How to apply for one of our online Vacancies:

Go to the University of Chichester Website: www.chi.ac.uk

→

Click on the jobs link at the bottom of the homepage to take you to the Working for Us' page.

→

Click on the 'Current Vacancies' link

→

At the job search page make sure categories are set to 'all' and by 'date posted' & Click Search
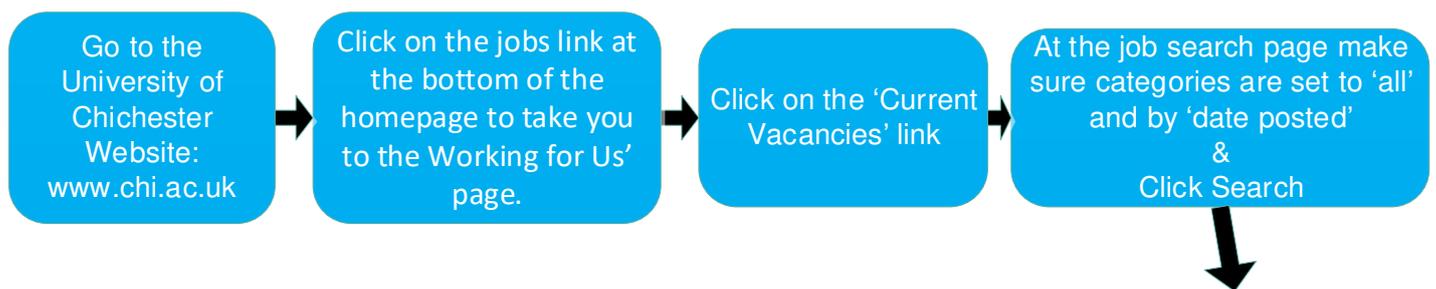
Scroll through all our Current Vacancies until you find the one you wish to Apply for, and click

Apply online

You will be taken to a login page. There are three options;

__New User Registration__
If you have not previously registered with us, you must click on the 'New User Registration' and complete the fields required. You will then be sent an email containing your chosen username and password for your reference.

__Log In__
If you have previously registered with us on this site you can use your previous Username and Password and log straight in.

__Guest__
We strongly advise you set up a New User account and not a Guest account so your details and application can be saved securely on our system whilst working through this process.

Once logged in, you will be taken to the 'Application Summary' page. (below)

To fill in the form, start on the 'About You' link and work your way through.

The icon guide helps explain when parts of your form are complete.

When you have completed the form, return to the 'Application Summary' page (as shown). You can use this page to double check you have completed all the sections (mandatory fields need to display a green circle with white tick). Once you are happy the application form is complete, to submit your form, click on the 'APPLY' button on the right hand side of the screen. You will be taken to the next page, it's very important that you click 'CONTINUE' for your form to be submitted. You will receive an email notification to confirm your application has been submitted.
The Recruitment Team will be pleased to help you with any question or queries.
Please call 01243 816114 OR via email at HR@chi.ac.uk

Updated March 2020