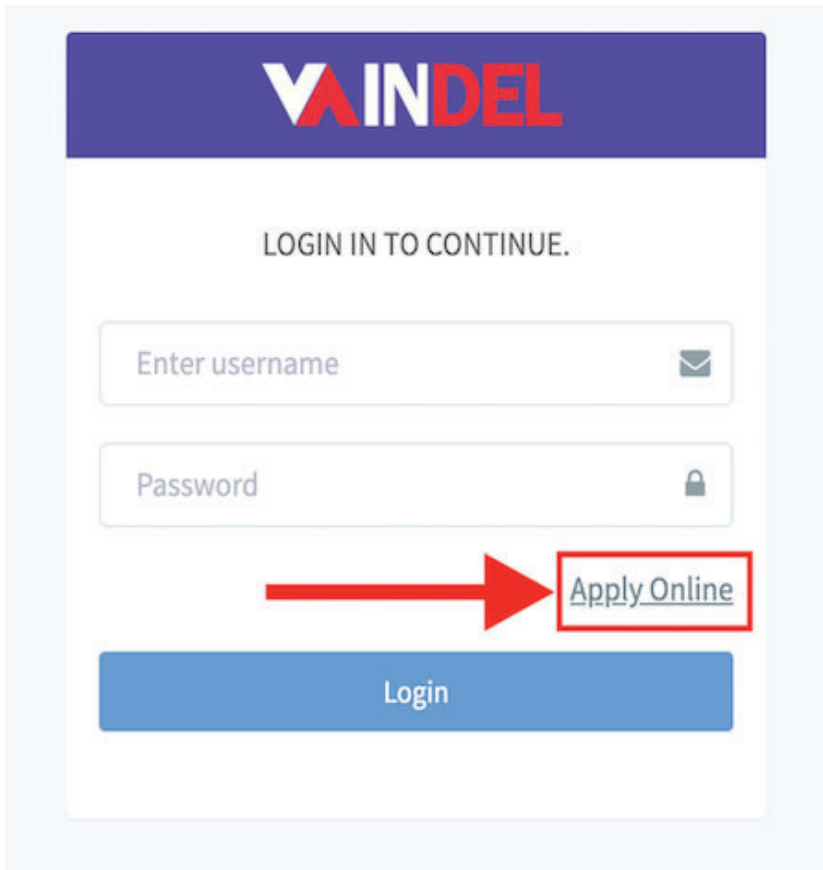## This article will explain "Online Job Applications Explained".
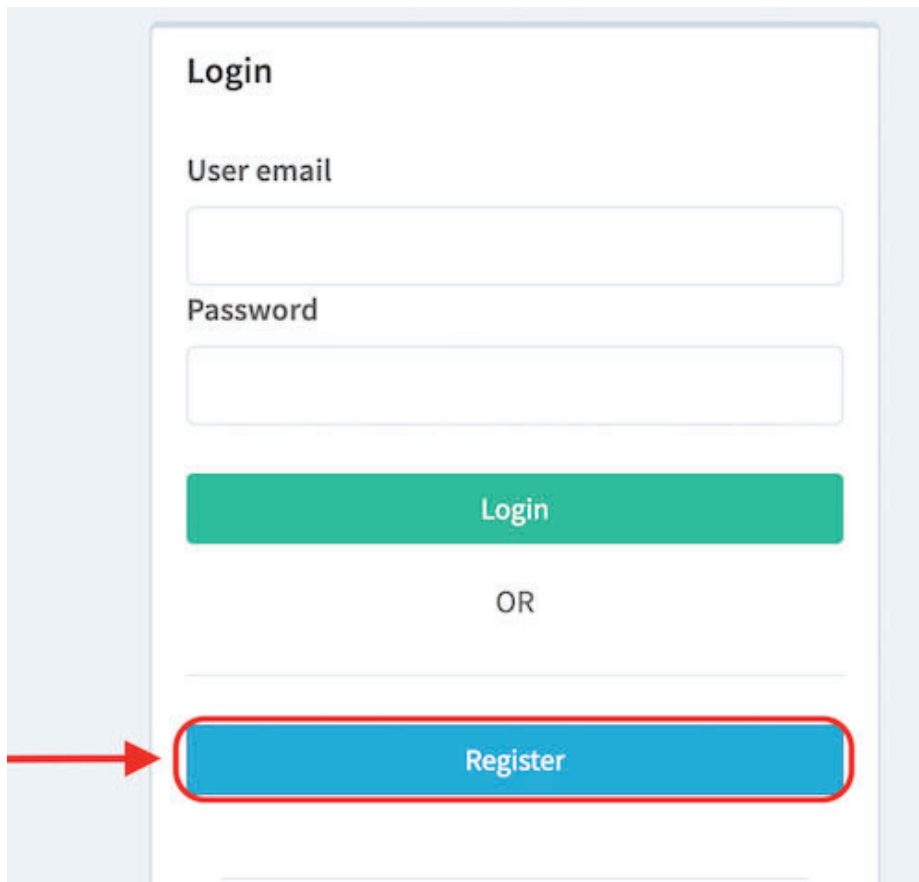
This article explains how some one can apply for a job by simply registering on the online job application module. Once they register, they can login to fill their application form and save it and come back later again to complete it. Once application form is completed, they can submit it. This submitted Job Application form will go into our HR/Job Application Section. Admin can view the job application and it can approve it or reject it by deleting it simply.

Step 1: Employee will need to click on Apply Online link on the main Login Page.

Step 2: This will take Employee to the online application page. Employee will need to first Register themselves by click on Register button. This will open a Registration form.
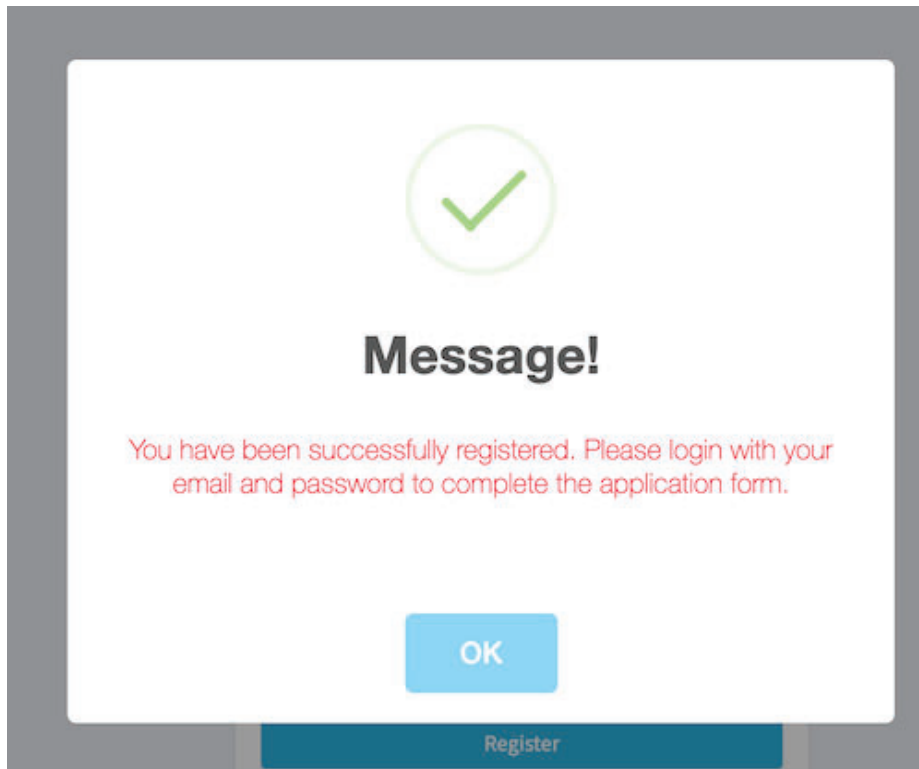
Step 3: Employee will need to complete the Registration form and also setup a password which is required to login later on. Employee need to provide their valid Email ID as this will be validated. Once the form is completed, Employee will need to click on Register button.

EMPLOYEE REGISTRATION   ✕
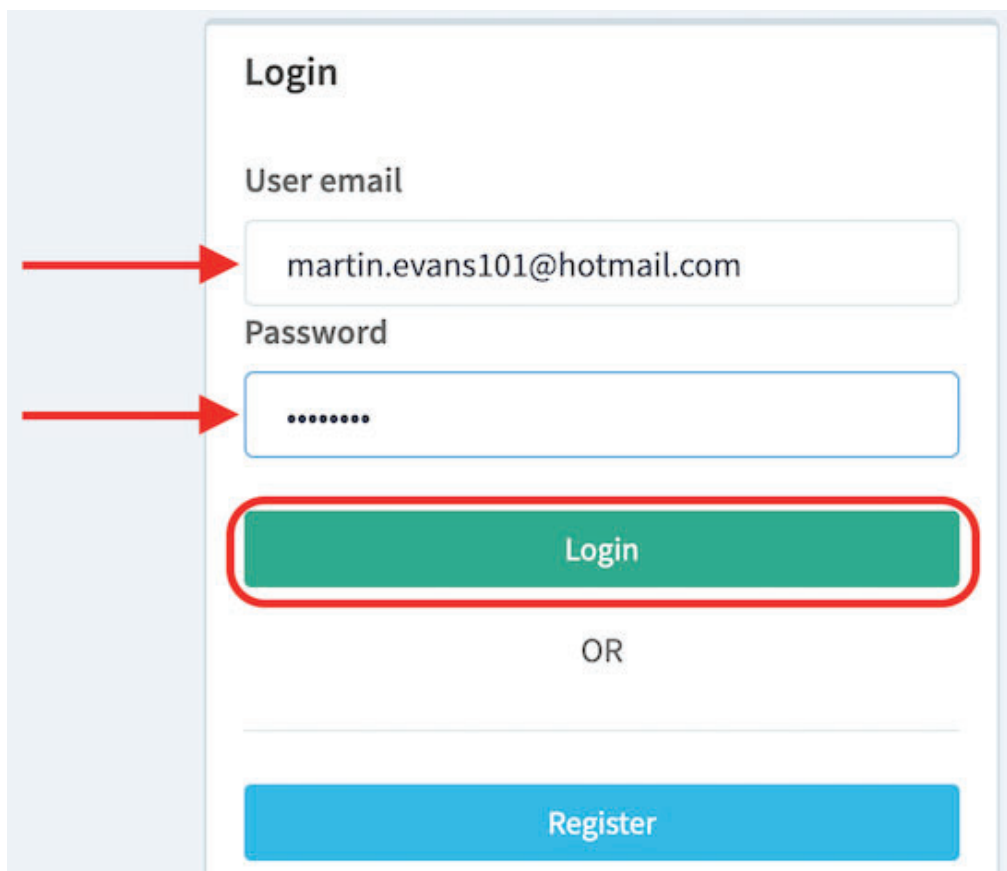
Position Applied	Security Guard
Forename	Martin
Middle Name	Middle name here
Surname	Evans
Gender	Male
Date of Birth	04-03-1981
Contact Number	07687674299
Email	martin.evans101@hotmail.com
Password	········
Repeat Password	········ ✓
Branch ID	Branch code

Reference: Reference

REGISTER **CLOSE**

Step 4: After Employee presses Register button, they will see a confirmation message.

Message!

You have been successfully registered. Please login with your email and password to complete the application form.

OK

Register

Step 6: Employee will need to login using their email address and password that they have setup when registering.

Login

User email

martin.evans101@hotmail.com

Password

••••••••

Login

OR

Register

Step 7: It will take them to the Application form where Employee will see the basic information Tab where they can fill/update their details including SIA license information, Next of Kin etc. They can fill other section one-by-one.

VA INDEL

ONLINE APPLICATION FORM
Basic Information

Application Form

❶ Basic Information	✖
❶ Payroll Information	✖
🏠 Addresses	✖
★ Trainings	✖
📊 Employment History	✖
🎓 Educations	✖
☎ References	✖
❷ SIA Knowledge Questionnaire	✖
⚕ Occupational Health Section	✖
☁ Upload Documents	✖
GDPR Notice	✖

Martin Evans - Basic Information

Forename
> Martin

Middle Name
> Middle name

Gender
> Male

D.O.B
> 04-03-1981

Contact No.
> 07687674299

Alternative Contact No.
> Alternative Contact no

Next of Kin
> Next of kin

Relationship
> Relationship With Ne

S.I.A License
> SIA licence no

License Type
>

Employee can also provide their address including their previous addresses.

ONLINE APPLICATION FORM
Addresses Information

Application Form

ⓘ Basic Information	❌
ⓘ Payroll Information	❌
🏠 Addresses	❌
★ Trainings	❌
📊 Employment History	❌
🎓 Educations	❌
📞 References	❌
❓ SIA Knowledge Questionnaire	❌
🩺 Occupational Health Section	❌

Martin Evans - Addresses Information

Add Current Address

Current Address

Current address here

City

City

From Month   **From Year**

Select Month   ▾   Select Year

★ Note: Please add atleast 3 years history of your addresses

Employee can also upload their documents by clicking on Documents tab and then uploading the files and selecting the documents type..

Application Form

ⓘ Basic Information	❌
ⓘ Payroll Information	❌
🏠 Addresses	❌
★ Trainings	❌
📊 Employment History	❌
🎓 Educations	❌
📞 References	❌
❓ SIA Knowledge Questionnaire	❌
🩺 Occupational Health Section	❌
☁ Upload Documents	❌
GDPR Notice	❌

Documents Uploads

Choose file   DSC_0637.JPG

Select Document Type

Select Type   ▴

|

Driving License (Front)

Driving License (Back)

SIA License (Front)

SIA License (Back)

Proof of Address 1

Confirmation of employment

Documents Uploaded

S.No	Document

Showing 0 to 0 of 0 entries