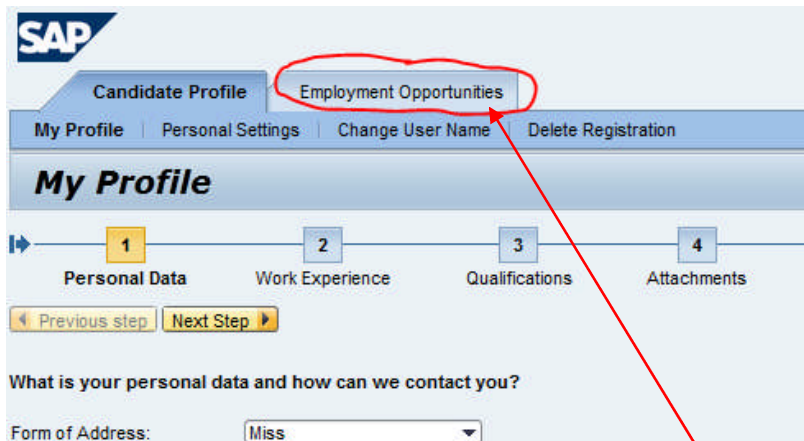


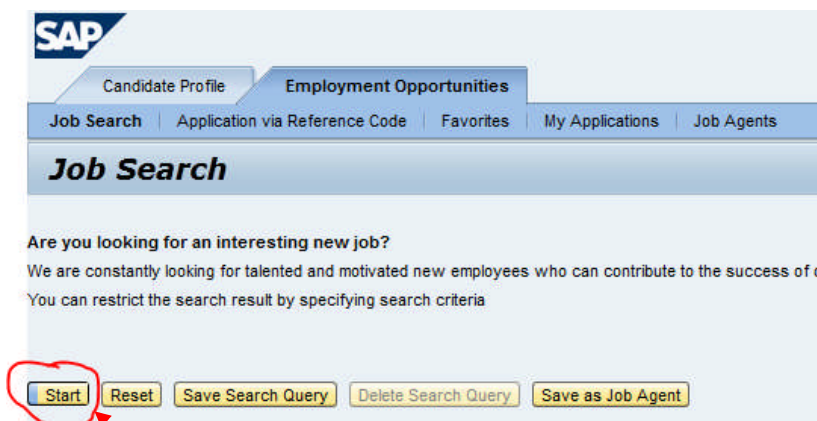
External Registered Candidate Guidance - Applying for a Vacancy

Log on to our e-Recruiting system via the 'Already Registered' link on our job vacancies web page using the username and password that you used when you registered.

Once logged on you will be taken to your 'Candidate Profile' page.



Please click on the 'Employment Opportunities' tab.

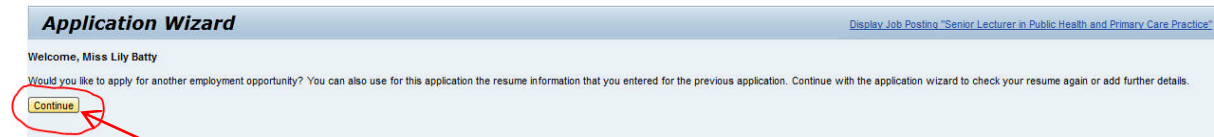


Click on 'Start' to view a list of all our current vacancies.

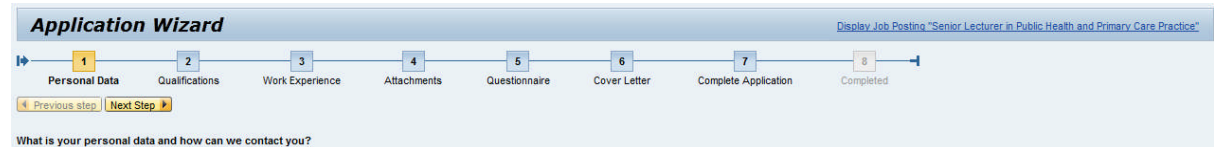
Search Result: 6 Hits			
Job Posting	Functional Area	Country	Application Closing Date
Research Fellow	Faculty of Business and Law	United Kingdom	04.08.2014
Head of Library Resources & E-Strategy Development	Library Services	United Kingdom	24.07.2014
Space Planning Officer	Estates	United Kingdom	11.08.2014
Senior Lecturer in Secondary Teacher Education (Science)	Faculty of Social Sciences & Humanities	United Kingdom	21.07.2014
Marketing Assistant	JohnCass-Faculty Art,Architecture&Design	United Kingdom	21.07.2014
<input type="checkbox"/> Senior Lecturer in Public Health and Primary Care Practice	Faculty of Social Sciences & Humanities	United Kingdom	31.07.2014

Click in the small square box to the left of the vacancy title to highlight it and then click on 'Apply'.

If you have already started a draft application for this particular vacancy then you will see the following:-



Click on 'Continue' and you will be taken back to the 'Application Wizard for that vacancy>



If you have not already started an application then you will be taken straight to the above 'Application Wizard' screen.

Please follow through each of the eight stages in order to submit your application. If you have already completed your candidate profile then this information will be pulled through into the relevant sections of the application wizard.