

Frankfort Regional Medical Center
“Applying On Line from Home or Other Location”

The instructions listed below will assist you in reviewing our current job postings and applying on-line with Frankfort Regional Medical Center and other HCA facilities. Select **Career Center** and then select **Search Jobs/Apply Online**. Click **View Our Job Openings**, which will bring you to the current openings.* Please make sure under **“location: Facility”** you have selected **Frankfort Regional Medical Center**

1. Click on the position you want to apply for.
2. Please read through the job description and qualifications.
3. Click **Apply Online** if you are still interested and qualified for the position.
4. If you are a new user to this application system then create a user name and password under the new user box by clicking **Registration**. Be aware that there are several applicants in this database all user names and passwords need to be creative. Use letters or numbers if needed. If you are a returning user please enter your user name and password. Please remember your user ID and password for future reference or any future position that you wish to apply for within HCA and Frankfort Regional Medical Center.
5. Please select a security question followed by your answer this is a requirement to set up an account. Fill in your e-mail address. If you do not have an e-mail address you can create a fake e-mail address by using your name in this format (ex: `firstname.lastname@hcahealthcare.com`)
6. Next, if you have a resume on file then click on the second selection. This allows you to upload your resume. Next, click on the **Browse** button and search through your documents for your resume file. Once you click on your resume and then click insert it will automatically fill in your application. If you do not have a resume on file than click on the first selection to fill out the form manually.
7. You must fill in all areas of the application for the application to process (last name, first name, middle initial, street address, city, zip code). Under country, select the **country** you currently reside in once you have selected country you must click **confirm** before selecting the state. Next, choose the **state** in which you reside and again you must click **confirm** before proceeding. Next, choose the **region** either Lexington or Louisville if you live in Frankfort. Next, fill in your **e-mail address and your home, cell, and work phone numbers**. Then click **continue** at the bottom.
8. Next, **answer the questions provided**. After all questions have been answered please click **continue** in the lower right hand corner.
9. Next, fill in the information of any current and previous schools attended. You can use the **select** button and then type the **name of the institution** or program into the search box. This should pull up the correct information or you can specify the school's name (city/state), the program (if high school type in general studies), educational level, years attended, and the degree/diploma earned by typing the information in the boxes below. *If you have any **licensures** or **certifications** than the information must be included before moving on to the employment section. Click on **search** button and then type in the abbreviations (ex: CNA,

RN, RRT, etc...). Enter the **issue** and **expiration** dates. Then use the **search** button to select the **state**. Click **confirm** at the bottom right hand side of the screen once all education and certification/licensure information is documented.

10. Under employment **check** the box for **current employer** and fill in your current **employer's name and location (city/state)**. You can choose the search button to automatically download your employer's information or you can manually type in their information in the box below. Specify the **job function** or job category by selecting the **search** button or manually type it in the box below. Complete the **start and end dates, supervisors name and phone number, job responsibilities, reason for leaving, and current salary**. Please make sure all areas have been completed then click **confirm** in the bottom right hand corner. Scroll down to the bottom of the page and click "**Add Work Experience**" to add your second place of employment and repeat the previous steps. ***List all employers in the past 5 years.**
11. After all employers within 5 years have been documented please scroll all the way down and click **continue** at the bottom right hand corner. Next, you can attach a cover letter, resume, letters of recommendation, etc. by clicking the **browse** button and locating your document. Highlight and click the document to attach. If you prefer to cut and paste any documents you can do that in the space provided below.
12. Next scroll down to the bottom of the page and click **continue** at the bottom right hand corner. You have completed the on-line application.