



## HOW TO SUBMIT YOUR RESUME

Resumes, including cover letter indicating the position, location(s), and job posting number you are applying to should be submitted via email to: [jobs@elgin.ca](mailto:jobs@elgin.ca).

Job posting # and location you are interested in being considered for must be indicated in the subject line of your email. Incorrect information may result in the exclusion of your application.

Confirmation will be sent upon receipt of your email application.

(Note: If you are applying using a Hotmail/Outlook/Live/etc. email address, please ensure you add “@elgin.ca” to your safe senders list, as these Microsoft-based servers have recently been blocking emails from the Elgin County domain (@elgin.ca).

A copy of your course certificate or document from the school (i.e. letter, transcript) stating that you've successfully completed your program must be submitted for the following positions:

- Personal Support Worker
- Dietary Aide

All resumes are held on file for six (6) months.

Website: [www.elgincounty.ca](http://www.elgincounty.ca)

Personal information for this position is collected under the authority of the Municipal Act, S.O. 2001, as amended. Only those applicants selected for an interview will be contacted. The County of Elgin is an equal opportunity employer. Disability related accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.