

Attaching Documents to an Application

- 1. Prepare all required additional information, save it and have it ready to upload before clicking on “Apply Online”.**
- 2. Documents must be in PDF, .DOC, .XLS, .DOCX, .XLSX, .RTF, .ODF, .ODT, .ODS or .TXT format to be uploaded.**
- 3. Complete and submit the online application form. Note that attachments may be uploaded once the application has been completed and the “submit application” button has been clicked.**
- 4. Once the “submit application” button is clicked, a confirmation screen will appear indicating your applicant ID #, that your application was successfully submitted, and also allow you to upload attachments.**
- 5. Attachments may not be deleted once they are uploaded.**

If you have completed and submitted your application and need to add additional attachments to your application after logging off:

- Re-apply online using the same recruitment, User ID, and password**
- Click on the “I have read and accept the above conditions” check box**
- Click the submit application button**
- The fields for attachments will now be available**
- When you have attached your documents, click log off**
- You will have until the closing date of the recruitment to attach your documentation to your application.**

If you are still unable to attach documentation, verify that your documentation is in a supported file format: . PDF, .DOC, .XLS, .DOCX, .XLSX, .RTF, .ODF, .ODT, .ODS or .TXT