

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.

Registration

Have you already registered with DMU?
If you are already registered, you should log into the system in order to use the data you have already entered. [Please click here to log on and complete your application](#)

Is this your first visit to the DMU recruiting system?
In order to apply for this and other vacancies, please register by completing the following information.

| | |
|--------------|-------------------------------------|
| First Name: | <input type="text" value="Joe"/> |
| Second Name: | <input type="text"/> |
| Last Name:* | <input type="text" value="Bloggs"/> |

| | |
|-------------------|--|
| User Name:* | <input type="text" value="DMURECRUITMENT@NOREPLY.DMU.AC.UK"/> |
| Password:* | <input type="password" value="*****"/> |
| Repeat Password:* | <input type="password" value="*****"/> |
| E-Mail:* | <input type="text" value="dmurecruitment@noreply.dmu.ac.uk"/> <small>⚠ Make sure that the specified e-mail address is correct. This is necessary as we will contact you via the specified e-mail address.</small> |
| Repeat E-Mail:* | <input type="text" value="dmurecruitment@noreply.dmu.ac.uk"/> |

Are you an Existing Employee?
To view and apply for jobs you need to log in to the DMUHub and use the 'My Jobs' tile. The 'My Jobs' tile gives you access to both external and internal vacancies (which are not displayed on the main careers website). You must not apply as an external candidate as your Staff profile is used to create your application. [Please click here to access your My Jobs page](#)

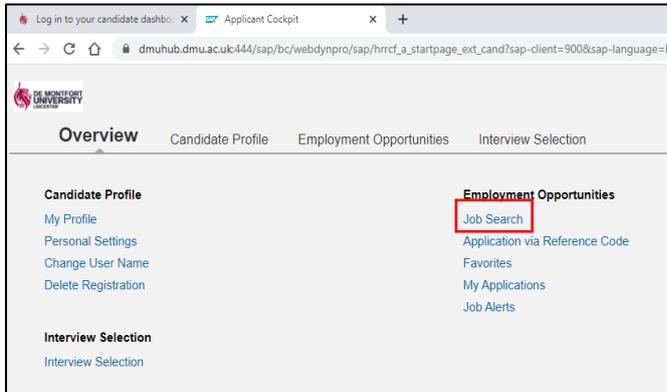
Data Privacy Statement
Confirm that you accept our data privacy statement
⚠ The information is displayed in a new window. If the display of additional windows is currently suppressed by a pop-up blocker, you must first deactivate this setting.
[Data Privacy Statement](#)
We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement.

Yes, I have read the data privacy statement and I accept it

[Register and Apply](#)

Step 2: Job Search

Under the “Employment Opportunities” heading within your candidate dashboard, click on to “Job Search”.

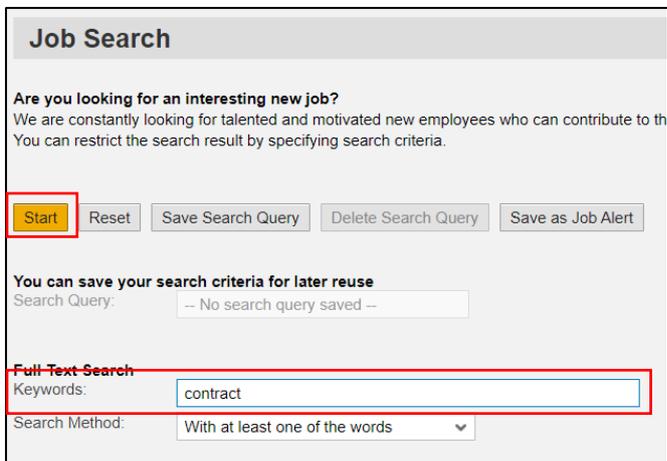


Step 3: Searching for the live vacancy

To search for the vacancy, use the “keywords” field.

Please note – Typing the full job title may not bring up the vacancy you are searching for, therefore use one word within the job title to bring up the vacancy you are searching for.

Alternatively, ignore the fields on the “Job Search” page and click “start”.

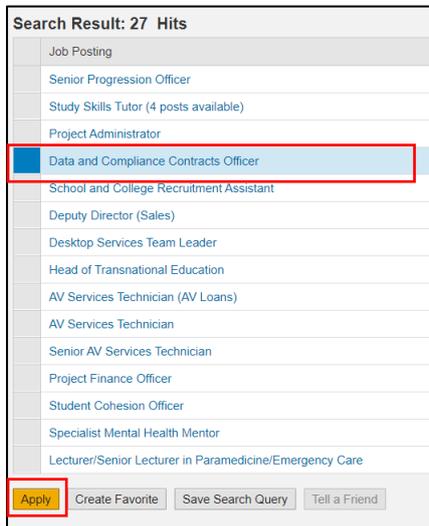


The screenshot shows the Job Search page. At the top, there is a heading 'Job Search'. Below it, there is a question 'Are you looking for an interesting new job?' followed by a paragraph: 'We are constantly looking for talented and motivated new employees who can contribute to th... You can restrict the search result by specifying search criteria.' Below this, there are five buttons: Start, Reset, Save Search Query, Delete Search Query, and Save as Job Alert. The 'Start' button is highlighted with a red box. Below the buttons, there is a section titled 'You can save your search criteria for later reuse' with a 'Search Query' field containing '-- No search query saved --'. Below this, there is a section titled 'Full Text Search' which is highlighted with a red box. It contains a 'Keywords' field with the word 'contract' and a 'Search Method' dropdown menu set to 'With at least one of the words'.

Step 4: Search criteria

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

Please note – you have the option of reviewing the advert text and job description / person specification by clicking on to the job title.



Search Result: 27 Hits

| |
|---|
| Job Posting |
| Senior Progression Officer |
| Study Skills Tutor (4 posts available) |
| Project Administrator |
| Data and Compliance Contracts Officer |
| School and College Recruitment Assistant |
| Deputy Director (Sales) |
| Desktop Services Team Leader |
| Head of Transnational Education |
| AV Services Technician (AV Loans) |
| AV Services Technician |
| Senior AV Services Technician |
| Project Finance Officer |
| Student Cohesion Officer |
| Specialist Mental Health Mentor |
| Lecturer/Senior Lecturer in Paramedicine/Emergency Care |

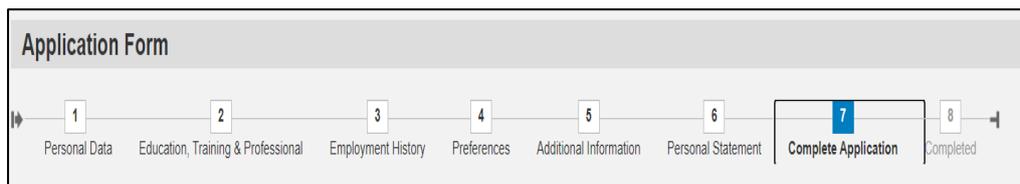
Apply Create Favorite Save Search Query Tell a Friend

Step 5: The application form

Work through each section of the application form. The “additional information” section requires you to complete three questionnaires. Please complete the questionnaires as accurately as possible.

Referees will only be contacted once you are successful at the interview stage and give us the permission to do so.

The information you provide us within the Diversity and Inclusion questionnaire will not be disclosed to the hiring panel. This information is used to help the recruitment team’s metrics that are used to recruit a diverse workforce.

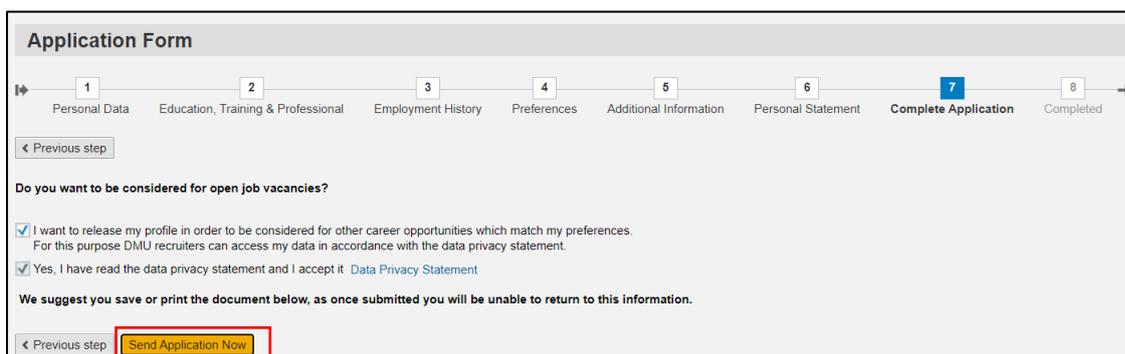


Application Form

1 Personal Data 2 Education, Training & Professional 3 Employment History 4 Preferences 5 Additional Information 6 Personal Statement 7 Complete Application 8 Completed

Step 5: Review your application form

Review the information you have completed within your application form.



Application Form

1 Personal Data 2 Education, Training & Professional 3 Employment History 4 Preferences 5 Additional Information 6 Personal Statement 7 Complete Application 8 Completed

← Previous step

Do you want to be considered for open job vacancies?

I want to release my profile in order to be considered for other career opportunities which match my preferences. For this purpose DMU recruiters can access my data in accordance with the data privacy statement.

Yes, I have read the data privacy statement and I accept it. [Data Privacy Statement](#)

We suggest you save or print the document below, as once submitted you will be unable to return to this information.

← Previous step **Send Application Now**