



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.

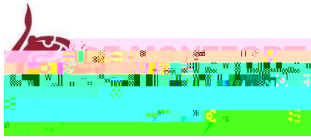
The screenshot shows the registration page with the following elements and highlighted fields:

- Registration** header.
- Section: **Have you already registered with DMU?**
 - Text: "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."
 - Text: "If you are not already registered, you should click on the 'Register and Apply' button below to create a new account."
- Form fields:
 - First Name:
 - Second Name:
 - User Name:
 - Password:
 - E-Mail:
 - Confirm E-Mail:
- Section: **Are you an Existing Employee?**
 - Text: "If you are an existing employee, please click on the 'Log On' button above to log into the system and complete your application."
 - Text: "If you are not an existing employee, please click on the 'Register and Apply' button below to create a new account."
- Section: **Data Privacy Statement**
 - Text: "I have read the data privacy statement and I accept it"
 - Checkbox: Yes, I have read the data privacy statement and I accept it
- Buttons: and



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.