MTU
Ollscoil Teicneolaíochta na Mumhan
Munster Technological University

EXTERNAL APPLICANTS

1. Log onto www.mtu.ie/vacancies and enter the MTU e-recruitment page
2. Using the search engine, identify the relevant job advert and select.
3. Before you can start New users must create an account by clicking the "register" icon and completing and submitting the required details. The email address used to register will be used for all correspondence to you from MTU. You must not change your email address anywhere on the application form once registered.
4. These login details will be required for each vacancy you wish to apply for or should you need to review your application.
5. If you are an existing user, you will be required to log in using your existing account details.
6. If you have previously set up an account and forgot your password, please click on the **Forgotten Password?** icon and follow the instructions to create a new password.

INTERNAL APPLICANTS/CORE PORTAL

Internal applicants should refer to the **"current MTU employee guidelines for applying"** document for information on how to apply for all roles within MTU.

HOW TO APPLY

1. To apply for a vacancy, click Search **Search** to see vacant posts.
2. To view more detail about a vacancy, click on the Job Title.
3. Click on Apply for the post you are interested in.
4. Where an employee has previously applied for a post through e-Recruitment, the details from previous applications will populate the new application form. These details can be amended and saved for the new application. You can select a prior application form that you submitted if you wish to pre-populate the details from this form for the new position that you are applying for by clicking on 'Select'. Otherwise click on 'New' to proceed with completing a new application.
5. Complete each required section on the form. Additional assistance for fields can be found by clicking the Help button. ℹ
6. You can review saved info in your application by clicking View. You can also delete info by clicking Delete.
7. You must complete all relevant sections.
8. To submit, tick the tick-box indicating that you have read the declaration and click Submit.
9. You may also click to save **Save For Later** & return to your application or click **Print Friendly** to print the detail.

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**

IMPORTANT INFORMATION

1. Please be advised: Your account will not be activated until you have completed the Personal Details section of registration.
2. Please familiarise yourself with the **MTU Online Recruitment Terms and Conditions** document before applying for any position. You will be required to tick a box agreeing to these before submitting your application.
3. You may Log on as many times as you like to complete an application.
4. You must save completed sections for them to be used for current/future applications.
5. For Academic posts, the Grade of Primary Degree and date of formal notification of final results must be provided.
6. Applications can only be accepted if submitted via the MTU online e-recruitment system before the closing time. Incomplete applications will not be accepted.
7. CVs may only be uploaded as part of **Research competitions** only.
8. Candidates offered posts in MTU will be required to produce documentary evidence to support any statements in the application form.
9. You should advise MTU's HR Recruitment Office if you have any special requirements if called for interview.
10. Once your application is submitted you cannot change it.
11. You will receive an emailed acknowledgement from MTU on receipt of completed application.