

USER MANUAL

System:

WCED Online Markers System

Lesson:

Apply for Vacancies

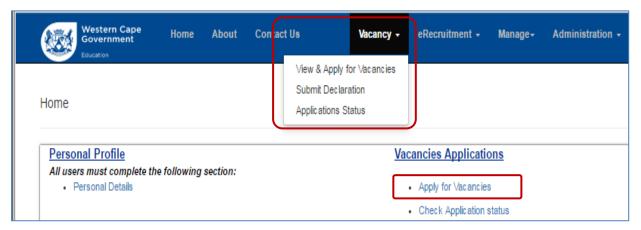
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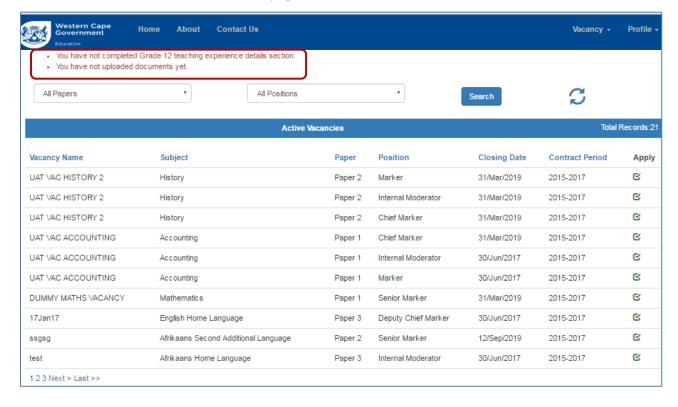
Section 1: View Vacancies

Prerequisites:

- Before an educator can apply for a vacancy the personal profile and declaration section must be completed. The system will inform the applicant of any outstanding information.
- View All Vacancies
- Click on "View & Apply for Vacancies" from the "Vacancy" menu option or click on the "Apply for Vacancies" hyperlink on the home page.

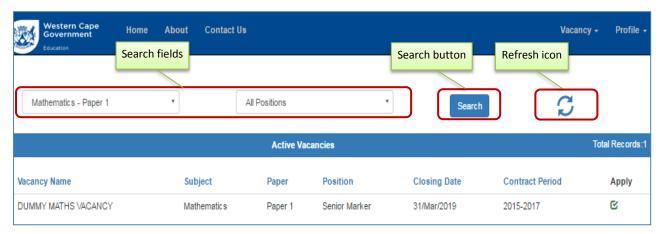


- The list of "Active Vacancies" is shown.
 - Outstanding information will be shown as errors in red text. The applicant must fix the errors and return to the list of vacancies page



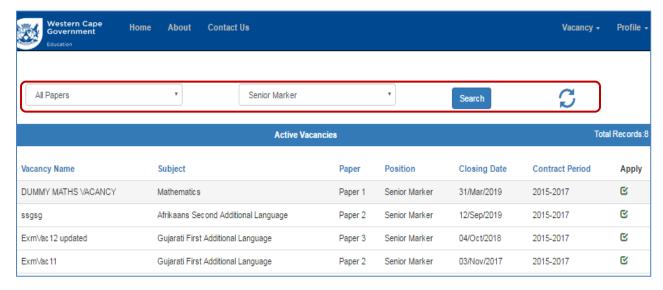
View Vacancies per Paper

- To view vacancies for a particular subject and paper select the relevant paper from the "Paper" dropdown menu box.
- o Click on the "Search" button. The selected papers will be shown.
- Click on the "Refresh" icon to view the default list.



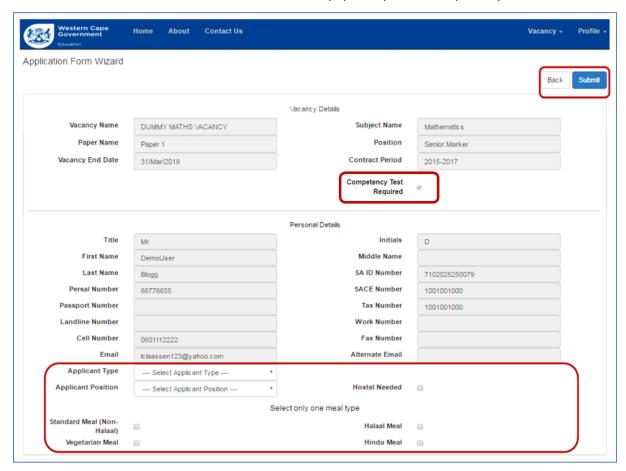
View Vacancies per Position

- To view the vacancies for a particular position and paper select the relevant paper from the "Position" dropdown menu box.
- O Click on the "Search" button. Click on the "Refresh" button to view the default list.

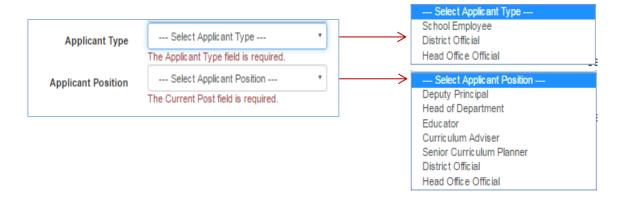


Section 2: Apply for Vacancy

- Click on the "Apply" button for a selected vacancy to apply for the vacancy. The "Application
 Form Wizard" will be displayed (See screenshot below).
 - Check that all details are correct
 - o Complete the sections shown in the red rectangle (additional instructions to follow).
 - o Note that the form will indicate whether the paper requires a competency test



- Application Form Wizard: Additional Instructions
- Complete the "Applicant Type" (applicant works at a School, District Office or Head Office).
- Complete the "Position" section (position at the School, District Office or Head Office) section.



- Complete the hostel accommodation requirements, if any, by clicking on the "Hostel Needed" check box.
 - o A tick will appear if the box is selected.
 - Leave the box unchecked if hostel; accommodation is not required.



- Complete the **dietary requirements** (meal type) by checking only one option:
 - o Only one option must be chosen. A tick box will be shown next to the meal option.
 - If no option is chosen it is assumed that the applicant will supply their own meals (e.g., special dietary requirements not catered for at the marking centre)



- Submit Application
- Click on the "Submit" button to submit the application



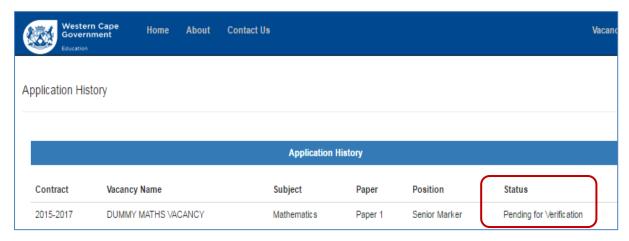
• Click on the "OK" button on the message pop-up box to complete the application



Section 3: Check Application Status

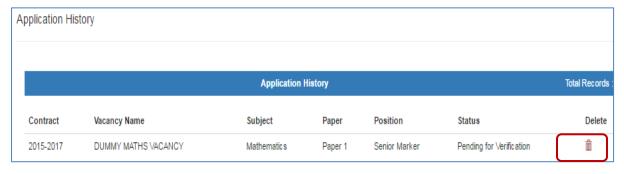
• Click on "Check Application Statuses" on the home page to view the application statuses. The list of applications submitted as well as the application status for each application will be shown.

- The statuses are as follows:
 - Pending for verification -> application must be verified by Principal/District Director/Head
 Office Director
 - Waiting for Recommendations -> applicants must be recommended
 - Waiting for Nomination -> applicants must be nominated
 - O Appointable -> nominated applicants that may be appointed for a particular examination



Section 4: Delete Application

• Click on the "**Delete**" button to delete an application. This option must be chosen if the applicant is no longer interested in the position or have made a mistake in submitting the application.



Click on the "Delete" button on the "Delete Job Application Confirmation" to finalise the
deletion.

