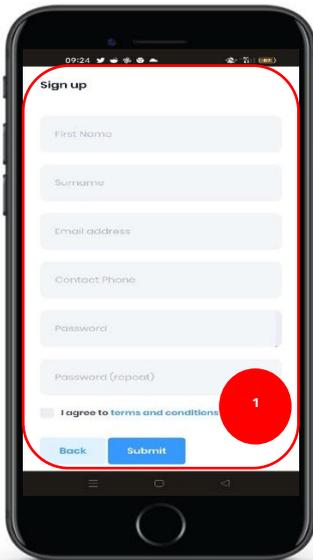




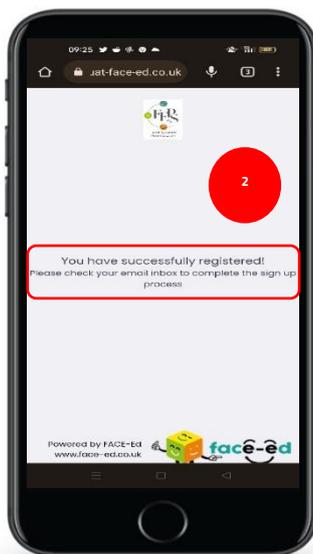
Candidate Application Process – How to Register and Create a Profile using a Mobile Phone

How to register and create a profile with FACE-Ed using your mobile phone.

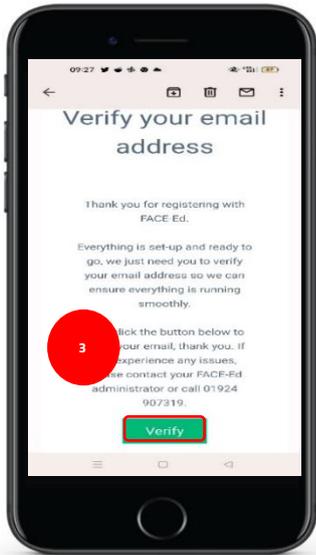
Your profile needs to be 100% complete before you can apply for jobs.



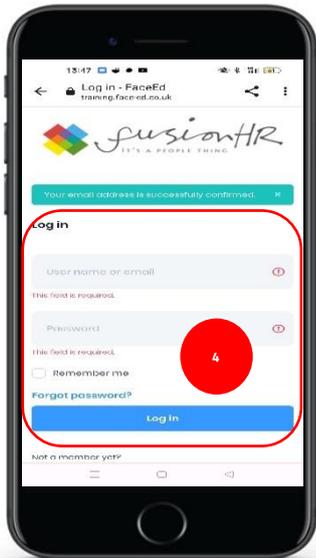
1. Complete the sign-up information and click 'Submit'.



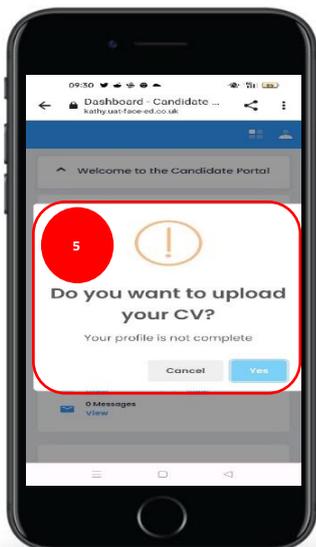
2. You will see a message advising you have successfully registered and to check your emails to verify the sign up progress.



3. Check your email and follow the instructions to verify your email address.



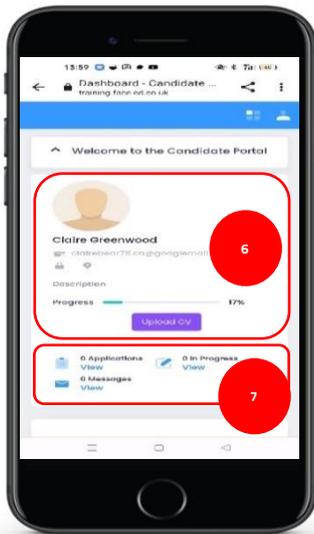
4. When you verify your email address you will be taken to the sign in page and asked to log in.



5. Once logged in you will be asked if you want to upload your CV.

When you upload your CV the information will pull across into your profile.

*If you choose not to upload now you will be able to upload at a later stage. See additional help sheet 'Uploading CV'.



6. When logged in to the candidate portal it defaults to a welcome page where you can view your profile completion progress.

You can also upload your CV from here if you did not upload using the CV wizard.

7. You can see an overview of any applications you have in progress and any messages that have been sent.

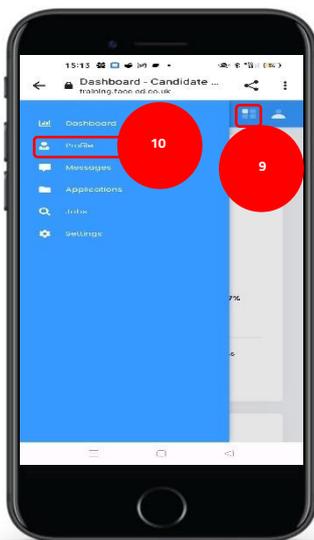


8. Scroll down the page to see a list of recently live job vacancies and click 'View' to view further information and apply for the job.

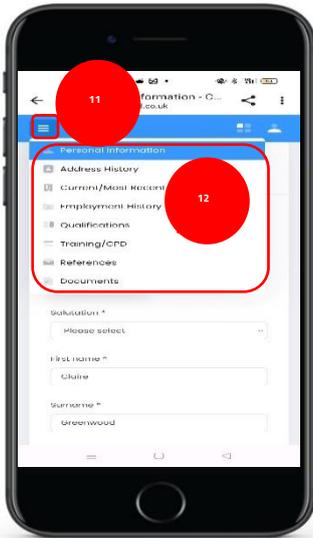
9. Click  to load further options.

This enables you to view the following.

- Dashboard
- Profile
- Messages
- Applications
- Jobs
- Settings

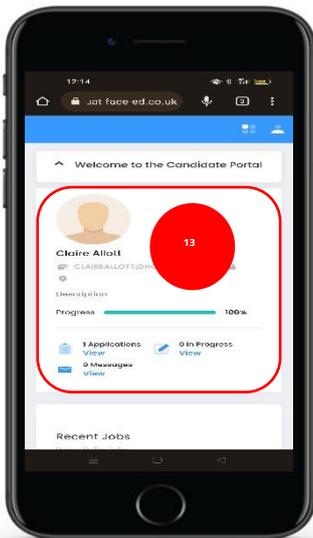


10. To add or update your profile information click 'Profile'.



11. Click  to access sub sections of your profile information.

12. Click on the relevant sub section to add or update information in that area.



13. Once your profile is completed the progress bar will show 100% and you will be ready to apply for jobs.