before, you need to click on **“Login”** button to access your application. Clicking on **“Apply”** button again will create a new application for this job.

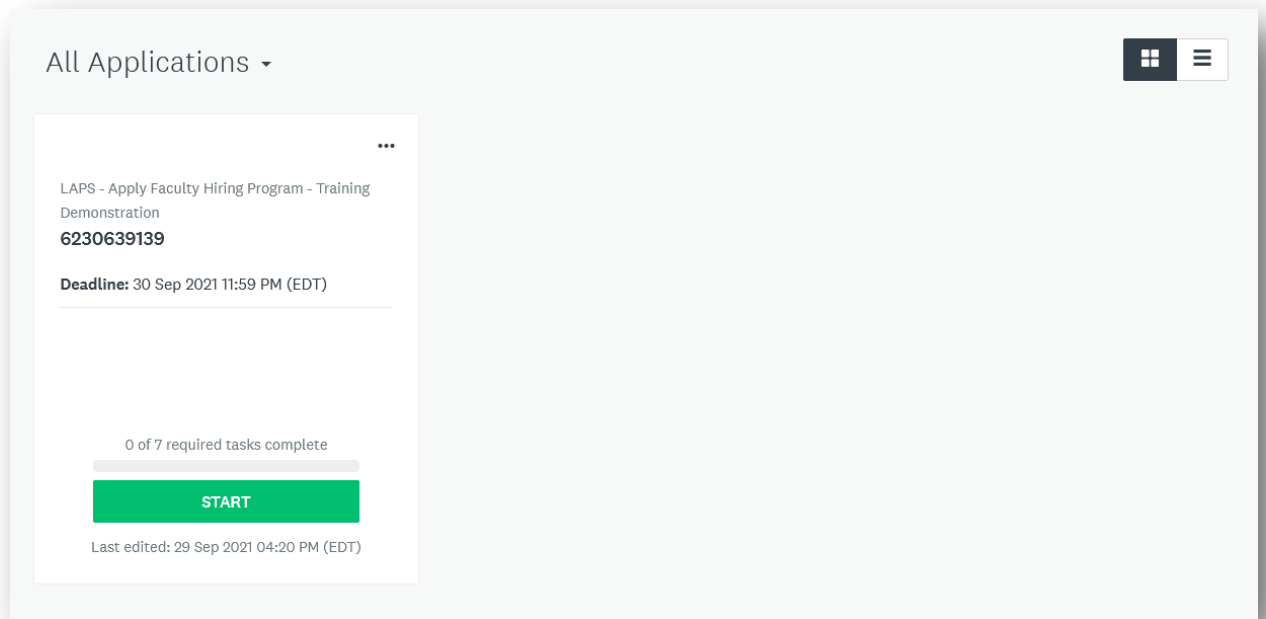


5. Enter your Email address and Password.

Note: If you have **never used** Apply Hiring System, you can sign in with the options (i.e., Gmail) or register by clicking on “**Register**” button in top right corner of your browser. If you **forgot** your password, then you can reset your password by clicking on “**Forgot your password?**” link and by following the steps emailed to your Inbox.

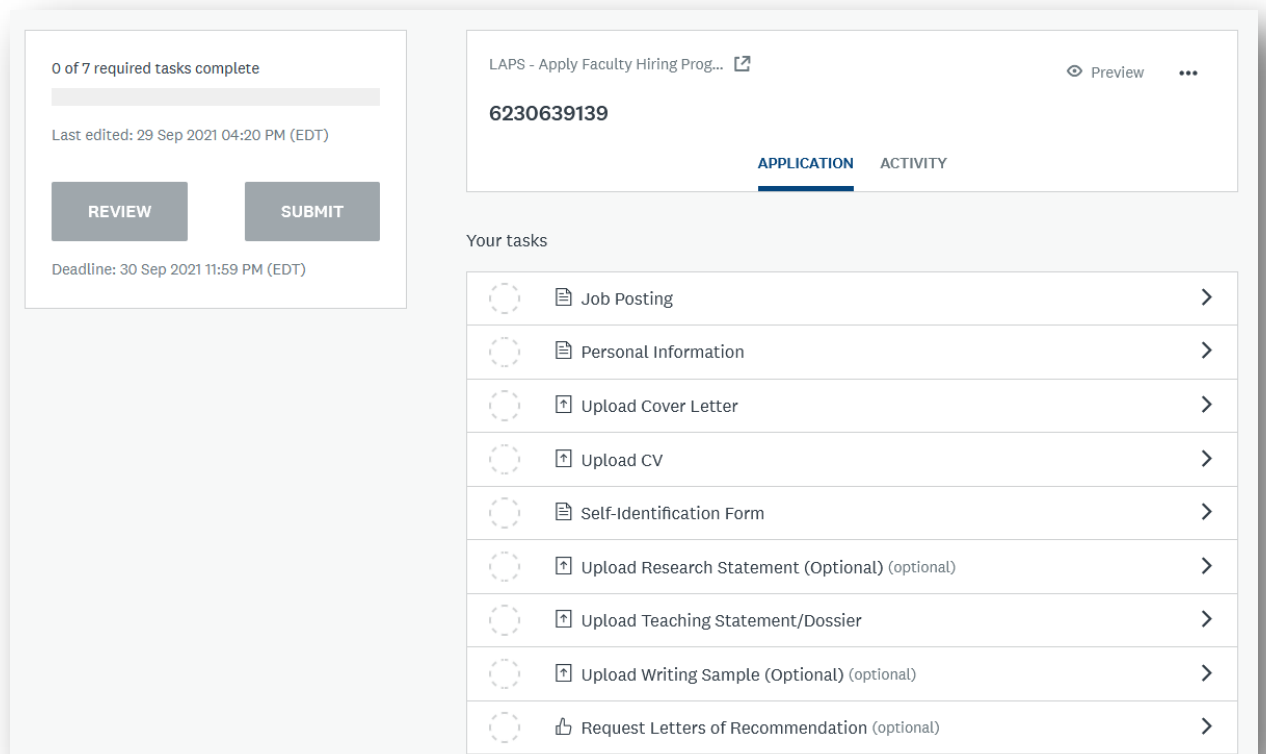


6. Click on “**Log In**” button.



- Click on **“Start”** button to enter required information.

Note: The optional tasks will have “Optional” word in the description of the task.



- Click on the task to enter information.

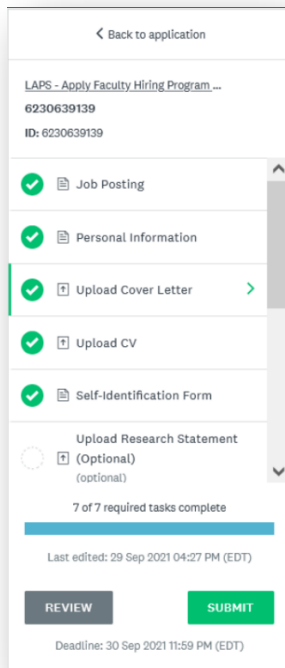
The screenshot shows the York University application portal. On the left, a sidebar lists tasks: Job Posting, Personal Information, Upload Cover Letter (highlighted with a green arrow), Upload CV, Self-Identification Form, and Upload Research Statement (Optional). The main area is titled 'Upload Cover Letter' and contains instructions: 'Signed letter of application outlining professional experience. PDF, Format only'. There is an 'ATTACH FILE' button and a 'Show accepted formats' link. A red box highlights the 'MARK AS COMPLETE' button in the bottom right corner.

- After information is entered, click on “**Mark as Complete**” button.
Note: Going back to the previous page or clicking on the other tasks will reset the entered information. You can always modify data before the submission.

The screenshot shows the York University application portal after the 'Upload Cover Letter' task has been completed. The sidebar now shows 'Job Posting' and 'Upload Cover Letter' with green checkmarks, indicating they are completed. The main area is titled 'Job Posting' and shows 'Completed 29 Sep 2021 04:24 PM (EDT)'. Below this, there is a prompt: 'Please select the job posting for which you are applying' with a dropdown menu showing 'York University Job Posting'. The progress bar at the bottom indicates '2 of 7 required tasks complete'.

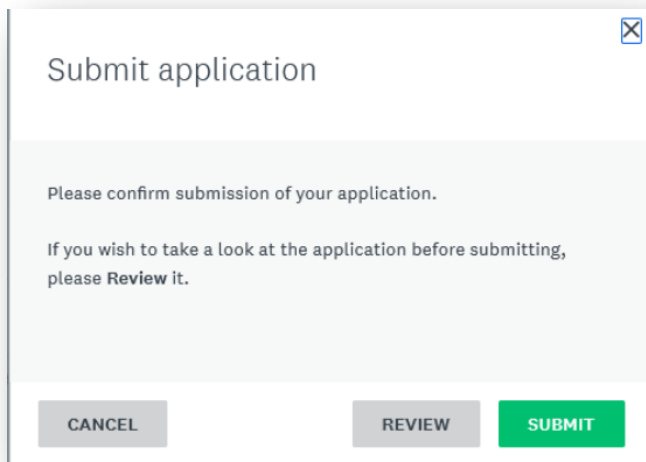
*Important: The completed tasks will have green checkmark. If all required tasks were provided, the “**Submit**” button will be enabled. You can review your application before the submission.*

10. Click on **“Submit”** button to apply for a job posting.



The screenshot shows a mobile application interface for the 'LAPS - Apply Faculty Hiring Program'. At the top, there is a 'Back to application' link. Below it, the program name and ID (6230639139) are displayed. A list of tasks follows: 'Job Posting', 'Personal Information', 'Upload Cover Letter', 'Upload CV', and 'Self-identification Form', each with a green checkmark icon. Below these is an optional task 'Upload Research Statement (Optional)' with a dashed circle icon. A progress bar indicates '7 of 7 required tasks complete'. At the bottom, there are 'REVIEW' and 'SUBMIT' buttons, and a deadline of '30 Sep 2021 11:59 PM (EDT)'.

11. Confirm your Submission by clicking on **“Submit”** button.



The screenshot shows a 'Submit application' dialog box. It contains the text: 'Please confirm submission of your application.' and 'If you wish to take a look at the application before submitting, please Review it.' At the bottom, there are three buttons: 'CANCEL', 'REVIEW', and 'SUBMIT'.

12. Congratulations! You have submitted your application. Click on **“Go to My Applications”** button, after you will get the confirmation of your submission.



Application Submitted!

Thank you for submitting your application.

[Go to My Applications](#)

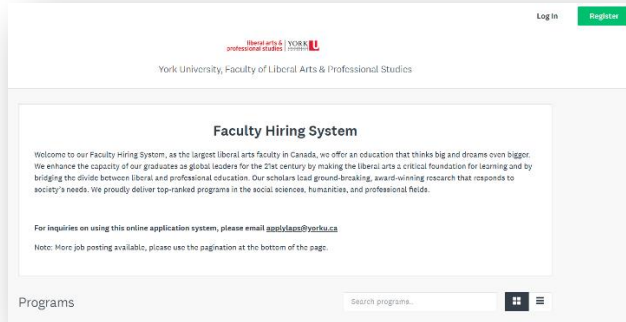
OR

[View more Programs](#)

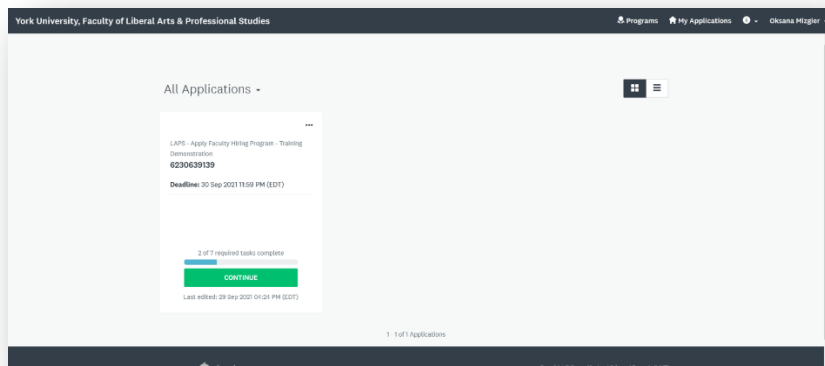
1.2 CONTINUE WITH EXISTING APPLICATION

To edit the existing open application before the submission, follow the steps below.

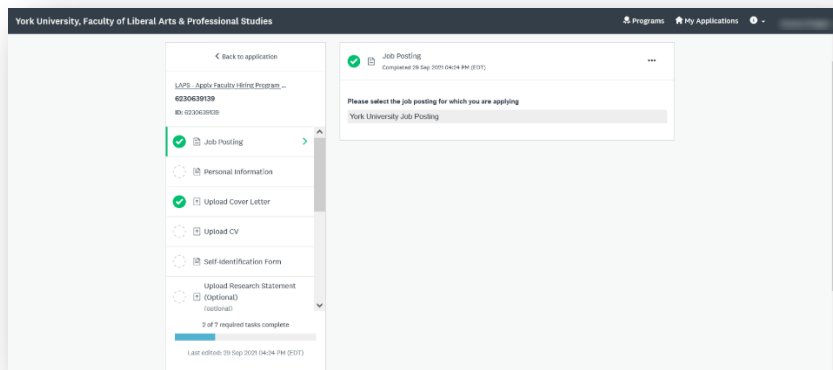
1. Go to Apply Hiring System: <https://apply.laps.yorku.ca/>.



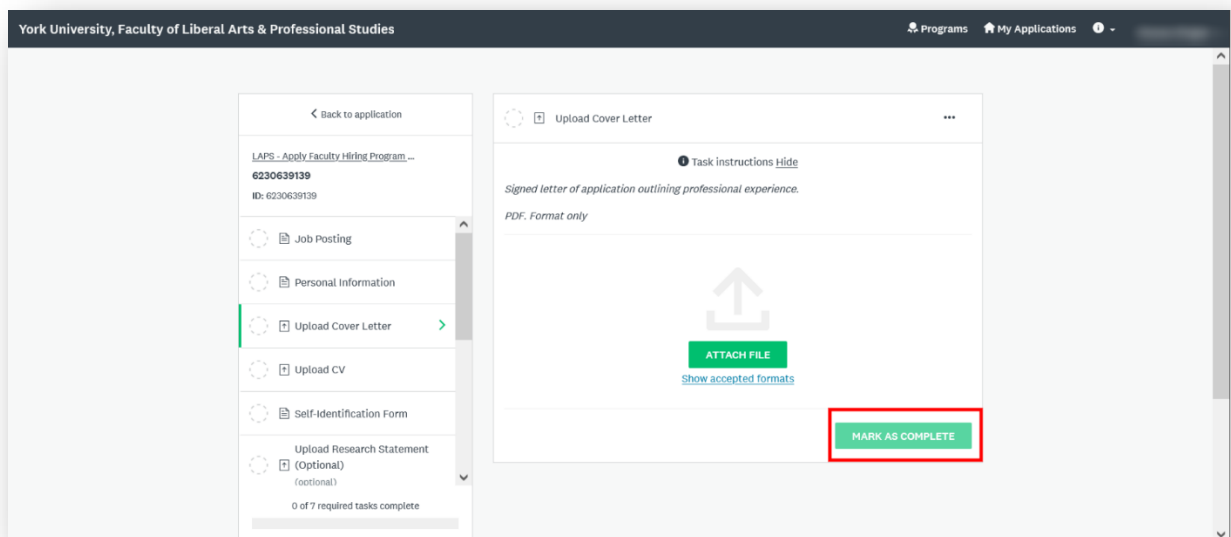
2. Click on **“Log In”** button in the top right corner.
Note: You will see all created applications: i.e. In progress and submitted.



3. Click on **“Continue”** button to add information to your application.



4. Click on the task to enter information.



5. After information is entered, click on “**Mark as Complete**” button.
 Note: Going back to the previous page or clicking on the other tasks will reset the entered information. You can always modify data before the submission.

York University, Faculty of Liberal Arts & Professional Studies

Programs My Applications

← Back to application

LAPS - Apply Faculty Hiring Program --
6230639139
ID: 6230639139

- ✓ Job Posting
- Personal Information
- ✓ Upload Cover Letter
- Upload CV
- Self-Identification Form
- Upload Research Statement (Optional) (optional)

2 of 7 required tasks complete

Last edited: 29 Sep 2021 04:24 PM (EDT)

Job Posting
Completed 29 Sep 2021 04:24 PM (EDT)

Please select the job posting for which you are applying

York University Job Posting

Important: The completed tasks will have green checkmark. If all required tasks were provided, the “Submit” button will be enabled. You can review your application before the submission.

- Click on “Submit” button to apply for a job posting.

← Back to application

LAPS - Apply Faculty Hiring Program --
6230639139
ID: 6230639139

- ✓ Job Posting
- ✓ Personal Information
- ✓ Upload Cover Letter
- ✓ Upload CV
- ✓ Self-Identification Form
- Upload Research Statement (Optional) (optional)

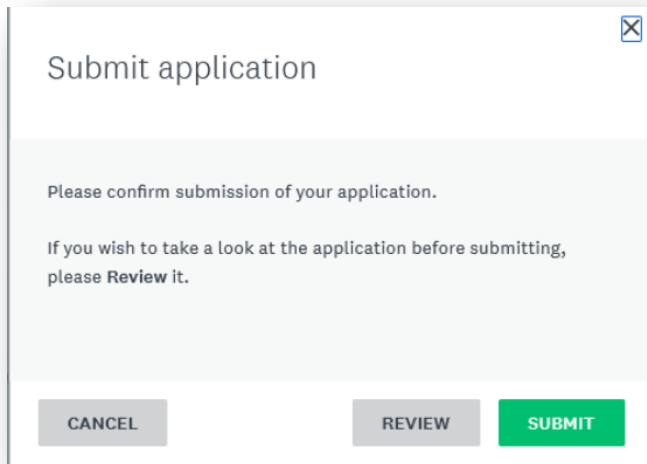
7 of 7 required tasks complete

Last edited: 29 Sep 2021 04:27 PM (EDT)

REVIEW SUBMIT

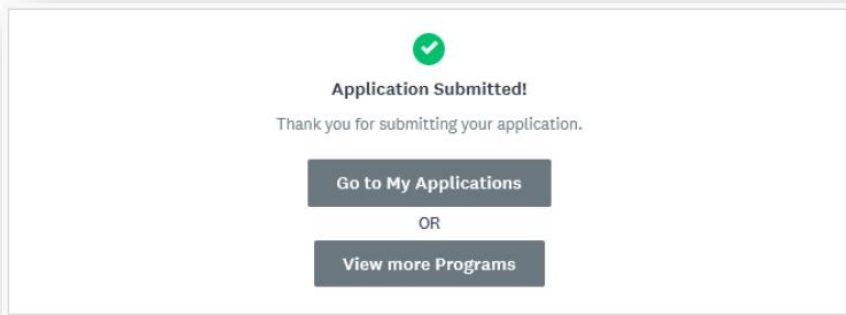
Deadline: 30 Sep 2021 11:59 PM (EDT)

7. Confirm your Submission by clicking on “**Submit**” button.



A dialog box titled "Submit application" with a close button in the top right corner. The main text area contains the following instructions: "Please confirm submission of your application." and "If you wish to take a look at the application before submitting, please **Review** it." At the bottom, there are three buttons: "CANCEL" (grey), "REVIEW" (grey), and "SUBMIT" (green).

8. Congratulations! You have submitted your application. Click on “**Go to My Applications**” button, after you will get the confirmation of your submission.



A confirmation screen with a green checkmark icon at the top. The text reads: "Application Submitted!" followed by "Thank you for submitting your application." Below this, there are two buttons: "Go to My Applications" and "View more Programs", separated by the word "OR".

LETTERS OF RECOMMENDATIONS

All job postings will require the applicant to provide the contact information of recommenders. This includes Full Name and the Email address of three recommenders. The applicant will have an option to add a customized message to the email that is going to be sent. When the contact information is provided, you can mark the task completed.

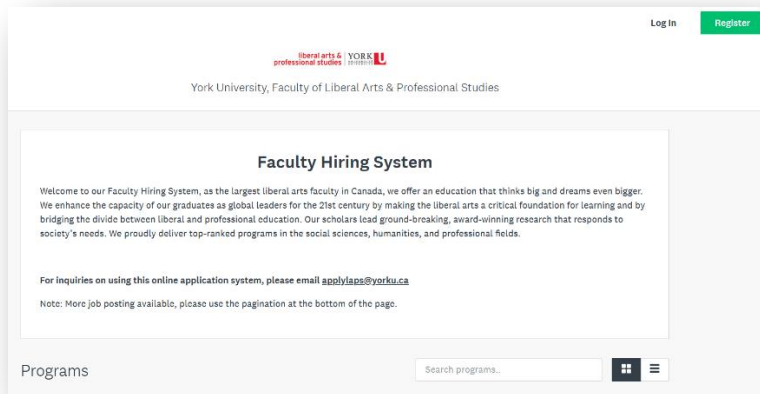
The recommenders will receive the email with the instructions asking them to provide a recommendation for a job by uploading PDF file.

The application will show if the recommendation was provided or not; however, the applicant will not be able to see the file.

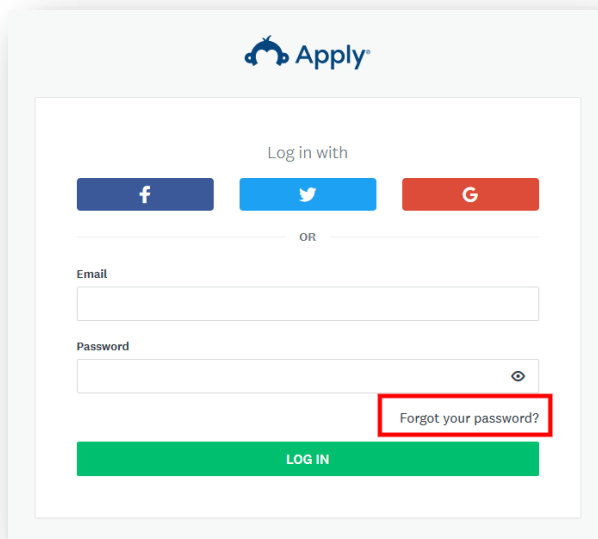
FORGOT YOUR PASSWORD

If you used Apply Hiring System before, your account already exist in our system. You do not need to create a new account. To reset the password, please follow the steps below.

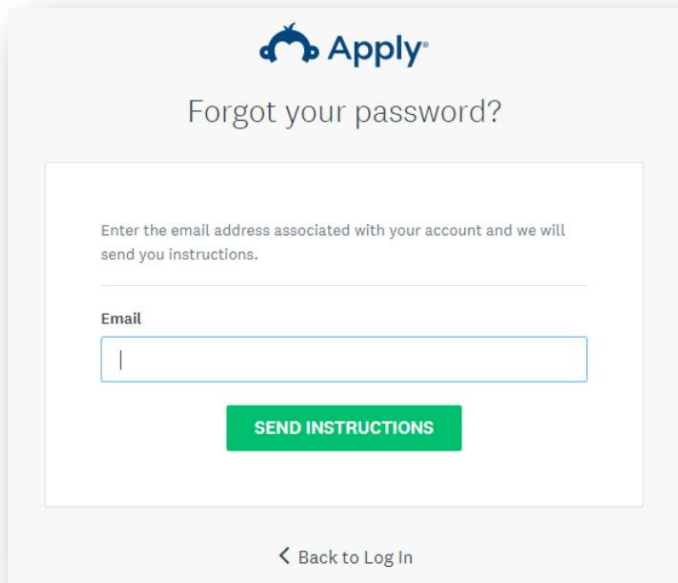
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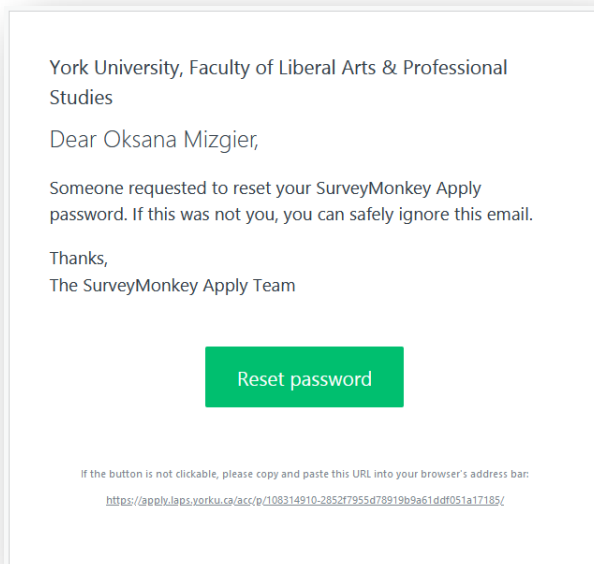
2. Click on “**Login**” button in the top right corner.
3. Click on “**Forgot your password?**” link to reset the password.



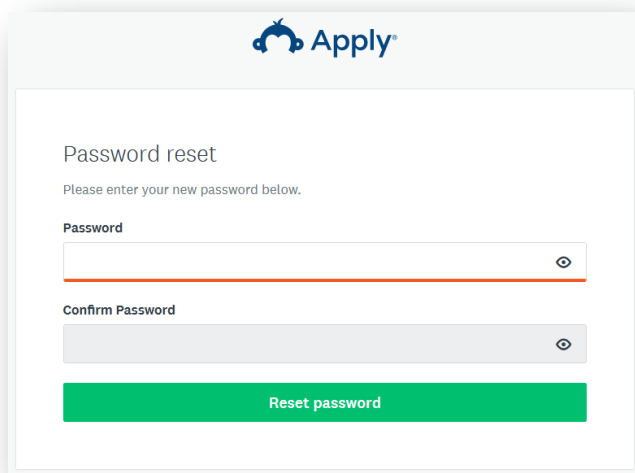
4. Enter your email.
Note: This is going to be your York University email address.



5. Check your email Inbox for the email from noreply@yorku.ca
Note: If you do not locate this email in your Inbox, check Other or Junk Folders.



6. Click on “Reset your Password” button.

A screenshot of a web form titled "Password reset" with the "Apply" logo at the top. Below the title is the instruction "Please enter your new password below." The form contains two input fields: "Password" and "Confirm Password", both with red borders and eye icons for toggling visibility. A green "Reset password" button is at the bottom.

Apply®

Password reset

Please enter your new password below.

Password

Confirm Password

Reset password

7. Create new password.
Note: The password should be 8 characters long. It should have one uppercase letter, one lower case later, one number and one special character (i.e., comma, period, exclamation mark, etc.).
8. Go back to main page to login to the system.