

## How to Apply for a Job:

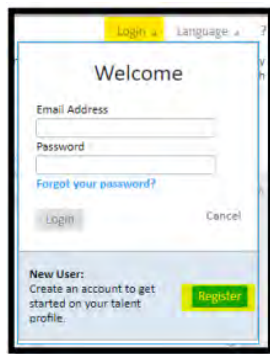
1. Visit [jobs.lifespan.org](http://jobs.lifespan.org) and search for a job that interests you.
2. Click on "View details & Apply".



3. Select "Apply" again.

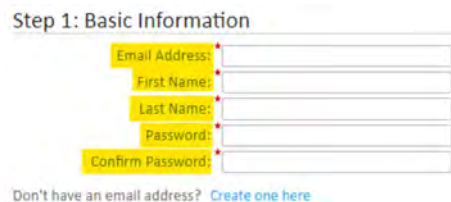


4. You will be prompted to either "Log in" or "Create an account".
  - o If you are a new user, click on "Register".



5. Complete the \* Step 1: Basic Information fields.

- a. Email Address – enter valid email address.
- b. First Name – enter **LEGAL FIRST NAME**
- c. Last Name – enter **LEGAL LAST NAME**
- d. Password/Confirm Password - case sensitive (**no repeated letters, numbers and/or symbols**)

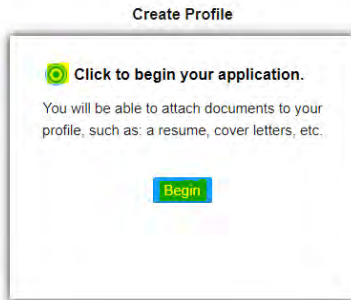


### Step 2: Answer the Security Question

#### Step 2: Security Question(s)

What is your mother's maiden name?

Step 3: Click on “Click to begin your application” and select “Begin”.



6. Complete all the fields below:

a. First Name – enter **LEGAL FIRST NAME**

b. Middle - enter **LEGAL MIDDLE NAME**

c. Last Name – enter **LEGAL LAST NAME**

d. Preferred First Name - enter **LEGAL FIRST NAME** **\*\*DO NOT ENTER NICKNAME or ABBREVIATIONS\*\***

e. Country – Select your home country (legal citizenship)

f. Address Line/City/State/Zip code – enter current residence

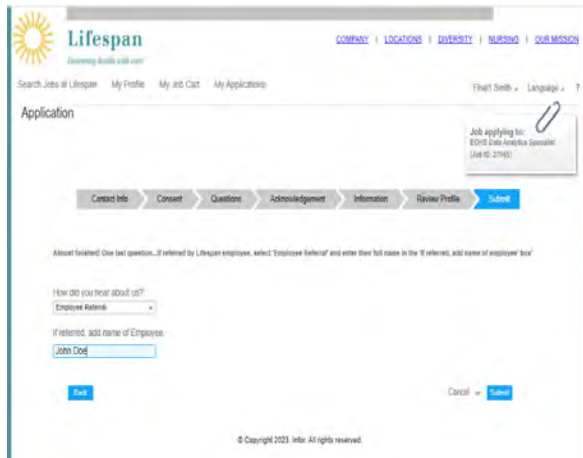
g. Primary Email – enter valid email used to create Lifespan Log In

h. Mobile Phone/Home Phone – enter current mobile and/or home phone # (Format: 000-000-0000). Check the box to indicate which phone # that is your preferred phone #.

i. Select “Continue”

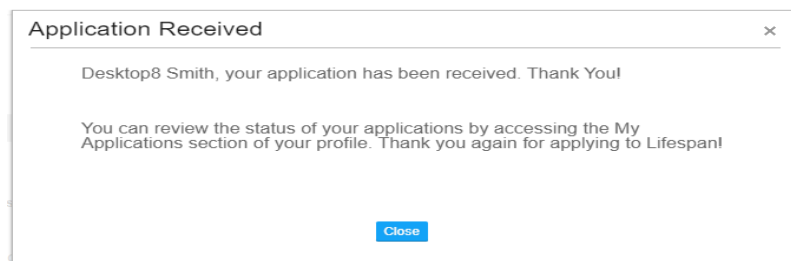
7. Continue with the rest of the application selecting each tab.

8. Once complete, click on submit



The screenshot shows the Lifespan application submission interface. At the top, the Lifespan logo is on the left, and navigation links for COMPANY, LOCATIONS, DIVERSITY, NURSING, and OUR MISSION are on the right. Below the logo, there are links for Search Jobs at Lifespan, My Profile, My Job Card, and My Applications. The user's name, Thel Smith, and a language dropdown are also visible. The main heading is "Application". A progress bar below the heading shows steps: Contact Info, Consent, Questions, Acknowledgement, Information, Review Profile, and Submit. The "Submit" step is highlighted in blue. A note on the right says "Job applying for: EICM Data Analytics Specialist (Job ID: 27193)". Below the progress bar, there is a note: "Almost finished! One last question... If referred by Lifespan employee, select 'Employee Referral' and enter their full name in the 'I referred, add name of employee' box". There is a dropdown menu for "How do you hear about us?" with "Employee Referral" selected. Below that, a text input field for "I referred, add name of Employee" contains "John Doe". At the bottom left is a "Back" button and at the bottom right is a "Cancel" button next to a "Submit" button. A copyright notice "© Copyright 2023. All rights reserved." is at the very bottom.

9. Your application has been received!



The screenshot shows a notification dialog box titled "Application Received" with a close button (X) in the top right corner. The text inside the dialog reads: "Desktop8 Smith, your application has been received. Thank You!" followed by "You can review the status of your applications by accessing the My Applications section of your profile. Thank you again for applying to Lifespan!". At the bottom center of the dialog is a blue "Close" button.