



## Apply for a Job with Thunder Bay Public Library

### How to Apply Electronically:

1. Ensure that your cover letter and/or resume contains the applicable competition number and the job title of the position you are applying for.
2. Combine your cover letter and resume into one document.
3. Send your application prior to the closing date & time to: [kgunn@tbpl.ca](mailto:kgunn@tbpl.ca)

### Helpful Tips:

When you are engaged in the process of applying for a position or preparing for an interview, it is important to invest time and energy into your candidacy. Here are some tips from Indeed.com for your consideration: [Indeed.com Helpful Tips for your Consideration](#)

### Other Information:

The Thunder Bay Public Library (TBPL) is committed to Employment Equity.

The personal information obtained under this job posting is collected under the authority of the Public Libraries Act, 1984 and will be used to assess qualifications of applicants. Questions about this collection should be directed to the Community Hub Manager – Human Resources (CHM – HR), Kim Gunn at [kgunn@tbpl.ca](mailto:kgunn@tbpl.ca).

TBPL is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process. If you require accommodation at any time throughout the recruitment process, please contact the CHM - HR at [kgunn@tbpl.ca](mailto:kgunn@tbpl.ca).

While all responses will be appreciated and handled with the strictest confidence, only those being considered for interviews will be acknowledged. Selected candidates will be contacted by telephone.

Do you have any additional questions? Please contact the Human Resources Manager at [kgunn@tbpl.ca](mailto:kgunn@tbpl.ca).