**How to submit my work preferences and apply for relief work in WAIVS**

**Submit my preferences:**

In order to submit your work preferences in WAIVS:

1. Log into **WAIVS** using your **employee ID** and **password**.



1. Click on ‘**Apply for Programs**’ on the left hand side



1. Under ‘Apply for New Programs’ you will be able to **click** on the box to the left to select the program you would like to work and then click ‘**apply**’ at the bottom left of the screen.



1. Select the **position/s** you would like to apply for



1. The dates of the program will automatically populate in the ‘**Avail from**’ and ‘**Avail to**’ fields. If you are not available for the entire program, then **edit** the dates.
2. Select if you are available for **AM** or **PM** or if you are available for **Both**



1. Select the **venues** you would prefer to work at from the drop down. To select more than one venue click ‘**add venue preference**’ button



**Note: it is recommended to have more than one venue selected in the metropolitan area.**

1. Click ‘**Submit**’ at the bottom left of the page.

**Apply for relief work:**

In order to submit your work preferences in WAIVS:

1. Log into **WAIVS** using your **employee ID** and **password**.



1. Click on ‘**Apply for Programs**’ on the left hand side



1. Under ‘Apply for New Programs’ you will be able to **click** on the box to the left to select the program you would like to work and then click ‘**apply**’ at the bottom left of the screen.



1. Select the **position/s** you would like to apply for



1. The dates of the program will automatically populate in the ‘**Avail from**’ and ‘**Avail to**’ fields. If you are only available for relief then change ‘**Avail from**’ and ‘**Avail to**’ dates to be the same.



1. **Availability for relief** ‘**From**’ and ‘**To**’ add the dates you are available for. Add ‘**relief only’** to the **Notes pertaining to your availability.** If you are available for certain days, select the days you can work under **on these days**



1. Select the **venues** you would prefer to work at from the drop down. To select more than one venue click ‘**add venue preference**’ button



**Note: it is recommended to have more than one venue selected in the metropolitan area.**

1. Click ‘**Submit**’ at the bottom left of the page.