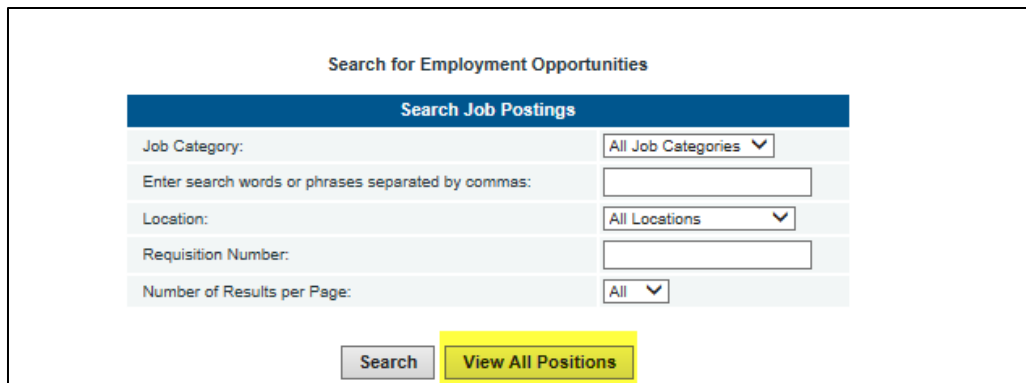


Step by Step Guide to submitting an Application

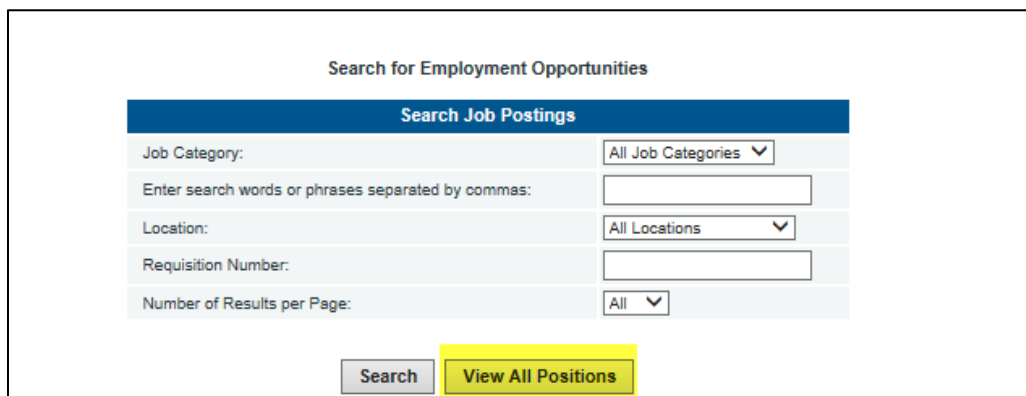
This is a general guide which will provide step by step instructions to assist you in applying to AltaGas Utilities Inc.

1. New applicants: view all of our open positions by selecting “View All Positions” or by a defined search using the drop down menu.



The screenshot shows a search interface titled "Search for Employment Opportunities". Below the title is a blue header bar labeled "Search Job Postings". The form contains five rows of input fields: "Job Category:" with a dropdown menu set to "All Job Categories"; "Enter search words or phrases separated by commas:" with an empty text box; "Location:" with a dropdown menu set to "All Locations"; "Requisition Number:" with an empty text box; and "Number of Results per Page:" with a dropdown menu set to "All". At the bottom of the form are two buttons: "Search" and "View All Positions". The "View All Positions" button is highlighted with a yellow background.

2. General Application: If you do not see an open position that matches your skill set or qualifications, please submit a general application. You can do this by selecting “View All Positions” and then click on “Submit a General Application.”



This is an identical screenshot to the one above, showing the "Search for Employment Opportunities" form. The "View All Positions" button is highlighted with a yellow background.

Found 2 Employment Opportunities

Click on each title to view details.

Position Title	City/Town/County	State/Province/Country	Job Type
Technician, Distribution Operations - Leduc (1-18)	Leduc	Alberta	Full-Time
Technician, Distribution Operations - Leduc (2-18)	Leduc	Alberta	Full-Time

[Click here to submit a general application.](#)

3. Once you have selected the position you would like to apply for, select the “Submit your Application.”

[Technician, Distribution Operations - Leduc \(1-18\)](#)

Job Type: Full-Time

Location: Leduc, Alberta

[Submit Your Application](#)

[Send to a Friend](#)

4. You will be prompted to enter in a valid email address and create a password and click “Login.”
 - a. If you forgot your password as a previous applicant, you can click on the link provided to reset it.

To apply for this position, please enter your email address and password* below.

Username (Email Address):*

Password:*

Email Address Required: To apply to a job, you will need to enter an email address as part of your profile.

No email address? [Click here to create a Microsoft Outlook.com account.](#)

***No Password?** Please enter a password between 5-10 characters. Use something easy to remember (but not easy for others to guess) such as a combination of letters and numbers or special characters.

[Forget your password? Click here to have your password emailed to you.](#)
You must use the same email you used to register to utilize this option.

*Indicates required field.

[Login](#)

- b. The link will redirect to you enter in the email address you used previously for our Careers Site

Password Reminder

Enter your email address below. A reminder email will be sent to the member in our system matching that email address.

Your Email:

Submit

powered by
CERIDIAN

- 5. Upon logging in successfully, you will be directed to the below privacy statement governing the use of this online application service.. Please review and select either “Accept” or “Decline.”

Print Updated on 10/12/2017 10:10 AM MT

Privacy Statement

Welcome to the AltaGas Utilities Inc. (AUI) online recruitment service provided by Ceridian Recruitment Solutions, a third party service provider under contract with AUI to provide software and services to help manage AUI's online recruitment process.

AUI, together with Ceridian Recruitment Solutions, collects, uses and discloses your personal information for the purposes of reviewing your skills, experiences and interests against AUI's employment opportunities and assessing your qualifications and suitability as a potential employee of AUI. AUI may also collect and use additional personal information provided by you or your past employers in the course of the evaluation and hiring process. If you are a successful candidate this information will become part of your employment file and may be used in the administration and management of the AUI's Human Resource Programs.

AUI complies with the Personal Information Protection Act and its related regulations governing the collection, use, retention and storage of records in Alberta. Your personal information is stored by Ceridian Recruitment Solutions on servers in the United States and can be accessed by AUI for the above noted purposes. The information will be protected with appropriate security safeguards, but may be subject to foreign law.

By clicking on the "Acknowledgement" button below and submitting your personal information to AUI, you consent to (i) the use of your personal information by AUI to review your skills, experiences and interests against AUI's employment opportunities and assess your qualifications and suitability as a potential employee of AUI; (ii) AUI and Ceridian Recruitment Solutions retaining your personal information for such time as is reasonable to assess your experience and interests against AUI's job openings and prospective job openings; and (iii) the creation of an employee file using your personal information if you become an employee of AUI.

By clicking on the "Acknowledge" button below, you also certify the information you are submitting to AUI is correct and true to the best of your knowledge. You understand any falsification or misrepresentation by you may disqualify you from employment or, in the future, result in the termination of your employment with AUI.

If you have questions or concerns with respect to the collection, storage, use or retention of the information you provide to AUI's electronic recruitment system, please contact AUI at careers@agutil.com.

Acknowledge Decline

6. You will be given a choice to either a) upload your resume or b) paste your resume into the provided field. Once completed, click “Continue.”

Upload Resume

If you have a resume already saved in *Microsoft Word* or other word-processing program, you can easily upload the resume. Uploading a resume usually produces better results than copying and pasting resume text.

Upload a Resume
Click the **Browse** button and find your saved resume. Double-click the saved resume. The path to the saved resume should now be displayed in the **Locate Resume** box. Click the **Continue** button.

Copy and Paste a Resume
Hold down the **Ctrl** key and then hit the **A** key to select all of the text in your resume. Hold down the **Ctrl** key and then hit the **C** key to copy all of the selected text. Click inside the **Paste Text** box. Hold down the **Ctrl** key and then hit the **V** key to paste your resume into the box. Click the **Continue** button.

Please Note: HTML code or other characters may be displayed in the resume text box. These characters are not visible to the recruiter once the resume is submitted into the system.

Locate Resume:

- or -

Paste Text:

- On the next page, you will be asked to complete your application. Please ensure that you complete all fields marked with a red * as these fields are mandatory. Finally, review all of your information, ensure its accuracy and click "Submit Form."

Resume Form

This system maintains one version of your resume at any given time. When you edit your resume content, the changes will be incorporated into the current resume and the previous version will be overwritten. Previous version(s) of your resume are not available through this system.

*Indicates required field.

Personal Information

Title:

First Name:*

Middle Name:

Last Name:*

Address:

City/Town/County:

State/Province/Country:*

Zip/Postal Code:*

Phone:

Secondary Phone:

Email:*

Confirm Email:*

REMINDER: Your Email Address is also your Login Username.

Password:*

Confirm Password:*

Professional Information

Desired Salary:

Desired Hourly Rate:

Are you legally authorized to work in the country to which you are applying? (Answering "Yes" indicates you do not require employment sponsorship of any kind.):*

Yes No

Will you now or in the future require sponsorship for employment visa status?:*

Yes No

Resume and Comments

Paste your Resume here: *

Comments to the Recruiter or cover letter:

Primary Position:

- Technician, Distribution Operations - Leduc (1-18) (1-18)

Please return frequently to the job board to find the availability of new job opportunities.

Email Me New Jobs

We will send you an email with new jobs that are posted based on the areas of interest you note below, your geographic preferences, and/or specific keywords that you wish to appear in either a job title and/or job description. You can control the frequency of these emails by noting you wish to receive them daily, weekly, or not at all. Whenever you log in you may change your preferences.

I would like to receive notification via email if AltaGas Utilities posts new jobs in my area of interest and/or keyword Selection:*

Submit Form

For technical issues only, contact HRTechHelp@agult.com