



Thank you for your interest in working with the Prince Edward Island Provincial Government. For your convenience, we've simplified the application process by posting all our jobs online at [www.gov.pe.ca/jobs](http://www.gov.pe.ca/jobs). This allows you to easily apply for any job with the PEI Provincial Government. Once you've created your account, your future applications will take minutes to submit. We list alternative methods below; however, we prefer that applicants use the online method. Please note that you only need to use one of the following application methods (e.g. Apply online).

## I. Apply online by following the steps below:

If you have never applied electronically, you'll need to create an account. If you have an account skip, the "Create an Account" section and go to the "Apply Online" section

### Create an Account

1. Go to [www.gov.pe.ca/jobspei](http://www.gov.pe.ca/jobspei)
2. Click "New Registration"
3. Enter all your information and click the "Register" button at the bottom of the page. An e-mail will be sent to you.
4. Go to your e-mail account and open the message titled "JobsPEI Activation E-Mail"
5. Click on the link provided. It will open a page that says "Your account is now activated."
6. Click "LOGIN"
7. Enter your full e-mail address and password (listed at the bottom of your confirmation e-mail) click the "login" button.
8. Please take the time to carefully read all the information on the page.
9. Click on each field and fill in the sections. We recommend putting as much information as possible, however only Personal Data, Work Experience, and Education are required to complete the application (without which, you will not be able to apply online). At the end of each section, remember to click the "Save" button (or other option as applicable).
10. Once your application is complete, you can logout by clicking "LOGOUT" in the top right corner of the webpage or you can apply for jobs directly by clicking on either "Provincial Government" or "Health Sector" (located in the first paragraph).

*If you do not complete the required fields (Personal Data, Work Experience, and Education), you will receive a message such as the following when submitting an application online.*

"PLEASE NOTE: You must enter at least the following missing information before you can submit your online application:

- Your address
- Your city
- Your telephone number
- At least one Educational Experience
- At least one Work Experience

### Apply Online (see "Create an Account" if you do not already have an account)

11. Once your account is activated, go to [www.gov.pe.ca/jobs/](http://www.gov.pe.ca/jobs/).
12. Under "Current Opportunities", click on either "Provincial Government Opportunities" or "Health Career Opportunities" to view advertised jobs.
13. Click on the job you want to apply for and then scroll to the bottom of the page and click the blue text that says "click here to apply online".
14. Enter your full e-mail address and password under "Apply Online" and then click the "login" button.
15. If you want to apply on several jobs at once, click on either "Government" or "Health Sector" under "Apply for Additional Positions" (repeat step **13.** until you have selected all your positions of interest, visible at the top of that page). Once you've selected the position(s),
  - a. verify that your information and application are up-to-date,
  - b. read the declaration at the bottom of the page,
  - c. if you agree with it click the "I Agree" button at the bottom.

16. At this point a screen will come up with your confirmation number that starts with "WEB". This same confirmation will be e-mailed to the e-mail address you used to logon.

Please Note: Occasionally confirmation e-mails are blocked. As long as you get the screen with the confirmation number that starts with "WEB", your application(s) has been successfully submitted.

**If you already applied online, you do not need to read the following**

If you cannot apply with our online service, we still accept any of the following methods.

To apply by mail, by fax, or in person, print off one of our application forms at [www.gov.pe.ca/forms/pdf/64.pdf](http://www.gov.pe.ca/forms/pdf/64.pdf) and fill it out.

**II. By mail**

Send your completed application form to:

PEI Public Service Commission  
PO Box 2000  
Charlottetown, PE C1A 7N8  
Canada

Please note that when mailing an application, it has to arrive at our location prior to the closing date. If your application arrives late, it will be considered late.

**III. By fax**

Fax your completed application form to us at 902-368-4383. Please call 902-368-4080 to confirm receipt of fax.

**IV. In person**

Bring your completed application to the PEI Public Service Commission, 105 Rochford St., 1st Floor, Shaw Building North, Charlottetown, PE. We also have copies of the application form available in our office.

**V. By e-mail**

Send a copy of your résumé to [apply@gov.pe.ca](mailto:apply@gov.pe.ca) . Please indicate the posting ID number or your preferred type of work. If you do not get a confirmation e-mail, please call 902-368-4080.

It is very important that you include the posting ID number on your application form regardless of what method you decide to use in applying. If you do not see any positions advertised that match the type of work you're looking for, you can also forward us your application/résumé with the preferred type of work indicated and we will keep it on file for one year in the event that a casual position should arise.

Thank you,

PEI Public Service Commission  
105 Rochford St., 1st Floor, Shaw Building North  
PO Box 2000 Charlottetown, PE C1A 7N8  
Fax: 902-368-4383  
Ph: 902-368-4080