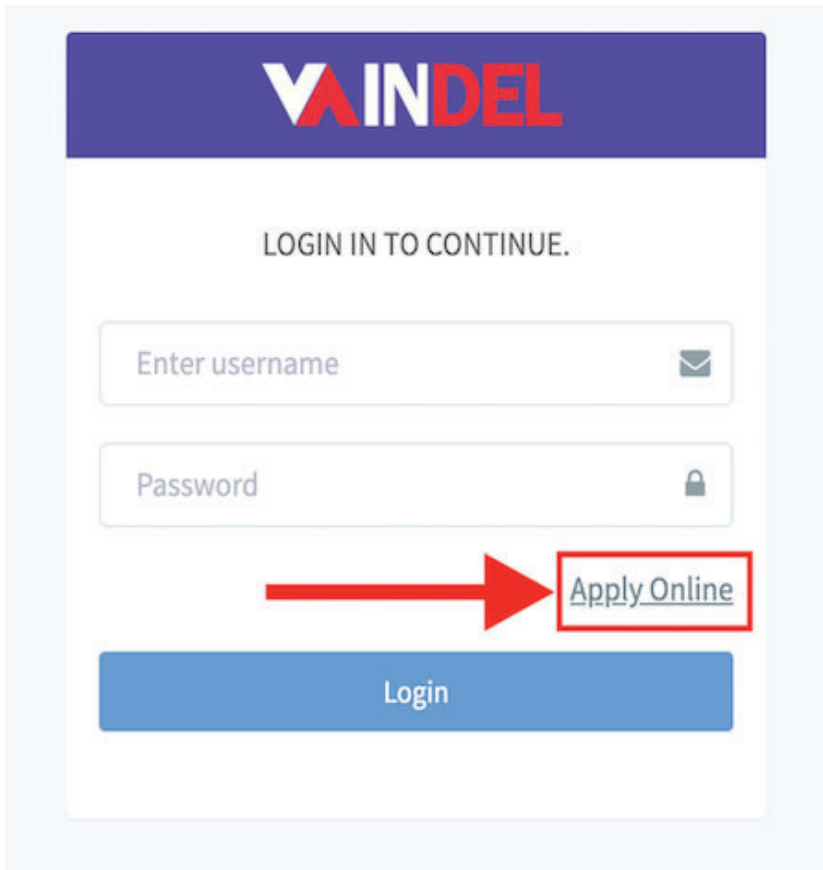


## This article will explain "Online Job Applications Explained".

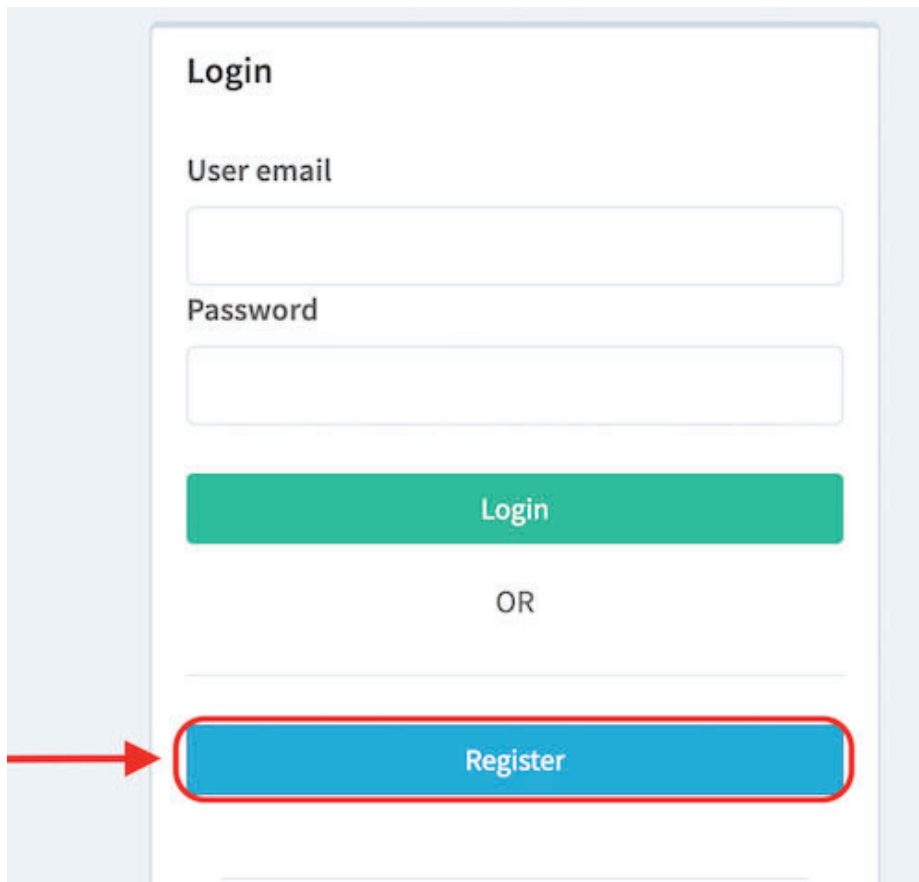
This article explains how some one can apply for a job by simply registering on the online job application module. Once they register, they can login to fill their application form and save it and come back later again to complete it. Once application form is completed, they can submit it. This submitted 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.



The image shows a login page for VAINDEL. At the top, there is a dark blue header with the VAINDEL logo in white and red. Below the header, the text "LOGIN IN TO CONTINUE." is centered. There are two input fields: "Enter username" with an envelope icon and "Password" with a lock icon. Below these fields, a red arrow points to a link labeled "Apply Online", which is enclosed in a red rectangular box. At the bottom, there is a blue button labeled "Login".

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.



The image shows a web form titled "Login". It contains two input fields: "User email" and "Password". Below these fields is a green button labeled "Login". Underneath the "Login" button is the text "OR". Below "OR" is a blue button labeled "Register". A red arrow points to the "Register" button from the left side of the form.

**Login**

User email

Password

Login

OR

Register

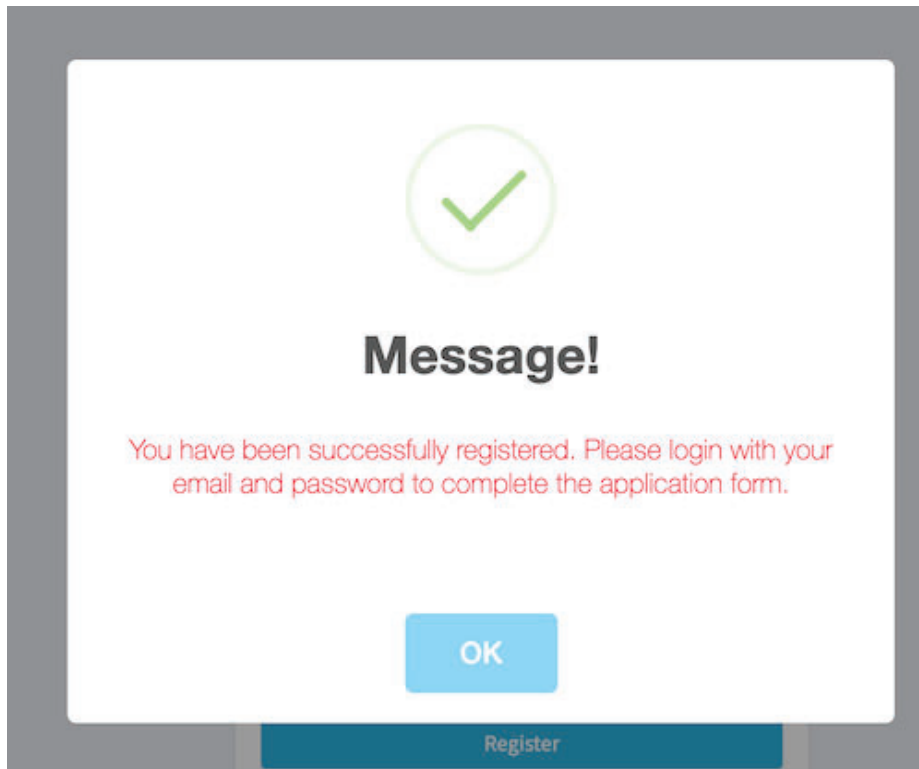
Step 3: Employee will need to complete the Registration form and also setup a password which is required to login later on. Employee need to provide their valid Email ID as this will be validated. Once the form is completed, Employee will need to click on Register button.

The image shows a web-based form titled "EMPLOYEE REGISTRATION" with a close button (X) in the top right corner. The form contains the following fields and values:

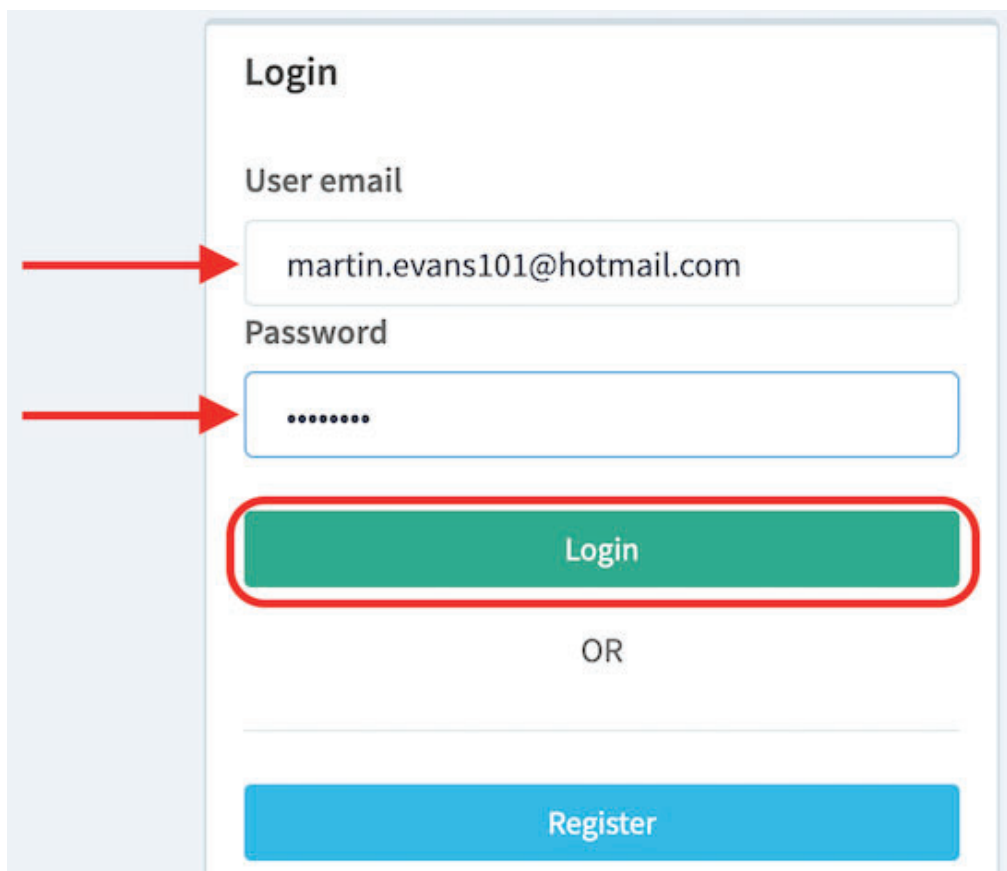
- Position Applied: Security Guard
- Forename: Martin
- Middle Name: Middle name here
- Surname: Evans
- Gender: Male (dropdown menu)
- Date of Birth: 04-03-1981
- Contact Number: 07687674299
- Email: martin.evans101@hotmail.com
- Password: \*\*\*\*\*
- Repeat Password: \*\*\*\*\* (with a checkmark icon on the right)
- Branch ID: Branch code
- Reference: Reference

At the bottom right of the form, there are two buttons: "REGISTER" (highlighted with a red box and a red arrow pointing to it) and "CLOSE".

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



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



A login form with a light blue background. At the top is the heading "Login". Below it is the label "User email" followed by a text input field containing the email address "martin.evans101@hotmail.com". Below that is the label "Password" followed by a password input field with a blue border and a masked password represented by seven dots. Two red arrows point to the email and password fields from the left. Below the password field is a green button with rounded corners and the text "Login", which is highlighted with a red rounded rectangle. Below the green button is the text "OR". At the bottom of the form is a blue button with the text "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.

**VAINDEL**

## ONLINE APPLICATION FORM

Basic Information

### Application Form

- Basic Information** (highlighted with a red box)
- Payroll Information
- Addresses
- Trainings
- Employment History
- Educations
- References
- SIA Knowledge Questionnaire
- Occupational Health Section
- Upload Documents
- GDPR Notice

### Martin Evans - Basic Information

Forename	Middle Name
<input type="text" value="Martin"/>	<input type="text" value="Middle name"/>
Gender	D.O.B
<input type="text" value="Male"/>	<input type="text" value="04-03-1981"/>
Contact No.	Alternative Contact No.
<input type="text" value="07687674299"/>	<input type="text" value="Alternative Contact no"/>
Next of Kin	Relationship
<input type="text" value="Next of kin"/>	<input type="text" value="Relationship With Ne"/>
S.I.A License	License Type
<input type="text" value="SIA licence no"/>	<input type="text"/>

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: Select Month

From Year: 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
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Showing 0 to 0 of 0 entries