



## SUMMITTING AN APPLICATION VIA THE DMU APPLICATION SYSTEM

This guide is a step by step process for first time users applying for vacancies using the DMU recruitment system. When using the recruitment system for the first time, you are required to set up a candidate profile before submitting an application.

### Step 1: Registering your details

Click [here](#) to access the registration page. This page will appear when you click on to the apply button when viewing adverts on the DMU careers page.

Once you have completed the blank fields on this page, please click on to Register and Apply .

Please Note - The DMU recruitment system will require you to choose a username. To ensure the username is memorable, we recommend you use your email address as your username.

The screenshot shows a registration form titled "Have you already registered with DMU?". The form includes the following fields and sections:

- Registration Status:** A section asking if the user is already registered, with a link to log in.
- Personal Details:** Fields for First Name (filled with "Joe") and Second Name.
- User Name:** A field containing "DMURECRUITMENT@NOREPLYDMU.AC.UK".
- Password:** A field with masked characters.
- E-Mail:** A field containing "dmurecruitment@noreply.dmu.ac.uk". A note below states: "Make sure that the specified e-mail address is correct. This is necessary as we will contact you via the specified e-mail address."
- Registration Type:** A section asking "Are you an Existing Employee?".
- Data Privacy Statement:** A section with a checkbox for "Yes, I have read the data privacy statement and I accept it", which is checked.

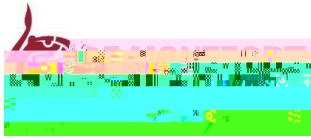
Red boxes highlight the following areas:

- Two empty input fields at the top left.
- The "User Name" field.
- The "E-Mail" field and its associated note.
- The "Data Privacy Statement" checkbox area.
- A small empty input field at the bottom left.



## **Step 2: Job Search**

Under the Employment Opportunities heading w



#### **Step 4: Search criteria**

Click on to the grey square next to the job title and click apply.