



1

Select **External Jobs** or **Internal Jobs** from our **Careers** page

Careers

We have launched a new recruitment software. The Internal Job Opportunities portal displays jobs available to current Township of Langley employees only.

External Jobs

Internal Jobs

2

Select the job number of a posting that you are interested in to learn more. If you would like to apply, scroll to the bottom of the job and select **I am Interested**.

Are you interested in this job?

I am Interested

3

If you already have an account, enter your email address and password under Returning User. If you need to create an account, enter your email address under New Applicant and refer to our *How to Create a Profile* guide.

New Applicant?

Returning User?

Email:

Email:

Password:

[Forgot your password?](#)

Create Profile

Login

4

Review job details and requirements. If you still wish to proceed, click **Apply for this job**.

default searchable resume. At this time, you can also upload additional documents like cover letters, transcripts, reference letters, etc. All of these documents will be attached to your general profile and will be used to assist in matching you with employment opportunities. Subsequent documents can be uploaded at a later date.

[Job Opportunities](#)

[Career Alert](#)

[My Profile](#)

[Help](#)

Local Files

Dropbox

Google Drive

Please select a file

Browse...

File type

-- please select --



Upload

If you do not have a resume document or you are experiencing problems uploading your resume document, continue to the [profile creation page](#) to input your plain text resume.

5

Answer job specific questions and select or upload the relevant documentation for the job (resume, cover letter, and/or certificates) and select a *File type*.

6

Select the **Save & Continue** button at the bottom of the page.

▶ An email confirmation will be sent to you indicating that your application was received.

If you encounter any issues when applying to a job, contact Njoyn Support at 1-877-427-7717, Monday to Friday, 8:00am - 8:00pm EST, or email webhelp.njoyn@cgi.com.