



e-recruitment User Guide

and

Terms and Conditions

jump to:

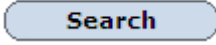
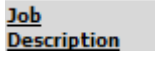

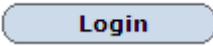
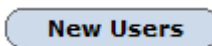
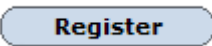
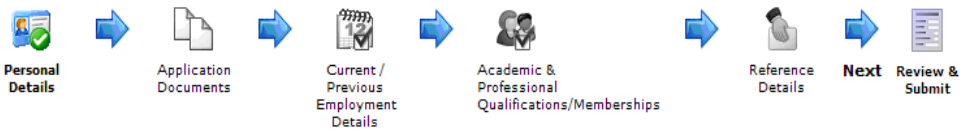

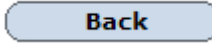


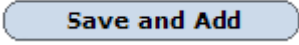

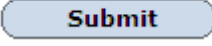


[External applicants](#)

[Internal applicants](#)

[Terms and Conditions](#)







EXTERNAL

SEARCHING VACANCIES & APPLYING FOR A POSITION

+	Go to jobs.tcd.ie
↓	Enter the criteria required to search for a specific vacancy or leave blank to view all positions and click on 
↓	To view the full details of a position click on 
↓	To apply for a position click on 
↓	Existing users will be able to  and continue straight to the application form.
↓	 will be required to 
↓	Please complete all sections of the application form. 
↓	The number of sections can vary depending on the position. The step you are on and the total number of steps are displayed at the top of the form. 
↓	You can navigate through the sections by clicking on  and  . Please note that unless information is saved it will be lost if you click on next/back.
↓	To save the information you enter click on any of the following buttons before continuing to the next section.  
↓	Full instructions on how to complete each section are at the top of the form. Further help for particular fields is available by clicking  .
↓	Once you have completed the form please tick the box to confirm that you have read the terms and conditions and click 
↓	Alternatively you can  and return to complete your application at a later date.
-	There are several links to other areas of the site under the  section which remains on the left hand side of the webpage constantly.


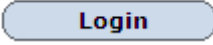
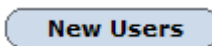
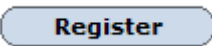
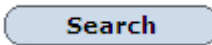
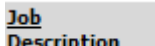


	If at any time you need assistance with making an application please contact recruit@tcd.ie
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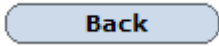
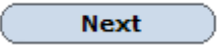

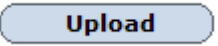
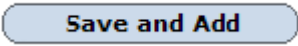








FAQs

	How can I view my application after it was submitted?
A.	When logged in click on  Application history in the Menu section.
	I have forgotten my password, what can I do?
A.	In the login section click on <u>Forgotten Password?</u>
	I am a returning applicant, why isn't my CV already there?
A.	The system only retains certain information from previous applications. You will always be asked to upload a new CV to ensure the most up-to-date version is submitted.
	How do I amend/withdraw my application after submission?
A.	Please contact the Staff Office recruit@tcd.ie confirming your name and the position you applied for.
	When I click the back button on my Web Browser I receive the message "Page cannot be displayed". Why is this?
A.	We recommend that when using the site you navigate by using the menu pane on the left hand of the screen and not the back and forward buttons in your Web Browser.







INTERNAL

SEARCHING VACANCIES & APPLYING FOR A POSITION

+	Go to jobs.tcd.ie
↓	<p>You must login prior to searching to ensure that internal vacancies are included in the search results.</p> <p>Click on  Existing User? - Login in the Menu section on the left hand side.</p>
↓	<p>Existing users will be able to  and continue straight to the application form.</p>
↓	<p> will be required to </p> <p>When registering please enter the 'short' TCD email address you were originally issued. This will identify you as an internal candidate.</p> <p>As a security measure Internal candidates will receive an e-mail to their TCD address to confirm that they are Internal Applicants.</p> <p>When the e-mail is received please log in using the temporary Password provided in the e-mail.</p>
↓	<p>When logged in you will be redirected to the search page</p>
↓	<p>Enter the criteria required to search for a specific vacancy or leave blank to view all positions and click on .</p>
↓	<p>To view the full details of a position click on </p>
↓	<p>To apply for a position click on </p>
↓	<p>Please complete all sections of the application form.</p>  <p>Personal Details Application Documents Current / Previous Employment Details Academic & Professional Qualifications/Memberships Reference Details Next Review & Submit</p>

	<p>The number of sections can vary depending on the position. The step you are on and the total number of steps are displayed at the top of the form.</p> <p>Step 1 of 8 : Personal Details</p>
	<p>You can navigate through the sections by clicking on  and .</p> <p>Please note that unless information is saved it will be lost if you click on next/back.</p>
	<p>To save the information you enter click on any of the following buttons before continuing to the next section.</p> <p> </p>
	<p>Full instructions on how to complete each section are at the top of the form. Further help for particular fields is available by clicking .</p>
	<p>Once you have completed the form please tick the box to confirm that you have read the terms and conditions and click .</p>
	<p>Alternatively you can  and return to complete your application at a later date.</p>
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TCD e-Recruitment Terms & Conditions

1. By submitting your application electronically, you are declaring that the information you are supplying is factually correct. Trinity College Dublin (TCD) reserves the right to withdraw any offer of employment or if you have commenced employment, to terminate your employment should any of the information provided in the application be found to be false or misleading.
2. All sections of the online application, in addition to the documentation required, must be completed and submitted. **Incomplete applications will NOT be processed.** In certain circumstances applications submitted in hard copy may be accepted.
3. Applications must be submitted by the closing date and time specified on-line. All closing times stated are Greenwich Mean Time (GMT). **Late applications will not be accepted.** Confirmation of receipt of your application will be sent to the e-mail address you entered when registering. Please contact Human Resources by email hr@tcd.ie or telephone 00 353 1 896 1678, if you do not receive acknowledgement within 2 hours of submitting your application (Please check the junk/spam folder in your email prior to contacting the Human Resources).
4. Please be aware that should you be shortlisted for interview you will be required to bring original certificates of any qualifications listed on your application (in order to verify authenticity), proof of identity and any other documentation as required in the job specification.
5. The information you have provided to TCD in support of your application will be held on a restricted access computerised recruitment database in accordance with the provisions of the Data Protection Act (http://www.tcd.ie/info_compliance/dp/) and the College's Privacy Statement (<http://www.tcd.ie/privacy/>). This information will be disclosed only to those involved in the recruitment process and will not be shared with any third party. We will retain your details for a period of 18 months from the date of the last activity on your record and may contact you from time to time regarding suitable job opportunities.
6. TCD reserves the right to amend these terms and conditions. It is your responsibility to regularly review them. Your continued use of the e-Recruitment system signifies your agreement to the terms and conditions as outlined above.