

# How to Apply for a Vacancy

1. Once you have found a vacancy you would like to apply for, click Apply Online. You will be directed to the login page.

If you have not previously registered:

2. Click **New User**.

3. A privacy agreement appears. You can choose whether to accept or decline.

4. Once you have accepted the privacy agreement, you will be taken to the New User Registration page, where you need to create a user name and password.


- We suggest using your email address as your user name
- Enter a password you will remember
- Click **Register**
- Go to step 6.

**If you have previously registered:**

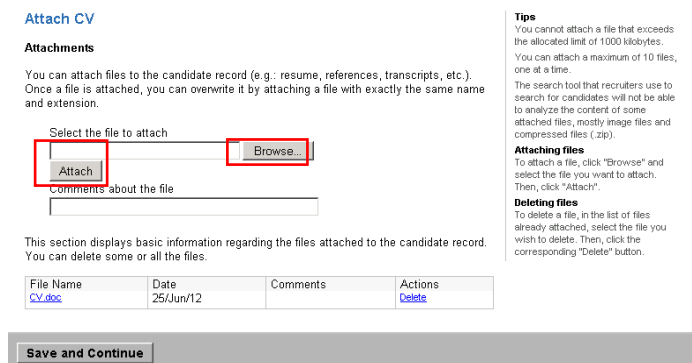
5. Enter the same user name and password you used previously. Select Login.



6. Work your way through the application form. NOTE: \* means the field is mandatory and must be completed before you can progress.

7. Once you have completed each page, click  to go to the next page

8. The Attach CV page allows you to attach relevant files such as your CV, cover letter, references, transcripts and certificates. To do this, Browse for the file, and then click Attach.



9. The final page is the Summary page, where you can review your application and edit it further if required.

When you have finished, click .

You should receive an email acknowledging that your application has been submitted.