

## Guidelines for Submitting Online Applications – External Applicants

### A Registering and Creating a New User Account for UCC Recruitment

All external applicants must register with University College Cork’s E-Recruitment system before you can apply online for a vacancy. You register by creating a user account on the UCC [E-Recruitment webpage](#)

To create a user account, click on the Register link under the **Applicant Options** 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.

#### Applicant Options

- › Search Vacancies

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- › Existing User? Login  
UCC Staff, you must be logged into ESS to see Internal Vacancies

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- › Terms & Conditions

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- › Human Resources Website

#### Register as a New User

Please complete the form below to register as a new user for UCC eRecruitment.

UCC staff, please note that to apply for vacancies and view Internal vacancies you must be LOGGED in with your UCC [EMPLOYEE SELF SERVICE](#) account.

Email Address *	<input type="text"/>
Reenter Email Address *	<input type="text"/>
Password *	<input type="password"/>
Reenter Password *	<input type="password"/>
Forename *	<input type="text"/>
Surname *	<input type="text"/>

By clicking on the checkbox you agree to the [Terms & Conditions](#) as outlined in the document \*

Register

The password you enter 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.

### B Logging In If Already Registered

Once you have created a user account on the E-Recruitment site, the next time you wish to log in to the system you simply click on the Login link under the Applicant Options section. On the Login screen, enter your email address and password and click on Login.

Should you forget your password, enter your registered email address and click on the Forgotten Password? link, and a new password will be emailed to you (please remember to check spam folder if you do not receive email).

### C Vacancies List

When you access the e-recruitment site, you will view a screen where you can search for the current vacancies for University College Cork. You can search by Competition type, or use a key word or select All to view every vacancy.

By clicking on the *Job Spec More* → link pertaining to the vacancy you wish to apply for, you will be presented with a job specification of the position. Clicking on the Candidate Information link at the

bottom of this section will give you access to a more detailed job description document, which you can open/save.

## D Applying for the Position

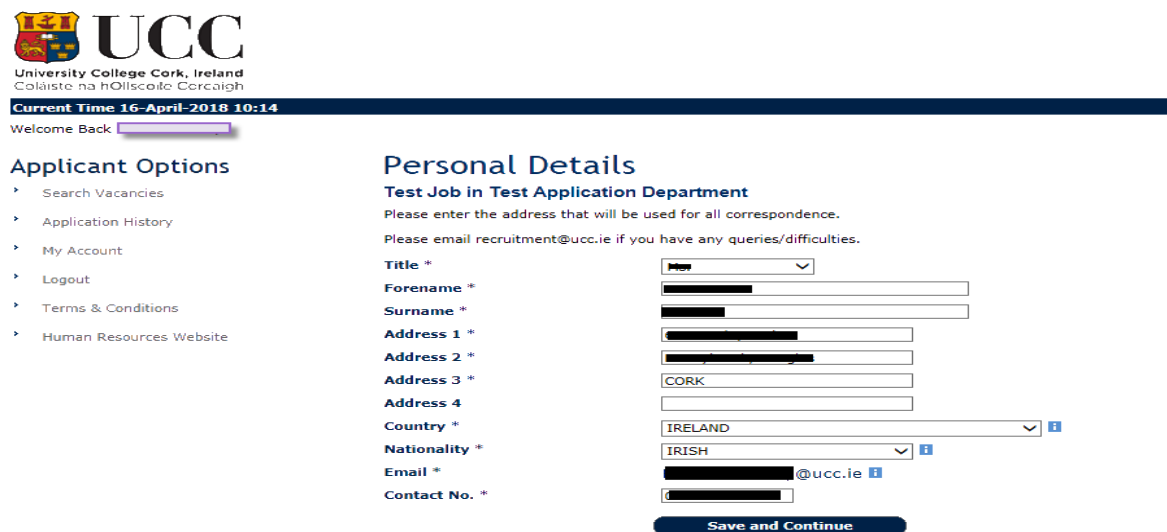
You can begin your Online application from the UCC Vacancies front page or from within the 'View Details' area when you drill down to the job specification. On the Vacancies section, click on the Apply link associated with the position you wish to apply for. If you have already opened the Job Specification section for that position, click on the Apply for Job button. Either way, you will be brought directly to the application form which must be completed to apply for the vacancy (again it will open in a new tab on your browser). Fields with asterisks are mandatory.

Click on the Save option 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 'E' at the end of this document for details on how to access your application history.)

The application form will open on a page displaying your [Personal Details](#).

Enter the requested personal details on this screen. Fields with asterisks are mandatory.

Click on **Save and Continue** to view the remaining sections required on the application form.



The screenshot shows the UCC application form interface. At the top left is the UCC logo and name. Below it, the current time is displayed as '16-April-2018 10:14'. A 'Welcome Back' message is followed by a user name in a dropdown menu. On the left side, there is a navigation menu under 'Applicant Options' with links for 'Search Vacancies', 'Application History', 'My Account', 'Logout', 'Terms & Conditions', and 'Human Resources Website'. The main content area is titled 'Personal Details' and includes the job title 'Test Job in Test Application Department'. Below the title, there are instructions: 'Please enter the address that will be used for all correspondence.' and 'Please email recruitment@ucc.ie if you have any queries/difficulties.' The form fields are as follows:
 

- Title \*: A dropdown menu with 'Mr' selected.
- Forename \*: A text input field with a blacked-out name.
- Surname \*: A text input field with a blacked-out name.
- Address 1 \*: A text input field with a blacked-out address.
- Address 2 \*: A text input field with a blacked-out address.
- Address 3 \*: A text input field containing 'CORK'.
- Address 4 \*: A text input field.
- Country \*: A dropdown menu with 'IRELAND' selected.
- Nationality \*: A dropdown menu with 'IRISH' selected.
- Email \*: A text input field containing a blacked-out email address followed by '@ucc.ie'.
- Contact No. \*: A text input field with a blacked-out number.

 At the bottom of the form is a blue button labeled 'Save and Continue'.

When you view **Your Application** you will be able to see the sections that require completion and those that have already been completed. It is only when you have completed **all** of the required steps that you will see the option to submit the application, however you can opt to Save for later on the checklist page so you can return to the form and complete before the closing date/time.

## Your Application

### Test Job In Test Application Department - Acad Form

**Please refer to the Job Description and Selection Criteria before you complete the application form.** You may complete the sections of the application form in any order you wish. Once all sections marked as 'Required' are complete the 'Submit' button will appear. You may use the 'Preview Form' button to review and print a copy before submitting your application. You can save an incomplete application at any time by clicking on the 'Save for Later' button. All fields marked with an \* must be completed. In order to apply for a role, you must submit your application form.

Please note that all vacancies close at **12 noon (Irish Local Time)** on the advertised closing date. No late applications will be accepted. It is recommended that you submit your application at least 24 hours in advance of the closing date and time. Any applications that are still in progress at the closing time on the specific closing date will be cancelled automatically by the UCC eRecruitment System. UCC may only take into account technical issues raised by an applicant if advised to UCC HR (hrsupport@ucc.ie) in sufficient time prior to the advertised closing date. Applications will only be accepted by the UCC eRecruitment System. If an acknowledgement is not received within 1 working day, please contact recruitment@ucc.ie

**Important note - Microsoft Edge is not compatible with the eRecruitment System. Please use an alternative browser.**

Section	Completed
<a href="#">Personal Details - 1</a>	✓
<a href="#">Personal Details - 2</a>	✓
<a href="#">Qualification Details</a>	✓
<a href="#">Employment History</a>	Required
<a href="#">Professional Membership</a>	Optional
<a href="#">Particulars of Referees</a>	✓
<a href="#">Source of Advertisement</a>	Required
<a href="#">Applicant Document Details</a>	Required
<a href="#">Equal Opportunities Monitoring</a>	✓

Save for later

Preview Form

### [Personal Details - 2 Section](#)

This section requests information relating to EEA citizenship, legal entitlement to work in Ireland and proficiency in English, where applicable. When you have entered the information, click on Save and Continue.

### Personal Details - 2

#### Test Job In Test Application Department - Admin Form

Please answer each of the following questions and select the 'Save and Continue' button. **Mandatory questions (\*) must be completed to submit an application successfully.**

**Please note if you do require a work permit, you are not eligible to apply for this position**

Will a work permit be required to employ you? \*

Yes  No

Are you an Irish / EEA Citizen \*

Yes  No

PPS Number if applicable

Have you been in continuous employment with the public sector in Ireland since the 6th April 1995? \*

Yes  No

Is English your first language? If no, please provide with your application evidence of proficiency in the applicant document details section.

Yes  No

Are you currently a UCC staff member? \*

Yes  No

If yes please provide your staff no.

Have you availed of the Early Retirement Scheme (ISER) with or received an Ex-Gratia Payment from a previous employer?

Yes  No

Save and Continue

### [Qualifications](#)



You may enter as many qualifications as you wish by clicking on 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 you have entered the information required click on **Return to Checklist**.


## Qualification Details

### Test Job in Test Application Department

Please use the buttons below to add your qualification details.



<b>Educational Institute</b>	University College Cork		
<b>Enter name if other</b>			
<b>Duration</b>	1	<b>Duration Type</b>	Years
<b>From Month</b>	October	<b>From Year</b>	2006
<b>To Month</b>	October	<b>To Year</b>	2007
<b>Qualification</b>	<input type="text"/>		
<b>Qualification Other</b>			
<b>Result/Class of Award</b>	<input type="text"/>		
<b>Main Subject/Course Area</b>	<input type="text"/>		
<b>Thesis Phd title</b>			
<b>Comments</b>			
 			

<b>Educational Institute</b>	University College Cork		
<b>Enter name if other</b>			
<b>Duration</b>	3	<b>Duration Type</b>	Years
<b>From Month</b>	September	<b>From Year</b>	2003
<b>To Month</b>	June	<b>To Year</b>	2006
<b>Qualification</b>	<input type="text"/>		
<b>Qualification Other</b>			
<b>Result/Class of Award</b>	<input type="text"/>		
<b>Main Subject/Course Area</b>	<input type="text"/>		
<b>Thesis Phd title</b>			
<b>Comments</b>			
 			

**Return to Checklist**

## Employment History

To update your Employment History, click on Add. You may enter details for as many previous employments as you wish by clicking on Save and Add. When ready to proceed, click **Return to Checklist**. Please note there is a maximum character limit of 1,992 characters for the 'Job Description & relevance to current application' field. If copying/pasting text from another document, please ensure you review the text you enter before you return to the checklist

## Employment History

### Test Job In Test Application Department - Acad Form

Please use the buttons below to add your details.







**Return to Checklist**

## Employment History

### Test Job In Test Application Department - Acad Form

Enter your current or most recent employment details. Please enter a reason for leaving if applicable. To add more than one record enter your details and then click the 'Save and Add' button below.

<b>Start Date (DD/MM/YY) *</b>	<input type="text"/>	
<b>End Date (DD/MM/YY)</b>	<input type="text"/>	
<b>Employer Name *</b>	<input type="text"/>	
<b>Employer Address</b>	<input type="text"/>	
<b>Position *</b>	<input type="text"/>	
<b>Salary</b>	<input type="text"/>	
<small>Note: Only input a numeric value here</small>		
<b>Job Description &amp; relevance to current application</b>	<input type="text"/>	
<small>Note: Maximum character limit of 1,992 including spaces.</small>		
<b>Reason for Leaving</b>	<input type="text"/>	
<small>Note: Maximum character limit of 200 including spaces.</small>		
 		

## Professional Membership

This an optional section where you may wish to give professional membership details.

### [Particulars of Referees](#)


You must provide referee details in this section. Click on Add and then complete the fields as required. To add additional referees, click on the Add button. Please provide a maximum of three referees. Full contact details including e-mail address must be provided. Referees will be contacted *only* if you are shortlisted for interview. If you do not wish for your current employer to be contacted prior to interview do not include as a referee below.

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## Particulars of Referees

### Test Job in Test Application Department


Applicant References

 **Add**



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#### Particulars of Referees



Applicant References

 **Add**

Title  
Forename  
Surname  
Position  
Company  
Address1  
Address2  
Address3  
Email Address  
Phone No

 **Edit**    **Delete**

Title  
Forename  
Surname  
Position  
Company  
Address1  
Address2  
Address3  
Email Address  
Phone No

 **Edit**    **Delete**

**Return to Checklist**

Any offer of employment will be made subject to the receipt of satisfactory references (including a reference from your current employer which will be sought at the point of offer if not included)

### [Source of Advertisement](#)

This section asks you to indicate how you became aware of the vacancy. Select Add to allow you enter the information. When ready to proceed click on **Return to Checklist**

## Source of Advertisement

### Test Job In Test Application Department - Acad Form

 **Add**

**Return to Checklist**

### [Applicant Document Details](#)

This section is where you should upload documents providing additional information pertaining to your experience/qualifications and conveying why you are applying for the particular vacancy.

Applicants for academic positions need to include details of the following:

- a. Publications, b. Research Interests, c. Teaching Interests and Abilities, d. Teaching Objectives and Methods

Click on Browse to locate your file then Attach and Save. Note there is a file size limit of **1MB**. After you have uploaded your documents, click on **Return to Checklist**

### Applicant Document Details

Test Job In Test Application Department - Acad Form

Date Loaded	Filename	Filesize(KB)
No		
Applicant Document Details found		

Please attach the following 3 files as part of your application.

1. A recent curriculum vitae
2. A covering letter indicating how you meet the criteria outlined in the job description
3. A document providing details using the following headings if applicable:

- Publications
- Research Interests
- Teaching Interests & Abilities

For each file you want to upload click the **Choose File** button below, navigate to and select your file and then click **Attach & Save**. Each file attached to your application appears above.

**Please note:**

- Accepted formats: txt(Text), doc(Word 97-2003), docx(Word 2007), rtf(Rich Text File), pdf(Adobe).
- Please ensure that files are not password protected or saved with 'track changes' otherwise we are unable to open them via our system.
- Keep the length of the file name to a minimum. The system will reject long file names.
- Maximum file size allowed: 1MB/1000KB
- Maximum number of files allowed: 3

### [Equal Opportunities Monitoring](#)

University College Cork 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 UCC 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 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 UCC's recruitment pattern.

When you are returned to the Checklist and everything has been completed you will see the option to Submit the form

## Your Application

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<a href="#">Professional Membership</a>	Optional
<a href="#">Particulars of Referees</a>	✓
<a href="#">Source of Advertisement</a>	✓
<a href="#">Applicant Document Details</a>	✓
<a href="#">Equal Opportunities Monitoring</a>	✓

By clicking on the checkbox you agree to the [Terms & Conditions](#) as outlined in the document

Save for later

Preview Form

Submit

Before submitting your application, please ensure you are applying for the correct position, read the Terms & Conditions 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 UCC's recruitment policies. You can either Submit the application or save it for later

To submit the application immediately, click on the Submit 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.

## E 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.

