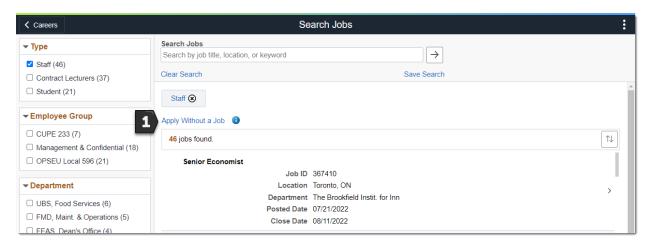# Create an Account & Apply Without Selecting a Job

Step 1: Create Your Account

1. For external applicants navigate to **https://www.torontomu.ca/careers/**, then click **Staff Opportunities**.
2. Confirm your employment relationship with TMU, click **"I am an external candidate"**, then click the **New User** link.
3. On the register screen complete all the required fields.

Step 2: Apply Without a Job

On the job page, use 'Apply Without a Job' to send us your resume.

1. Select **Apply Without a Job**, and **"I agree to these terms..."** option, then click **Next**.
2. On the Resume page, choose from an option to upload a resume. Follow the steps required for your option and click **Next**.
3. Review your application, then **Submit**.
   You will be notified by email of any job offers and should respond to the job offer by the expiration date mentioned in the email.