HOW TO APPLY ON-LINE FOR POSITIONS AT DUNDALK INSTITUTE OF TECHNOLOGY

The on-line process takes you through a number of screens and as a guideline to applying for vacancies at Dundalk Institute of Technology **you should print off this document as a guide before starting the on-line process**. We would also suggest that you prepare any supporting documentation ie. Curriculum Vitae prior to commencing the on-line application process.

When you click on the "**Institute Vacancies**" link on our recruitment web page this will take you to The Search Appointmentss at DkIT page. (Fig A) Click on the Search button, which will bring you to a list of current vacancies. (Fig B). If you wish to view a Job Specification and find more information about a post, click on the Job Spec link which will bring you to Fig C. At this point you can view the job description or hit the APPLY BUTTON.

Fig A

Fig B

Fig C

Details on how to register and to apply on-line are given below – please read carefully.

1. REGISTERING & CREATING A NEW USER ACCOUNT AT DKIT

Before commencing the on-line application process you must register and create a new user account. To do this you require an email address and a password. Your email address should be your normal email address (you will receive an acknowledgement of your application to this address). You are also required to create a password (of your own choice) to use with this email address when you log on to our recruitment website. You should take note of the email address and password as you will require both of these to log on to our recruitment website in the future, should you wish to apply for other vacancies.

Should you forget your password after registration you may enter your email address and your password will be emailed to you.

Select Register if you have never applied or registered before. If you have a previous application history select login.

2.   JOB DESCRIPTIONS & JOB SPECIFICATIONS

After you register on our web page you will then be able to access the on-line application screen. The first part of this screen is the Job Description/Job Specification section. Download (by double clicking on the document listed) for more detailed information on the particular post in which you are interested in applying.

3.   MANDATORY FIELDS

There are a number of mandatory fields which you must complete in full to ensure that you make a complete application.

> **MANDATORY FIELDS**
>
> 1.   **Personal Details**
> 2.   **Supplementary Information**
>   **(applicable to Academic/Research/Management posts only)**
> 3.   **Education Details**
> 4.   **Employment Details**
> 5.   **References**

4.   PERSONAL DETAILS SECTION

This section is mandatory and you must complete all sections. You cannot progress to the next stage until this page is completed.

5.   SUPPLEMENTARY INFORMATION

This section is applicable only to Academic/Research/Management Posts and is mandatory for same.

You should click on the **"Supplementary Information"** button and complete the details required on the form. You should then save the Supplementary Information form to your own PC. You then click on the **"Browse"** button in the **"Attach Document"** section directly underneath. You will then be able to select the Supplementary Information Form which you have saved to your PC. When you have selected the saved form click on the **"upload"** button. You will then receive a message that the document has been successfully uploaded. Please check that your uploaded document appears in the "Uploaded Documents" section – if it doesn't appear here your upload has not been successful and you should repeat the above steps.

6.   UPLOADING CURRICULUM VITAE

If you wish you may also upload your Curriculum Vitae using the above steps. ie. Click on the **"Browse"** button select your Curriculum Vitae which you have saved on your PC. **Please note that the title of your Curriculum Vitae should not be more than 15 characters – please rename your document if the title is greater**

than 15 characters. The document type must be a WORD document. Then click on the "**Upload**" button. You should then receive a message that your upload has been successful. Please check in the **"Uploaded Documents"** section that your uploaded Curriculum Vitae appears. If it does not appear in this section please repeat the above steps.

7.   EDUCATION DETAILS

This section is mandatory and must be completed. You may enter as many qualifications as you wish. **Please note that if your qualification does not appear in the drop down list you should select the option "A.N. other Qualification not listed" from this list.**   We will be able to identify your qualification by the Course Name you enter (this is a free text field). If your Institute or Awarding Body do not appear in the drop down list please select option "Null". The Institute may request copies of any academic transcripts and/or verify the authenticity of your qualifications with the academic institution/awarding body listed in your application.

8.   EMPLOYMENT DETAILS

This section is mandatory and must be completed.

9.   REFERENCE DETAILS

This section is mandatory. You should provide the name, address and occupations of two managers/supervisors from whom confidential testimonials as to character and experience may be obtained. One of these referees must be external to the Institute.

10.   OTHER MANDATORY QUESTIONS

This section is mandatory and all questions must be answered fully.

11.   SUBMITTING YOUR APPLICATION

To complete the on-line application process you must click on the "tick box" at the bottom of the screen. By ticking this box you are certifying that the information which you have provided in your application is true and correct. You also understand that should any of the information provided in your application be found to be false, misleading or inaccurate in any material way, the Institute reserves the right to withdraw any offer of employment made to me, or if I have already commenced employment when this is discovered, to terminate my employment. When you have ticked this box you should then click on the **"Submit Application Details"** button. You should then receive the message **"Application Details have successfully been submitted"**. If you do not receive this message your application has not been successfully submitted and you should check that the "tick box" has been ticked and click on the "**Submit Application Details"** button again.

12.   ACKNOWLEDGEMENT OF YOUR APPLICATION

You will receive an email acknowledgement of your application. You will normally receive this acknowledgement within 15 minutes of submitting your application.

13.   CLOSING DATES AND TIMES

The closing dates and times are as outlined in the Job Specification document. If you are applying for a post on the date it is closing it is extremely important that you also take note of the time of closing. If you are in the process of applying on line and the closing time is approaching, should this time pass while you are in the middle of the process you WILL NOT be able to submit your application..

You will have to complete your application and submit same before the closing time advised, otherwise your application will be deemed to be late.

14.   EQUAL OPPORTUNITIES

Dundalk Institute of Technology is an equal opportunities employer and does not discriminate against individuals on the basis of gender, age, race, colour, nationality, ethnic or national origin, religion, marital status, family status, sexual orientation, disability or membership of the traveller community.

15.   FREEDOM OF INFORMATION

The Institute comes under the terms of the Freedom of Information Act, 1997. The Act confers on individuals a legal right of access to their own personal information held by the Institute and to their own employment records. It also gives individuals a legal right to have made known to them, in writing, the reasons for decisions made by the Institute that have materially affected them. The Chairperson of every Selection Board will be required to document the reasons for the decision made by the Selection Board in respect of each candidate, both at shortlisting and final selection stage, for release to candidates on request.

Freedom of Information Documents
Download section15 / Download Section 16

Useful Links
FOI Central Policy Unit
Office of the Information Commissioner
Data Protection Commissioner

FOI Application Fees
Click here to view fees