

Applications for CoreHR vacancies must be made online. In exceptional and rare circumstances, departments may decide to accept paper application forms (ie off-system). Any such eligible applications must be entered into CoreHR, as per the instructions in this guide.

Further details (and a manual application form) can be found in the Recruitment guidance on the [HR Support website](#).



Note* The manual application process should not be used as a means of accepting late applications. For information on how to manage late applications please refer to the **Manage unplanned recruitment events** guide.

1. Searching for existing applicants

CorePersonnel > Recruitment > Recruitment Maintenance > Applicant Detail

1. The **Applicant Maintenance** screen will open.
2. Check the applicant is not already on the system:
 2. 1. Enter the applicant's surname into the **Name** field.
 2. 2. Enter the first line of their address into the **Address** field.
 2. 3. Click the **Search** button to check if they are already recorded in the system.

If the applicant already exists in the system go to [Updating an existing applicant record](#) in this guide.

If they are a new applicant, complete the following sections [Creating a new applicant record](#) and then [Entering the applicant details](#).

2. Creating a new applicant record

1. Click the **New** button.
2. Taking information from the paper application you have received, complete the **Forename** and **Surname** fields.





Note* If you press your keyboard's **Tab** key after entering the applicant's Forename and Surname, the system will look for potential matches with existing applicants.

Any matches will be displayed. If the potential match is the same person, click the **OK** button to update their record and go to [Updating an existing applicant record](#) in this guide. If there is no match, click the **Cancel** button and input the details of the new person.

3. Complete the first line of the address and the email address in the **Personal Detail** section.



Note* Once an **email address** has been saved it **cannot be changed**, as it acts as a unique identifier for the applicant in the applicant registration process.

4. Click the  button. The system will generate the next available applicant number and display it in the **Applicant Number** field.
5. From the **Select Detail** area, select **Vacancy Detail**.
6. Enter the vacancy ID or select the relevant vacancy from the list of values in the **Vacancy Id** field (you will need to scroll across to the right or expand the window to see the Vacancy Id).
7. Click the  button to link the applicant to the vacancy.
8. Click the **Detail** button to the left of the Vacancy Id field.

3. Entering the applicant details



Note* At this stage you will enter the applicant's details via a browser window. This will either open in a new window or as a minimised window under your browser icon. **Do not use** the Back button/ arrow on the browser at any point.

1. The personal details you have already entered will be shown.
2. Complete the remaining fields. Please ensure you enter the information in exactly the same way in which the applicant submitted it – spelling errors and all.
3. Click the **Save and Continue** button. You will be taken to the **Application Checklist** screen.
4. Select each section in turn and complete as per the details provided, with the exception of the **Equality and Diversity Monitoring** screen.
5. Complete the fields in the Equality and Diversity Monitoring screen as follows:

Sex:	Prefer not to say
Date of Birth:	01/01/1901
Country of Citizenship:	Not known
Ethnic Origin:	Prefer not to say
Describe if Other:	PAPER APPLICATION FORM
Do you have a disability:	Prefer not to say
Sexual Orientation:	Prefer not to say
Religion or Belief:	Prefer not to say



Note* Having completed the application details you should enter the Applicant ID and Vacancy ID onto an M1 form. Go to the Equality and Diversity website. Post it to the applicant and ask them to complete the form and send it to HRIS Data Services, Dartington House, Dartington House, University Offices, Wellington Square, Oxford, OX1 2JD. The Data Services team will then update the Equality and Diversity Monitoring screen with the information supplied by the applicant.

6. In the **Attach Documents** screen attach a copy of the paper application (if you have a digital copy).

7. Once all the information has been entered, click the **Preview Form** button, and check the information is correct.



Note* Ideally, where possible, at this stage you should ask an appropriately authorised colleague to compare the online application with the paper original to ensure you have entered the details correctly.

8. Tick the **Terms of use** checkbox.
9. Return to the **Application Checklist** and click the **Submit** button.
10. Close the browser window.

4. Updating an existing applicant record

1. Double click to select the relevant applicant from the search results.
2. From the **Select Detail** area, select **Vacancy Detail**. Check they have not already applied for the same vacancy online.
3. If they have not previously applied for this vacancy, click the icon on the toolbar to add a new row.
4. Select the relevant vacancy from the list of values in the **Vacancy Id** field (scroll across to the right to see the **Vacancy Id**).
5. Click the button to link the applicant to the vacancy.
6. Click the **Detail** button to the left of the Vacancy Id field.



Note* Enter the applicant's details via a browser window.
NB Do not use the Back button/ arrow on the browser at any point.

7. You will be asked if you would like to take the existing details that the system holds for the applicant and use them as a basis for the application for this vacancy. Click the **Copy** link to use the existing details.
8. The personal details already entered will be shown. Edit / complete the fields as appropriate with reference to the newly submitted paper application form and click the **Save and Continue** button.
9. You will be taken to the **Application Checklist** screen.
10. Select each section in turn and complete/amend as per the details provided in the paper application, following steps 1 to 10 in [Entering the applicant details](#) above.