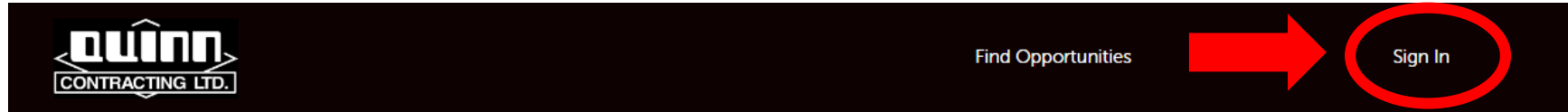


# Step-by-Step Guide - How to Apply with Quinn

## Step 1: Click where it says “Sign In”



## Quinn Contracting Ltd - Careers

[Q Search](#)

Refine your search - Add and remove filters to change the scope of your search.

Select Location ▼ Select Category ▼ Select Schedule ▼ Newest to Olde ▼

There are 5 opportunities [Reset](#)

### Scaffolder - 1st year Apprentice/Groundsman - Joffre

Today

Scaffolding SCAFF02019 Full Time

Red Deer, AB, CAN

Reporting to site supervision, the role of Apprentice Scaffolder/Groundsman will be expected to start November 27th, working 10 hours per day, 4 days per week with overtime as required. This is a long term position assisting with Scaffolding duties related to Maintenance work at our client's facility located at Joffre, AB. Only local candidates will be considered.

### Journeyman Millwright

Oct 13, 2017

### Discover Your Potential

We'll help you build a presence that enables you to save your results and find the most relevant jobs.

1 My ideal job title is...	2 My education level is...
3 I am licensed or certified in...	

## Step 2: If you have not already created an account, please click “Register”

- **If you have created an account, please login. If you cannot remember your password, click “Create/Reset your Password”**

Please sign in.

Email

Password

Sign in

[Create/Reset your password](#)

---

Don't have



[Register](#)

**Step 3: Enter your information in the appropriate boxes. When choosing your password, please ensure that it is one you will remember the next time you log in (the below conditions must apply when creating your password.**



## Register Already have an account? [Sign In](#)

Create an account to apply or save for later

\* First Name

\* Last Name

\* Email

\* Password

\* Confirm Password

Primary Phone Number

Register

### Password must:

- Contain 8 characters or more
- Contain at least one lowercase character
- Contain at least one uppercase character
- Contain at least one number
- Contain at least one symbol (like !@#\$%^)
- Not contain multiple identical consecutive characters
- Not contain your first or last name
- Not contain the part of your email address before the @ symbol.
- Not contain common dictionary words.
- Not be longer than 50 characters

**Step 4: Sign in using your email and the password you just created.**

Please sign in.

Email

Password

Sign in

[Create/Reset your password](#)




---


Don't have an account? [Register](#)

**Step 5: Below is the page you will see. Enter your information under the below categories. This may include work history, safety tickets or skills or experiences that you wish to share. Once this is complete, click on the “Documents” tab.**

Firstname Lastname


Email

Pers  Documents Applications [My References](#)


Contact Information  ^


Firstname Lastname Email


Phone Number

Work Experience  [Add Experience](#)


Education +

Skills 

Behaviors *What is your work style?* 

Motivations *What gets you out of bed in the morning?* 

Licenses and Certifications +

Links 


**Step 6: Click on the pencil and upload your resume and safety tickets. You can include as many documents (word or pdf) and images (jpg or png) as you need. After you've uploaded all documents, hit "Save"**

Firstname Lastname

Email


Personal Information Documents Applications

[My References](#)



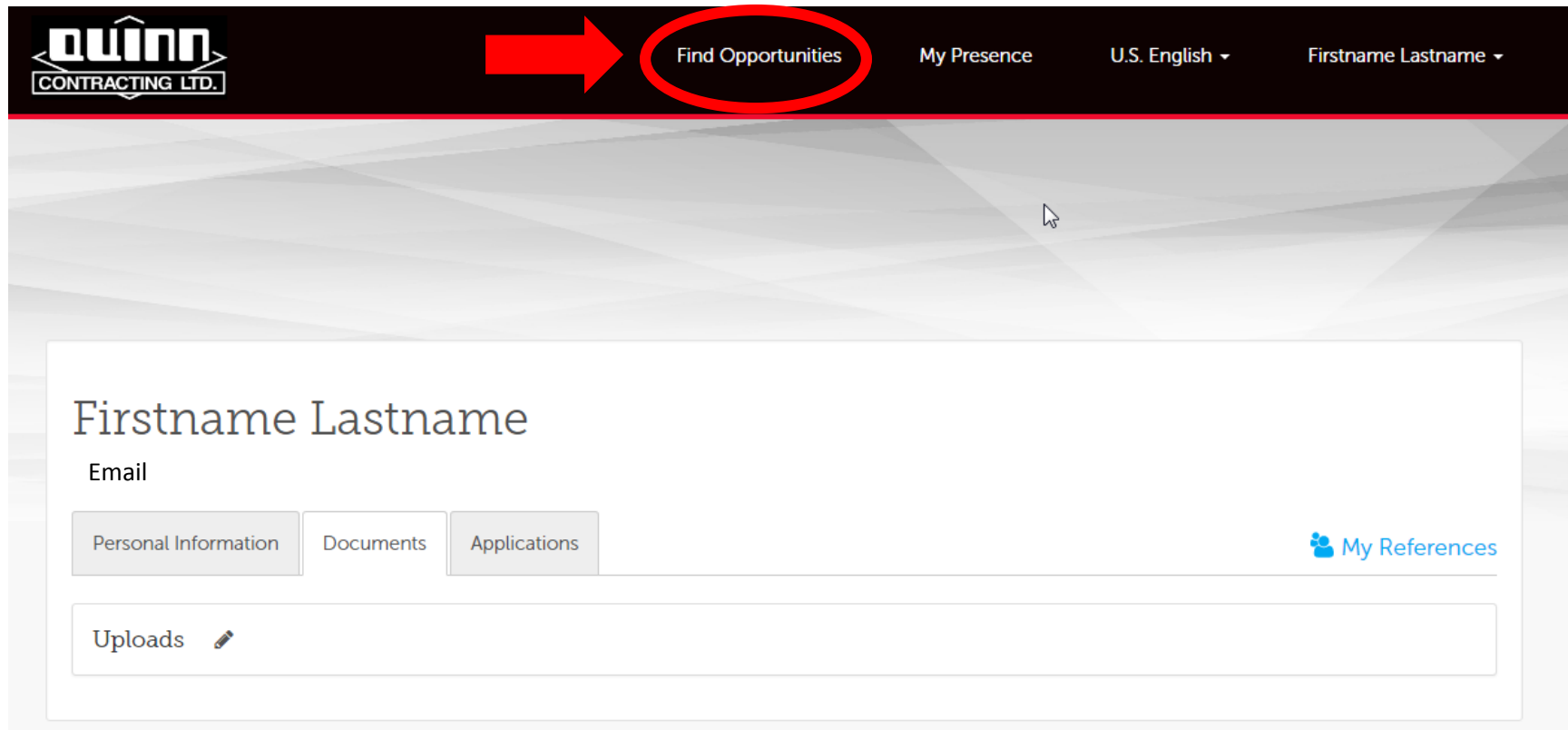
Uploads

Upload your resume and other supporting documents (limit 25 documents).

 Upload a file DOC, DOCX, PDF, JPG or PNG (Max file size 6MB).

**Save** [Cancel](#)

## Step 7: Click on “Find Opportunities”



The screenshot shows the top navigation bar of the Quinn Contracting Ltd. website. The logo for Quinn Contracting Ltd. is on the left. In the center, the 'Find Opportunities' link is circled in red, with a red arrow pointing to it from the left. To the right of this link are 'My Presence', 'U.S. English' (with a dropdown arrow), and 'Firstname Lastname' (with a dropdown arrow). Below the navigation bar is a large white box containing a search form. The form has a header 'Firstname Lastname' and an 'Email' label. Below these are three tabs: 'Personal Information', 'Documents', and 'Applications'. To the right of the tabs is a blue link 'My References' with a person icon. At the bottom of the form is an 'Uploads' section with a pencil icon.

**Step 8: The open opportunities will be listed here. You can refine your search by location, category or how long they've been posted. When you find a position that you are interested in, click on the title ie. Below the "Journeyman Millwright" position was selected.**

**quinn**  
CONTRACTING LTD.

Find Opportunities   My Presence   U.S. English   Firstname Lastname

## Quinn Contracting Ltd - Careers

**Refine your search** - Add and remove filters to change the scope of your search.

Select Location   Select Category   Select Schedule   Newest to Olde

There are 5 opportunities

### Scaffolder - 1st year Apprentice/Groundsman - Joffre

Today

Scaffolding   SCAFF02019   Full Time

Red Deer, AB, CAN

Reporting to site supervision, the role of Apprentice Scaffolder/Groundsman will be expected to start November 27th, working 10 hours per day, 4 days per week with overtime as required. This is a long term position assisting with Scaffolding duties related to Maintenance work at our client's facility located at Joffre, AB. Only local candidates will be considered.

### Journeyman Millwright

Oct 13, 2017

Skilled   SKRN01997   Full Time

Edmonton, AB, CAN

Reporting to site supervision, the role of Journeyman Millwright will be expected to start on Oct 19 working 10 hours per day on a 6/1 shift. The duration of this position is expected to be 5 weeks. This position will perform emergency work at our client's facility located at Fort Saskatchewan.

### Discover Your Potential

Answers will be saved to your presence to help you find the most relevant jobs.

- 1 My ideal job title is...
- 2 My education level is...
- 3 I am licensed or certified in...



**Step 9: Below is an example of a posting. The posting should include the shift, the location and the requirements that a candidate must have to be successful. If you find a position that you would like to apply for, click on the “Apply now” box.**

## Journeyman Millwright

Skilled Trade JOURN01997



Posted: October 13, 2017

Full-Time

Edmonton, AB, CAN

Reporting to site supervision, the role of Journeyman Millwright will be expected to start on Oct 19 working 10 hours per day on a 6/1 shift. The duration of this position is expected to be 5 weeks. This position will perform emergency work at our client's facility located at Fort Saskatchewan.

**You must have live plant maintenance experience**

Company: Quinn Construction Ltd

Job Title: Journeyman Millwright

Region: Northern Alberta

Job Type: Full-Time

Number of Openings: 2

Shift: 6 & 1

Experience: Journeyman / Experienced

Accommodation Type: Local

Subsistence: No

### Position Requirements

- Journeyman Alberta or inter-provincial Red Seal Millwright with 4 years commissioning and start up experience
- Level 2 Vibration Certification, thermography and ultrasound considered an asset
- Computer literacy, including working skills of Microsoft Excel and email
- Must possess and maintain a valid Alberta Drivers' License and meet requirements of Quinn Approved Driver Program
- Able to meet conditions outlined on the Physical Demands Analysis
- Achieve 100% completion of mandatory Quinn and client training
- Pre-access Drug & Alcohol test
- Training Required: CSTS-09, H2S Alive,, Confined Space Entry, Fall Arrest, First Aid (an asset)

**Step 10: The following are steps you will need to take to apply:**

- **You will be asked to fill in your address.**
- **You will be asked if you want to add additional information about your skills or if you would like to upload additional documents (you are not required to do this to be considered for the position).**
- **You will be asked how you heard about the opportunity and when you would be available to start.**
- **You will have to answer a few multiple choice questions**

**Once you have filled in all of the above information, and have ensured its accuracy, click the “Submit” button. You will see the below warning. If you have missed entering any information, the text will turn red and it will not let you submit.**

Once you leave this page, you won't be able to edit the information you entered.

Submit

Cancel



**Step 11: If you only wanted to apply for one position, then you are done. If you want to apply for multiple positions, you will have to repeat Steps 10 and 11 for each position you want to apply for. If you have any issues that this guide does not answer, please call 403-885-8900 and ask to speak with someone in recruiting.**