How to Apply:

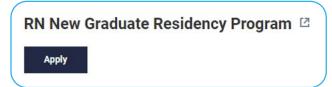


To apply to open positions at Denver Health, please complete the following steps:

- Visit us at <u>www.denverhealth.org/careers</u> or navigate from our main site <u>www.denverhealth.org</u> to the CAREERS icon on the right side of the page.
- From the Careers page, click on "Apply as an external candidate"

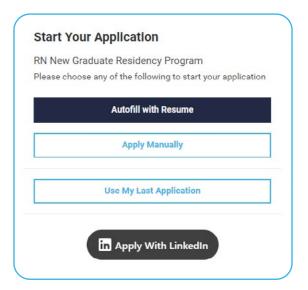


3. Browse jobs by keyword or by categories provided. When you've found a job that meets your qualifications and career goals, click the "Apply" button under the selected position.



- 4. To start your application, select one of the following options:
 - a. Autofill with Resume This option will prompt you to upload a resume in either DOC, DOCX, HTML, PDF, or TXT file format.
 - b. Apply Manually Select this option to

- manually fill in all required fields.
- c. Use My Last Application If you have applied in Denver Health's Workday system before, this option will pre-fill your new application based on your last application. (Note: We switched to Workday in April 2023. If your last application was prior to that, you will need to choose one of the other options.)
- d. Apply with LinkedIn This option allows you to login to LinkedIn and populate parts of your application automatically from your Linked In profile.



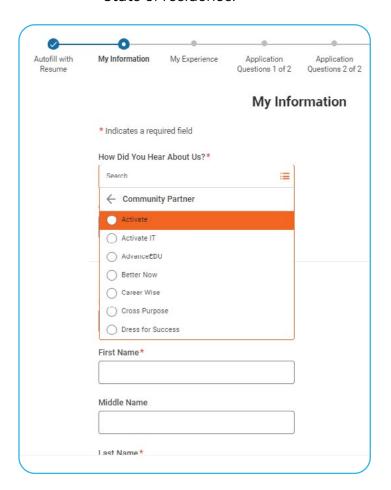
 Once you've selected your application method, you will be prompted to either sign in with your previous credentials or to create a new account.

Create Account	
Please create a candidate home account to st application. If you are a current Denver Health please click <u>here</u> to explore internal opportun	employee,
Password Requirements: A lowercase character An alphabetic character A minimum of 8 characters A special character An uppercase character A numeric character	
Email Address	
Password Verify New Password	
By creating a candidate account, I agree that r will be stored in Denver Health's system. I also receive recruitment communications from Der	agree to
Create Account	
Already have an account? Sign Ir	n
Forgot your password?	

6. After either accessing a prior account, or creating a new account, fill out all required sections:

a. My Information

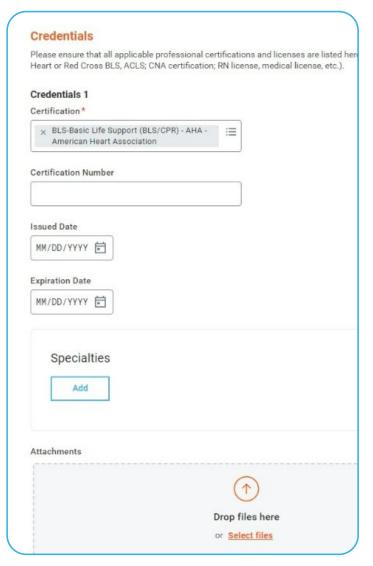
- . Please choose your referral source from the dropdown menu. If you were referred by an official community organization partnered with Denver Health, please select the organization's name from the "Community Partner" list.
- ii. In the Address section, please include a complete address with City and State of residence.





b. My Experience

i. Please add any/all active certification and license information into the "Credentials" section of My Experience. You can also upload any documentation related to your selected Credential in the "Attachments" box. If adding multiple Credentials, select "Add Another" at the bottom. Once all Credentials are added click "Save and Continue" to proceed.



- **c. Application Questions** Answer the questions provided.
- **d. Voluntary Disclosures** Answer the questions provided.
- **e. Self-Identify** Answer the questions provided.
- 7. Once all sections are filled, and the final review section has been completed to verify accurate information, click "Submit" to formally submit your application.
- 8. From here, you can keep track of your status in your candidate home account. Detailed instructions for doing so are available on our website: www.denverhealth.org/careers.

