

Instructions for completing the
Frederick Memorial Healthcare System Online Application

1. Open Internet Explorer and enter www.fmh.org.
2. Click on the employment link to open the pull down menu and click on “**Career Opportunities/Apply Here**”.
3. Scroll to the bottom of the page to view three separate search parameters. Use the parameters to refine your search.
4. Check the box next to each position of interest. This will provide the job description, schedule and minimum requirements for each position.
5. If you meet the minimum requirements and have interest in applying, scroll to the bottom and click on “**Click Here to Apply Online**”.

Note: If nothing happens when you click on the link, the pop-up blocker will need to be turned off. Please note a yellow bar at the top of the screen stating, “Pop-up blocked. To see this pop-up or additional options click here...”. Clicking on the bar will open a pull down menu. Select “Always allow pop-ups from this site...”. Click on yes when the computer asks you to confirm.

6. After turning off the pop-up blocker, enter the search criteria again and select the desired position.
7. Clicking on “Apply On-line” will take you to the applicant login screen. If you have applied on-line with FMH before, enter your login information (This may be provided if you have forgotten this information). If this is your first time applying on-line, click on the “Apply Now” link. You will be prompted to enter your contact information, a user-name and password. (You may want to write down your user name and password, as this will make it easier to apply for other positions at a later time).
8. Now you will be taken to the application page. All fields with “*” are required. Enter as much information as possible and be sure to include telephone numbers of previous employers. If any of these fields are blank the computer will highlight them and prompt you to enter the information. When complete, click on the submit button at the bottom of the screen. Provided all of the required fields are complete, you will be taken to the Standards of Behavior screen. Make sure you read the information and enter your name into the electronic signature field. Click on submit if you agree to adhere to the Standards of Behavior.
9. The next screen will prompt you to view the Consumer Report Disclosure and Release. Following review, enter your name into the Electronic Signature field and click on the Submit button.
10. The next step is the Application Summary. Answer each question and click on continue.
11. Finally, you will be directed to the Voluntary Equal Employment Opportunity screen. This information is strictly voluntary, yet useful for government tracking. If you do or do not choose to answer the questions, click on the continue button to complete the application process.

Congratulations, you have completed the application!!!! Thank you for your interest in employment at Frederick Memorial Healthcare System.