Institiúid Teicneolaíochta Chorcaí
Cork Institute of Technology

CIT ONLINE RECRUITMENT GUIDELINES

BEFORE COMMENCING THE ON-LINE APPLICATION PROCESS WE RECOMMEND THAT YOU:

Print this page before you start.

Print *Terms & Conditions*.

Check the **closing date and time** for the competition(s) you are applying for. **CIT reserves the right not to accept late applications.**

Please be advised:

Your account will not be activated until you have completed the **Personal Details** section of registration.

You may **Log on** as many times as you like to complete an application. You must **Save** completed sections.

For Academic posts **Grade of Primary Degree** and **date awarded** must be provided.

Applications may be rejected if: **received late, emailed or incomplete.**

CVs may only be uploaded as part of **Research** competitions only.

Candidates **offered posts** in CIT will be required to produce documentary evidence to support any statements in the application form.

You should advise CIT's HR Recruitment Office if you have any **special needs** if called for interview.

Once your application is **submitted** you cannot change it.

You will receive an **emailed acknowledgement** from CIT on receipt of completed application.

To apply for a position you should:

1. **REGISTER** and create your user account.

2. Before you can start the on-line application process you must register as a user. You need to provide a valid email address for this and a password. The **email address** used to register will be used for all correspondence to you from CIT. **You must NOT change your email address anywhere on the application form once registered.**

3. **SEARCH** and/or View current vacancies.

4. You can either view all vacancies or search using specific criteria such as Job Title, Grade, Keywords etc Click on **Post Details** to view more detailed information regarding the advertised post.

5. **SELECT** the Post you want to apply for and click on **APPLY.**

6. *If you are an existing user you will be prompted to log in and if you are a new user you should register.*

7. **COMPLETE / SUBMIT** your application on-line.

   Note: Applicants should note that when completing the **Questionnaire** section of the online application form that if you **answer NO** to any question, you must **type NO in the text box also**.

CIT Online Recruitment Terms & Conditions

1. Cork Institute of Technology (CIT) reserves the right to change these terms and conditions. You should review these terms and conditions on a regular basis to keep abreast of any such changes. By using CIT's online recruitment facility you agree to these terms and conditions.

2. CIT reserves the right to reject any applications that contain language or material that CIT considers offensive, discriminatory or otherwise inappropriate.

3. By submitting your application you are declaring that the information you have provided is factually accurate and correct. Should any information provided in the application be found to be false and/or misleading CIT reserves the right to withdraw any offer of employment made or, if you have commenced employment, to terminate your employment.

4. In addition to the minimum qualifications, it may be necessary to introduce further short listing criteria for a competition. Therefore, applicants may be shortlisted on the basis of qualifications and suitable experience based on details given in the application form.

5. Applicants should note that they may be called for more than one interview.

6. Applicants should note that they attend interviews at their own expense.

7. CIT reserves the right not to accept late and/or incomplete applications.

8. Applications must be submitted by 13:00h GMT on the advertised closing date.

9. Unless specifically stated otherwise in the advertisement for a position, CIT will not accept applications submitted using any means other than the online recruitment facility.

10. The information you provide using this online recruitment facility is required by CIT for the purpose of processing your application for employment. Your personal data will be processed in accordance with the Data Protection Acts 1988-2003.

11. All successful candidates will be required to go through a Garda Vetting Process where appropriate. CIT reserves the right to withdraw any offer of employment made or, if you have commenced employment, to terminate your employment based on the results of the Garda Vetting Process.

12. The recruitment, selection and appointment of a successful candidate are matters for CIT which will act in accordance with any relevant procedures in place at the time.

13. Any canvassing for an advertised post by, or on behalf of, candidates shall result in disqualification and exclusion from the recruitment process.

14. CIT is an equal opportunities employer and does not discriminate against individuals on the basis of gender, age, race, religion, marital status, family status, sexual orientation, disability or membership of the traveller community. CIT invites applications from all those who believe that they fulfil the requirements for the jobs advertised.