



## HOW TO APPLY ON-LINE FOR POSITIONS AT IT SLIGO

The on-line process takes you through a number of screens and as a guideline to applying for vacancies at Institute of Technology, Sligo **you should print off this page as a guide before starting the on-line process.** We would also suggest that you prepare any supporting documentation i.e. Curriculum Vitae prior to commencing the on-line application process.

### Searching for Vacancies

When you click on the **"current vacancies"** link on our recruitment web page this will take to our **"Search for Appointments"** page. If you click on the **"search"** button this will give a list of IT Sligo's current vacancies. If you wish to apply for any vacancy listed please click on the **"Apply"** button and this will bring you to our login section. If you have previously registered click on **"login"** button. If you are a new user click on **"register Now"** button and follow the instructions below.

### 1. REGISTERING & CREATING A NEW USER ACCOUNT AT IT SLIGO

Before commencing the on-line application process you must register and create a new user account. To do this you require an email address and a password. Your email address should be your normal email address (you will receive an acknowledgement of your application to this address). You are also required to create a password (of your own choice) to use with this email address when you log on to our recruitment website. You should take note of the email address and password as you will require both of these to log on to our recruitment website in the future, should you wish to apply for other vacancies. You must read the Terms & Conditions in this section and click that you agree with same. If you do not click that you agree to abide by the terms and conditions you will be unable to register and apply for vacancies at IT Sligo.

Should you forget your password after registration you may enter your email address and your password will be emailed to you.

### 2. JOB SPECIFICATIONS

You can view the job description for the vacancy by clicking on the **"Job Spec"** button on the list of vacancies displayed when you search vacancies.

### 3. COMMENCING THE ON-LINE APPLICATION PROCESS

There are a number of sections which you must complete in full to ensure that you make a complete application. Within each section any field marked with **"\***" is mandatory and must be completed.

1. **Registration/Personal Details**
2. **Previous Employment Details**
3. **Qualification Details**
4. **Membership of Professional Bodies** (you should note that if this does not apply to you to tick **"Section Not Applicable"** box).

5. **Publication Details** (you should note that if this does not apply to you to tick "**Section Not Applicable**" box).
6. **Details of Research Activities** (you should note that if this does not apply to you to tick "**Section Not Applicable**" box).
7. **Referees (You must enter two referees)**
8. **Questionnaire Section**
9. **Applicant Document Details**

#### 4. **REGISTRATION/PERSONAL DETAILS SECTION**

This section is mandatory and you must complete your Forename, Surname, Address and Telephone number.

When completed click on "**Save and Next**" button.

#### 5. **PREVIOUS EMPLOYMENT DETAILS**

This section is mandatory and must be completed.

When completed click on "**Save and Next**" button.

#### 6. **QUALIFICATION DETAILS**

This section is mandatory and must be completed. You may enter as many qualifications as you wish.

The Course Name field is a free text field. However the Qualification Field gives you a drop list to choose from. Please note that if your qualification does not appear in the drop down list you should select the option "**OTHER**" from this list. We will be able to identify your qualification by the Course Name you enter. If your Institute or Awarding Body does not appear in the drop down list please select option "**OTHER**". You may then enter your details in "Institute Other" or "Awarding Body Other" fields which are free text.

If you wish to add an additional qualification please click on "**Save and Add**".

When completed click on "**Save and Next**" button.

#### 7. **MEMBERSHIP OF PROFESSIONAL BODIES**

If this section does not apply to you please tick the "**Section Not Applicable**" box and then click on "**Save and Next**" button.

#### 8. **PUBLICATION DETAILS**

If this section does not apply to you please tick the "**Section Not Applicable**" box and then click on "**Save and Next**" button.

#### 9. **DETAILS OF RESEARCH ACTIVITIES**

If this section does not apply to you please tick the "**Section Not Applicable**" box and then click on "**Save and Next**" button.

## 10. REFEREES

This section is mandatory. You should provide the name, address & occupations of **two managers/supervisors** from whom confidential testimonials as to character & experience may be obtained. When you have the details of your first referee entered please click on **"Save and Add"**. Enter details of your second referee and when completed click on **"Save and Next"** button. **If you do not enter details of your second referee this will appear as an error when you have your application completed and you will be unable to submit it. You will then have to return to the Referee section and complete it.**

## 11. QUESTIONNAIRE SECTION

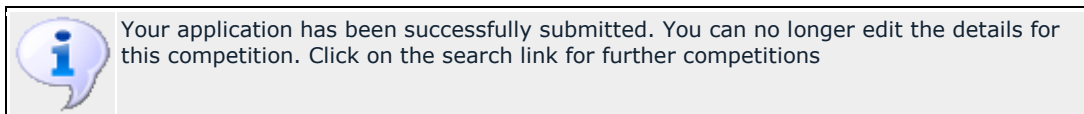
All questions in this section are mandatory and must be answered. Please ensure that you have all questions answered before clicking on the **"Save and Next"** button. If you do not answer all questions in this section it will appear as an error when you have your application completed and you will be unable to submit it. You will then have to return to the Questionnaire section and complete it.

## 12. APPLICANT DOCUMENT DETAILS

If you wish you may upload documents using the following steps. i.e. Click on the **"Browse"** button select your document which you have saved on your own PC. **Please note that the title of any document which you wish to upload should not be more than 22 characters – please rename your document if the title is greater than 22 characters.** Then click on the **"Upload"** button. If you have successfully uploaded your document it will appear in the box above this section. If it does not appear in this section please repeat the above steps.

## 13. SUBMITTING YOUR APPLICATION

When you are fully satisfied with all aspects of your application you should tick that you agree with the foregoing terms and conditions and click on the submit button. You will then receive the message below. If you do not receive this message your application has not been submitted.



**You should note that once you have submitted your application it is not possible to amend it in any way.**

## 14. ACKNOWLEDGEMENT OF YOUR APPLICATION

An automated email message acknowledging receipt of your on-line application will be sent to the email address used to register. (Normally within 15 minutes of submitting the application). **You should print and save this acknowledgement email and retain it as you may be asked to present it to verify that your application was submitted prior to the closing date.**

## 15. CLOSING DATES & TIMES

The closing dates and times are as outlined in the Job Specification document. If you are applying for a post on the date it is closing it is extremely important that you also **take note of the time of closing.** If you are in the process of applying on line and the closing time is approaching you

will receive a message letting you know that the competition is closing in X minutes. You will have to complete your application and submit same within the time advised, otherwise your application will be deemed to be late.

When you have finished the erecruit system please click on the **"logout"** button.

If you experience any difficulty in using the on-line e-recruitment system you may contact our recruitment officer on 071 9155338 for assistance.