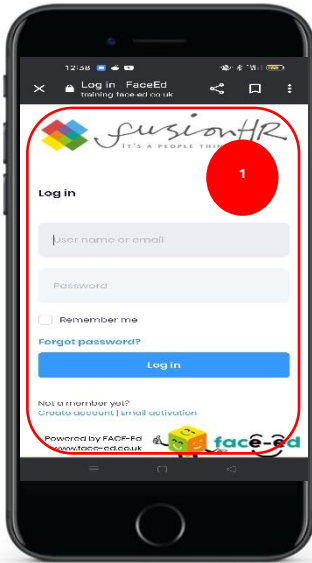


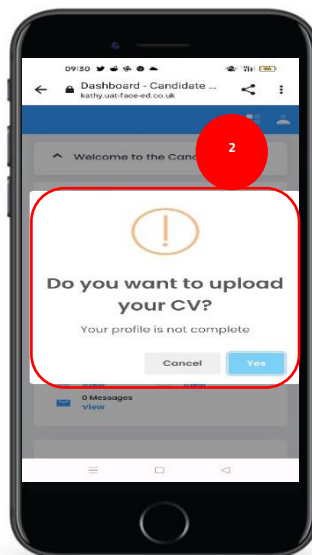


Candidate Application Process – Uploading a CV using a Mobile Phone

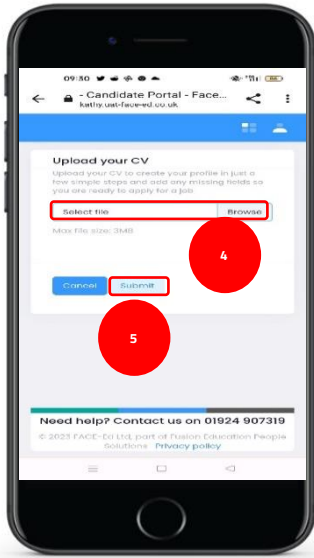
How to upload your CV using a Mobile Phone.



1. Log in to your FACE-Ed profile.

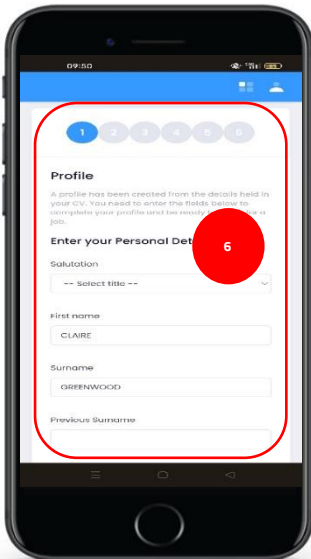


2. When you log in to your account, you will be asked if you would like to upload your CV.
3. Click 'Yes'



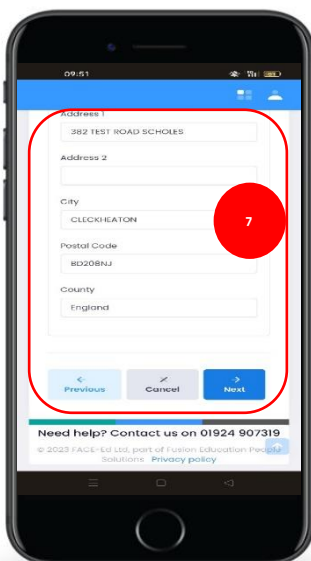
4. You will then be taken to the upload screen. You can then browse your file and click 'Submit' to upload your CV.

5. Click 'Submit'



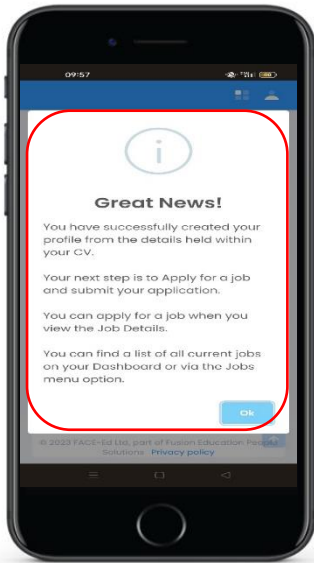
6. Once the CV has been uploaded a step-by-step wizard will open and you will be able to view the information that has pulled from the CV.

*As there are a large variety of CV formats all information may not transfer but the wizard provides you the opportunity to edit and add any additional information.



7. Scroll down the page to work through the wizard and click 'Next' the system will highlight any required fields you have missing, then you can go back and add this information.

8. Once you have completed the wizard click Submit.



9. Once you have successfully completed the wizard the information will be available on your profile, and you will see a message advising the next step is applying for a job.

*You can only use the CV wizard once but don't worry if anything changes you are also able to view and edit your details in your profile.