

# HOW TO APPLY

**My username:** \_\_\_\_\_

**My password:** \_\_\_\_\_

(Must be 8 characters, mixture of letters and digits.)

All of our current positions are listed on-line. You can search & apply to them directly at our website:

[www.wheatoniowa.org/employment](http://www.wheatoniowa.org/employment)

**To locate our job listings and to apply with an existing profile, follow these steps:**

Once at the Wheaton Franciscan Healthcare-IA Employment page, if you already have an account, sign in and use the filters on the left-hand side to select the criteria for the position you are looking for.

1. Click on the title of the position to learn more about it.
2. To apply, click on the "Apply" button.

**To create a new user account follow the instructions below:**

1. Create a username.
  - Enter an email address. (This will be the email linked to your application.)
  - Please verify the email is correct because it cannot be changed once profile is created.
  - Be sure to write it down so you don't forget it.
2. Create a password. Type this in both boxes.
  - Your password must be at least eight characters long using a mixture of digits and letters and cannot have 4 or more repeating characters.
  - Again, write this down so you don't forget it.
3. Click on "Create Account".
4. Complete the application by filling in the appropriate information.
  - Red asterisk boxes are required.
  - If any required fields are missing you will be directed to complete the field before moving to next page.
  - There are multiple pages to the application.
5. When finished completing a page, click the "blue arrow" at the bottom of the page.
  - If you missed any required fields, it will direct you to that point in the application for completion.
  - Complete the missing information and click the "blue arrow" again.
6. Review your application to make sure everything is correct.
  - If you need to change something, click on "edit" on the right-hand side of the section you want to make changes to.
  - Click the "blue arrow" when complete to move to the next page.
7. If you want to print your completed application, click the link that says "Download the completed form."
  - Then click the "blue arrow" to submit your application for review.

Your application has now been submitted to the system. Use the same profile to apply to any other position(s) in the Wheaton Franciscan Healthcare system.

**When you are done using the system, be sure to "Logout" so others are not able to access your personal information.** (To logout click arrow next to your name on the top right of the screen.)

Please feel free to browse our employment website to learn more about us and about some of the new exciting features on the career website including, checking your application status, notify me options, bookmarking jobs to review later and more!

**Recruitment Line 319-272-7339**