# ONLINE RECRUITMENT PORTAL

HPA Job Application Guidance – Not previously employed by St Mary's

1. Accessing the Online Application Form

To access the online application form please click on the below link to access the link to the HPA page:

> https://ce0230li.webitrent.com/ce0230li_webrecruitment/wrd/run/etrec179gf.open?WVID
> =47318631mC&LANG=USA&VACANCY_ID=2051084Myr
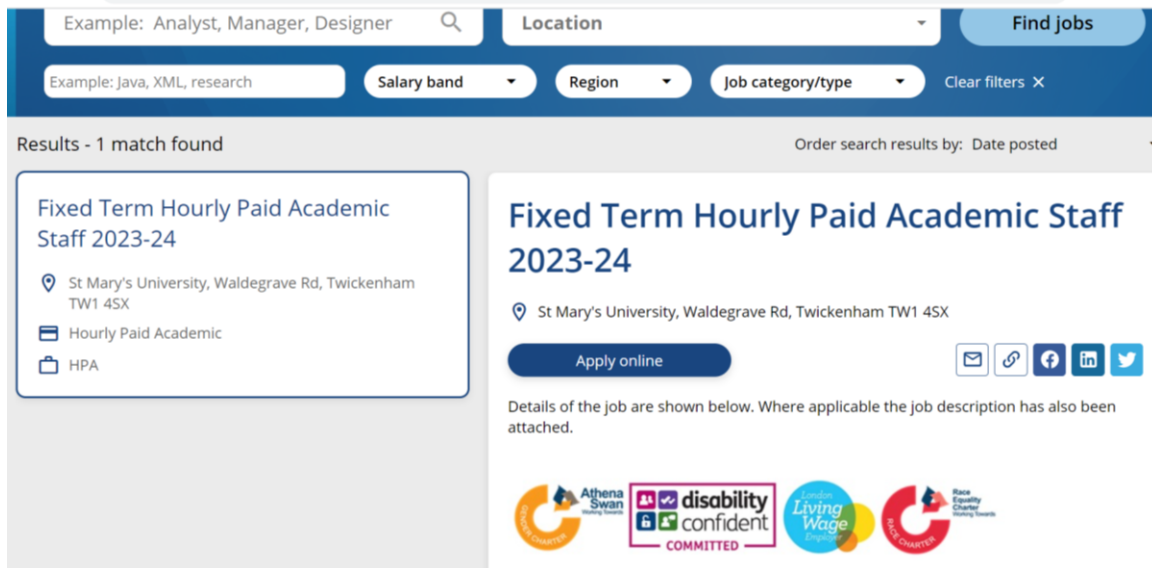
Click **Apply Online** for the **Fixed Term Hourly Paid Academic Staff** role:

You will be presented with a Screening question. Select **YES** and **Continue:**

2. Application form

Once you have selected the HPA role and passed the screening question(s) you will be presented with the login screen.

If you are a **new user** (not a current St Mary's employee) you will need to:

- Register and create a user account with us before applying for a job. Click 'New user registration' to create your account:
- Your username will be your registered email address

- Do not use any symbols in the Forename and Surname fields (other than a hyphen for double barrelled names).
- Your password must be a minimum length of eight characters and must include alpha, numerical, upper-case and lower-case characters.
- Once you have registered, you will receive a confirmation email containing your details and confirming your registration.

- Do make sure you make a note of your username and password to enable you to return to an incomplete application.

3. Forgotten password

If you have forgotten your user name or password, you should click on 'Forgotten your password?' and complete the required information.

You will be sent an email within 15 minutes containing a link that will enable you to reset your password.

➢ External employee: your username will be your registered email address

If your account has been deactivated, please contact us on HRsystems@stmarys.ac.uk to request that it is reactivated.

4. Application form

Once you have completed registration and logged in you will be presented with your HPA **Application Summary** page.

- The application form has various sections and is split into sections called 'Application pages'. Each incomplete section will be marked ⓘ.
- When the mandatory fields on each Application page have been completed, the ✓ icon will be displayed against that page, showing that the page has been completed. Please note that you can complete or edit the application pages in any order.
- You will only be able to submit your application once all the pages have been marked as completed.
- Mandatory fields are identified by a blue dot and <u>must</u> be completed before you can save the page.
- Some fields will have additional information, you can view this additional information by clicking on the ❓ icon next to the field.

5. Navigating through the Application form

Use the 'Save & View Previous Page', 'Save & View Summary' and 'Save & View Next Page' buttons at the bottom of each page to navigate through your application.

<< Save & View Previous Page | Save & View Summary | Save & View Next Page >>
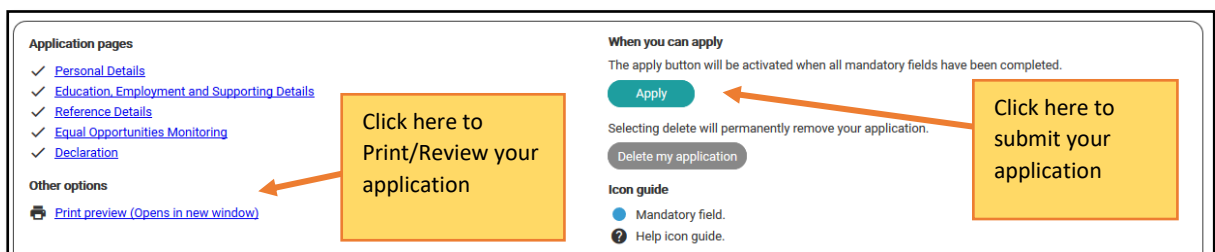
*If you use the 'back' or 'forward' button on your browser, you will lose any information already entered.

<u>The application form will time-out if you have not saved any data for a 60-minute period.</u> We strongly advise that you save your application regularly by clicking on the 'Save and View Summary' button.

You can choose to save an incomplete application and log out of your account, you will be able to re-access your saved application form upon next login.

6. Submitting your application

You will need to complete all mandatory fields within the application pages section before you can submit your application. Once all pages are marked with the ✓ icon, the 'Apply' button will unlock.

Take time to review your application before submitting. It's a good idea to print it out and read it again. Use the 'print preview' option to open your form as one continuous document. Once you're happy with your application, click the **Apply** button and confirm you wish to proceed with your application submission. Once you have clicked **Submit** you will not be able to modify your

application except for your personal details. Alternatively, you can return to the **Application Summary** page if you're not ready.

7. Recruitment privacy notice

We recommend that you check our Recruitment Privacy Notice each time you visit the site. This can be found on the recruitment portal homepage.

We collect and store personal information you submit to us via the recruitment portal.

Our privacy notice is subject to change, and we'll notify you of any changes we make to it in future on this page. By continuing to use our recruitment portal, you are thereby agreeing to such changes.