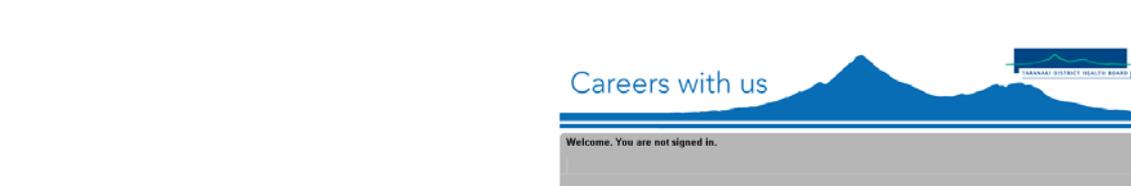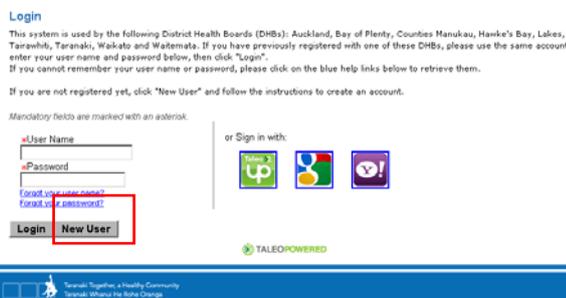# How to Submit Your CV

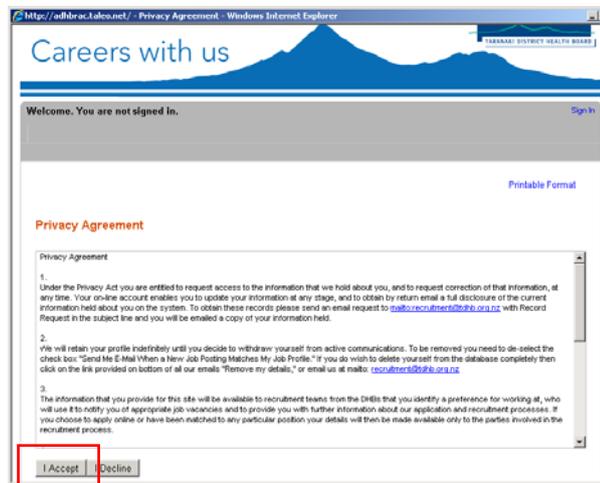**If you have not previously registered:**

1. Click on the Submit Your CV button on the Taranaki District Health Board careers page. A pop-up window appears.

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 7.

If you have previously registered:

5. Click the Submit Your CV button on the Taranaki District Health Board careers page. Or, if you are already in the job search section, select **Submit my CV / Access my profile** in the right-hand column.

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

7. Work your way through the Personal Details page. NOTE: * means the field is mandatory and must be completed before you can progress.

   Once you have completed each page, click **Save and Continue** to go to the next page.

8. **To receive job notifications by email, please tick box under the Job Posting Notification heading.**

9. The Profile page allows you to select which job fields you are interested in working in.

   Choosing a specialty will ensure you only receive email notifications of vacancies in that specific job category. You will also be able to identify the Locations you are interested in working at.
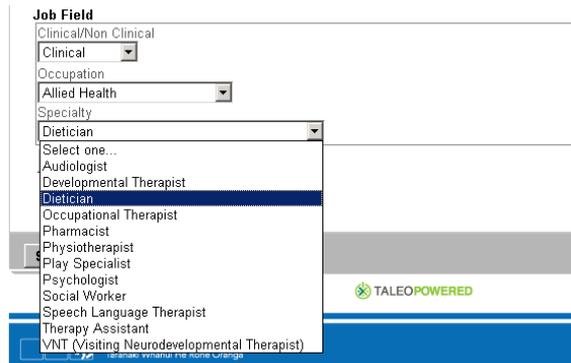
10. The Profile Questions page will display questions relating to the job preferences you have selected.

11. 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.
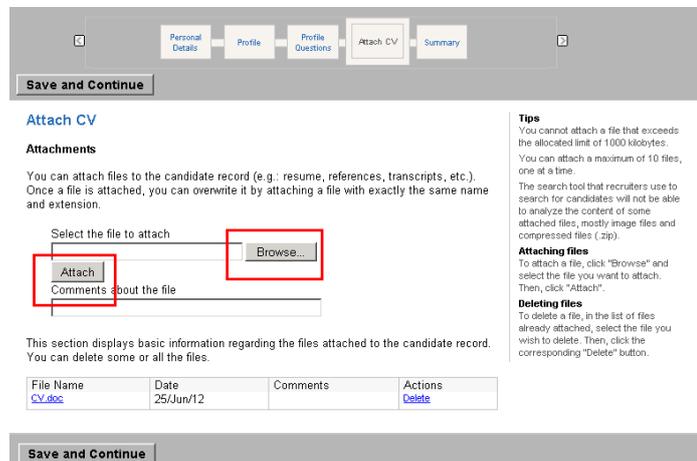
12. The final page is the Summary page, where you can review your profile and edit it further if required. When you have finished, click **Submit**.

13. Logout by clicking Sign Out in the top right-hand corner.

Making Changes to Your Profile

You can make changes to your profile at any time. To do this, log back into the system using the same user name and password.