

## How to apply for one of our online Vacancies:

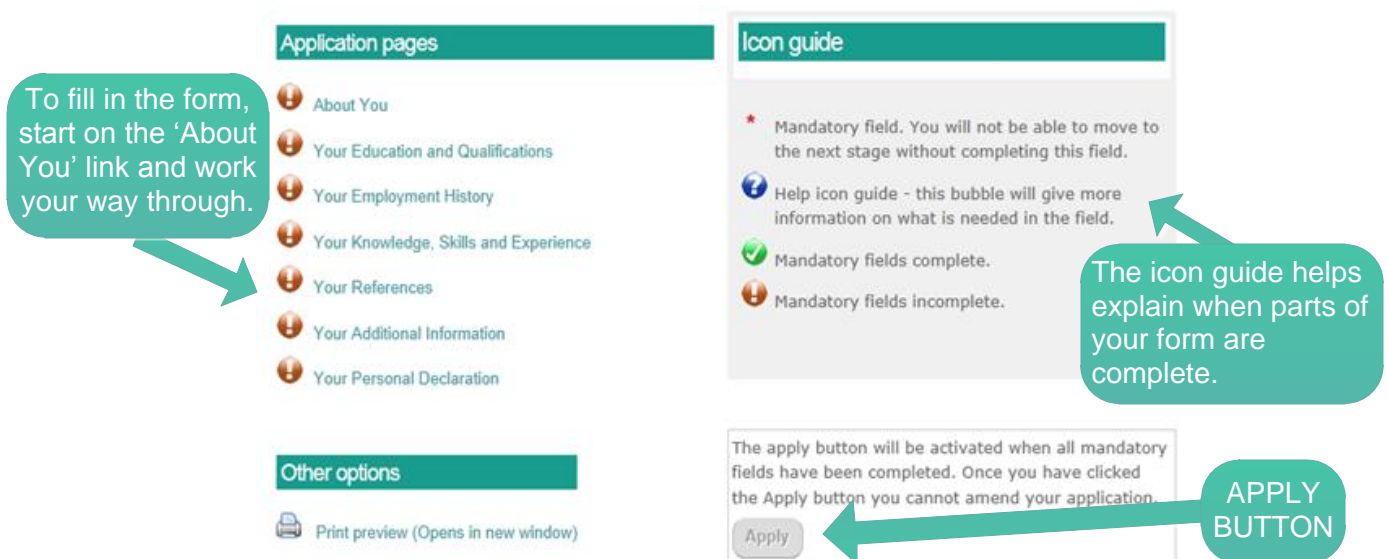


Scroll through all our Current Vacancies until you find one you wish to Apply for, and click

[Apply online](#)

You will be taken to a login page. If you have previously registered with us on this site you can use your previous Username and Password and log straight in. If you have not previously registered with us, you must click on the 'New User Registration' and complete the fields required. You will then be sent an email containing your chosen username and password for your reference.

Once logged in, you will be taken to the 'Application Summary' page. (below)



**Application pages**

- About You
- Your Education and Qualifications
- Your Employment History
- Your Knowledge, Skills and Experience
- Your References
- Your Additional Information
- Your Personal Declaration

**Other options**

- Print preview (Opens in new window)

**Icon guide**

- \* Mandatory field. You will not be able to move to the next stage without completing this field.
- ? Help icon guide - this bubble will give more information on what is needed in the field.
- ✓ Mandatory fields complete.
- ! Mandatory fields incomplete.

The apply button will be activated when all mandatory fields have been completed. Once you have clicked the Apply button you cannot amend your application.

**APPLY BUTTON**

When you have completed the form, return to the 'Application Summary' page (above).

You can use this page to double check you have filled in all sections and once you are happy to submit your form, click on the 'APPLY' button on the right hand side of the screen.

You will be taken to the next page, it's REALLY important that you click 'CONTINUE' for your form to be submitted.

The Recruitment Team will be pleased to help you if you have any queries on 01243 816388 or via email at HR@chi.ac.uk