



The *Smart jobs and careers* website now offers job seekers and applicants additional functionality. The free My SmartJob account service allows you to:

- apply for jobs online
- view your application history
- withdraw applications
- register for job alert emails
- update your contact details

Submitting applications

- You can apply for any advertised job online. Simply search for a job and use the 'apply online' button at the bottom of the job advertisement to access the online application form.
- You can attach up to 3 files to your application. To find out what file types are required by the organisation advertising the job you need to check the application instructions attached to the job ad.
- Once you click 'submit' you have sent your application and cannot go back to the application form page.
- Submitted applications cannot be retrieved and resubmitted, but you can withdraw them.
- Your applications will be saved in the My Applications area for you to track them. (Please note that only your application is saved so ensure you save the job ad details to your PC if you need them for future reference)
- Some jobs will have questionnaires attached to the application form. Instead of 'submit', a 'next' button is visible. 'Next' acts in the same way as 'submit': once you click it you cannot go back to the application form so ensure you are ready to submit the entire application beforehand.

Closing dates

- Advertised jobs are visible on the website up until the closing date.
- After the closing date jobs are no longer available on the website and no applications can be sent using the My SmartJob online service.

Draft applications

- You can save your application as a draft if you are not ready to submit it. Use the 'save and submit later' button on the application form. This saves your draft application form in the My Applications area.
- You can return to edit your draft application and submit it any time before the closing date.
- Your application form will remain in the My Applications area for you to refer to.

Late applications

- If you miss the closing date you should check with the job contact person if you can send a late application via another method.

Withdrawing applications

- You can withdraw an application from the My Applications area of My SmartJob.
- If you withdraw an application you will not be able to resubmit for the same job online via My SmartJob. Please check with the job contact person if you can send a new application via another method.