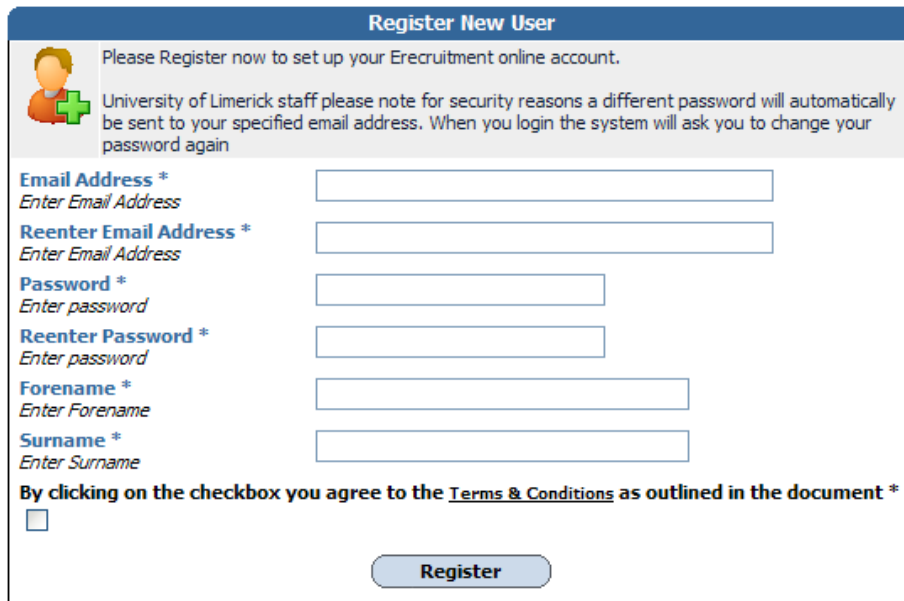# Guidelines for Submitting Online Applications – Staff Posts

1. Registering and Creating a New User Account at UL

Whether you are an internal or external applicant, you must register with the University of Limerick's E-Recruitment system before you can apply online for staff posts. You register by creating a user account on the UL E-Recruitment webpage

To create a user account, click on the **Register** link in the **Navigation** section on the left of the screen. Fill in all the fields in the **Register New User** section. (All correspondence relating to your application will be sent to the email address you enter here.) When you have filled in all the fields and clicked on the Terms & Conditions check box at the bottom of the section, click on **Register**.

If you are an external applicant, the password you entered remains your password for this site. Take note of it and the email address you entered because you will need both to log in to the E-Recruitment website in the future to track your current application, apply for other vacancies or view your application history.

If you are an internal applicant, the system will email you a new password. The first time you try to log in after registering, you will be asked to change your password in the **Change Password** section. Once you have set your own password, you will have secure access to your user account on the system and will be able to apply for vacancies online.

2. Logging In if Already Registered

Once you have created a user account with E-Recruitment, the next time you wish to log in to the system you simply click on the **Login** link in the **Navigation** section. In the **Login** section, enter your email address and password and click on **Login**.

Should you forget your password, enter your email address and click on the **Forgotten Password?** link, and a new password will be emailed to you.

3. Vacancies List

The first screen you will see contains the **University of Limerick Vacancies** section, which lists current vacancies.

By clicking on the **Details** link pertaining to the vacancy you wish to apply for, you will be presented with the job specification of the position. Clicking on the **Job description** link at the bottom of this section will give you access to a detailed job description document, which you can either open or save.

4. Applying for the Position

You can begin your online application from the **University of Limerick Vacancies** section or from the **Job Specification** section. In the **University of Limerick Vacancies** section, click on the **Apply** link associated with the position you wish to apply for. If you had already opened the **Job Specification** section for that position, click on the **Apply for Job** button. Either way, you will be brought to the first of 12 screens, all of which must be completed to apply for the position. Fields with asterisks are mandatory.

Click on the **Save and Next** button as you proceed through the application. Doing this ensures that your inputted data will be stored in the **Application History** section of your user account should you accidentally be logged out before completing your application or should you simply not wish to submit your application straight away. (Refer to section 5 at the end of this document for details on how to access your application history.)

The only time you should use the **Next** button instead of the **Save and Next** button to proceed to the next screen is when you are updating or reviewing a previously saved application and you do not wish to make any changes to that screen.

Step 1 of 12: Personal Details

Step 1 of 12 : Personal Details
Applicant's Personal Details
Please contact erecruitment@ul.ie if you have any queries

Title * (Prof.,Dr.,Mr.,Mrs.,Ms.etc.)	
Forename * Enter your forename	
Surname * Enter your surname	
Address Line 1 * Enter your address1	
Address Line 2 * Enter your address2	
Address Line 3 * Enter your address3	
Address Line 4 Enter your address4	
Address Line 5 Enter your address5	
Contact No. * Enter your contact number	
Email * Enter your email address	
Mobile Enter your mobile number	

Next   Save and Next

Enter the requested personal details on this screen. Fields with asterisks must be completed. Your email address will be the same as the one you used to register. Click on **Save and Next** to proceed to the next screen.

Step 2 of 12: Questionnaire Section

This section requests information relating to EEA citizenship, legal entitlement to work in Ireland and proficiency in English, where applicable. When ready to proceed, click on **Save and Next**.

Step 3 of 12: Professional Membership

You are asked to give professional membership details in this section. If such membership does not apply to you, click on the **Section Not Applicable** check box. When ready to proceed, click on **Save and Next**.

Step 4 of 12: IT Skills and Knowledge

List the IT computer packages you use and the courses you've completed on this screen. When ready to proceed, click on **Save and Next**.

Step 5 of 12: Education

You may enter as many qualifications as you wish by clicking on **Save and Add**. If your qualification or institute does not appear in the **Academic Institute** drop-down list, please select **Other** and give details in the **Institute Other** field. When ready to proceed, click on **Save and Next**.

Step 5 of 12 : Education					
#	Educational Institute	Enter name if other	From Month	From Year	
1	Dublin City University		February	1976	

Education

Please enter details of your Second Level and Third Level qualifications.

(To add more than one qualification enter details and then click the save and add button below.)

Record 1 of 1

Educational Institute *

Enter name if other

From Month *   From Year *

To Month *   To Year *

Duration *   Duration Type *

Qualification *

Qualification Other

Result/Class of Award

Main Subject/Course Area

Comments

(Back)   (Next)   (Save and Add)   (Save and Next)

Step 6 of 12: Additional Information

Use the text box (4,000 character limit) in this section to enter any further information you feel is relevant to your application. When ready to proceed, click on **Save and Next**.

Step 7 of 12: Employment History

You may enter details for as many previous employments as you wish by clicking on **Save and Add**. When ready to proceed to the next screen, click **Save and Next**.

Step 8 of 12: Professional and Academic Referees

You give referee details in this section, including your current employer (minimum of two). Enter referee details separately by using the **Save and Add** button. HR may contact referees before or after your interview to add to or validate the references provided. Your current employer will not be contacted without your permission.

When details for all your referees have been added, proceed by clicking on **Save and Next**.

Step 9 of 12: University of Limerick Documentation Downloads

You can download this guidelines document and the job description for the advertised post from the top of this screen – click on the relevant **View** button to the right of the document filename and then either open or save the document.

#	Date Loaded	Filename	Filesize(KB)	
1	08-OCT-07	Guidelines for Applying on-line - Academic	110.4	
2	07-MAR-08	Job Specification	238.5	View button
3	07-MAR-08	Guidelines for On-Line Applications	279.7	
4	14-SEP-09	Guidelines for Applying Online - Academic	481.5	

Step 9 of 12 : University of Limerick Documentation Downloads

You use the **Applicant Documentation** section of this screen to attach your letter of introduction (which should outline how you meet the criteria for this role) and evidence of proficiency in English (where applicable). All attachments must be in the required file format as specified on the screen.

You attach the documents in the **Applicant Documentation** section by using the **Browse** and **Attach Document** buttons. All attachments must be in the required file format as specified on the screen. Documents uploaded to the **Applicant Documentation** section can be removed by using the **Remove** button.

When ready to proceed, click on **Next**.

Step 10 of 12: Source of Advertisement

This section asks you to indicate how you became aware of the vacancy. When ready to proceed to the next screen, click on **Save and Next**.

Step 11 of 12: Equal Opportunities Monitoring

The University of Limerick confirms its commitment to a policy of equal opportunities in employment in which individuals are selected, trained, appraised, promoted and otherwise treated on the basis of their relevant merits and abilities and are given equal opportunities within the University.

To enable UL to monitor the operation of its equal opportunities policy, you are invited to answer questions relating to personal data on this screen. It is important to note that this section will be removed from your application and will not be used for the purpose of selection. The information obtained will be used for statistical monitoring to give the Human Resources Division a fuller picture of UL's recruitment pattern.

Step 11 of 12 : Equal Opportunities Monitoring

PLEASE DO NOT GIVE YOUR NAME IN THIS SECTION

The University of Limerick confirms its committment to a policy of equal opportunities in employment in which individuals are selected, trained, appraised, promoted and otherwise treated on the basis of their relevant merits and abilities and are given equal opportunities within the University.

To enable us to monitor the operation of this policy, it is necessary to collect relevant information from all job applicants and employees. We would appreciate if you would answer the questions below as fully as possible.

IMPORTANT NOTE ON YOUR RIGHTS AND CONFIDENTIALITY

This section will be removed from your application and the information given will not be used for the purpose of selection. The information obtained will be used for statistical monitoring, to give us a fuller picture of our recruitment pattern.

ALL PERSONAL DATA SUPPLIED TO US IN THIS SECTION IS SUBJECT TO THE PROVISIONS OF THE DATA PROTECTION ACT 1988 AND 2003. IT WILL BE TREATED AS CONFIDENTIAL AND WILL NOT BE REVEALED TO ANY UNAUTHRORISED SOURCE.

Country of Origin
Enter your country of origin
Ethnic Origin
Enter your Ethnic Origin
Marital Status
Enter your Marital Status
Gender
Enter your gender
Date of Birth (DD/MM/YYYY)
Enter your date of birth
Do you have a disability?   Prefer not to say
Nature of Disability
Enter the nature of your disability

[Back]   [Next]   [Save and Next]

When ready to proceed to the final screen, click on **Save and Next**.

Step 12 of 12: Application Form

You submit your application on this final screen. The screen presents you with your entire application form, which you can review before submitting to ensure you are satisfied that the details you have provided are full and correct. Please bear in mind that once you have submitted your application, you will not be able to edit any of your details.

Before submitting your application, please ensure you are applying for the correct position, read the statement at the end of the form and click on the check box provided. By ticking this box, you are certifying that the information you provided is correct to the best of your knowledge and you are agreeing to be bound by the terms of UL's recruitment policies. You can either save the application for later or submit it there and then. You can also print a copy of it.

To submit the application, click on the **Apply** button. If any required information has been omitted from your application, a red-text error message will appear at the top of the screen.

A message stating "Application Successful" appears when your application has been successfully submitted.

Normally within 30 minutes of submitting your application, you will receive an email acknowledging that it has been received.

5. Further Information

Application History

If you decide to save your application for later, the details will be held in the **Application History** section of your user account. All your partially completed applications are listed here. To finalise and ultimately submit an application, log in and click on the **Application History** link in the **Navigation** section on the left of the screen. From here, click on the **View** button associated with the particular application that you wish to complete.

Application History Section				
Job Id	**Job Description**	**Application Date**	**Applicant status**	
003608	Director of Finance		Application not Submitted	🔲 ← View button

Clicking on the **View** button brings you back to the final screen of the application process, where you can review and update your application form in its entirely before submitting it.

Closing Dates and Times

The closing date and time for the submission of online applications for the position is specified in the list of vacancies. You will be unable to submit your application after this date and time.

Contact E-Recruitment

If you experience any difficulties using the online E-Recruitment system, please send us an email to erecruitment@ul.ie outlining the nature of your problem and quoting the reference number and title of the post you are applying for.