



## 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.

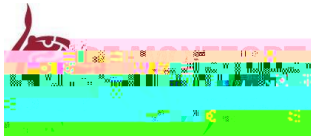
The screenshot shows the registration page with the following elements and highlighted areas:

- Registration Header:** "Have you already registered with DMU?" with a link to log in.
- Registration Form:**
  - First Name:** "Joe" (highlighted)
  - Second Name:** (empty, highlighted)
  - User Name:** "DMURECRUITMENT@NOREPLYDMU.AC.UK" (highlighted)
  - Password:** (masked with asterisks, highlighted)
  - E-Mail:** "dmurecruitment@noreply.dmu.ac.uk" (highlighted)
  - E-mail address:** "dmurecruitment@noreply.dmu.ac.uk" (highlighted)
- Registration Options:** "Are you an Existing Employee?" (highlighted)
- Data Privacy Statement:** "Data Privacy Statement" (highlighted)
- Consent:** "Yes, I have read the data privacy statement and I accept it" (highlighted)



## **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.