



Thank you for your interest in employment with Atlantic Technological University.

Please read and follow this applicant guide carefully when completing your online application.

## 1. Searching ATU vacancies

- Go to <https://www.atu.ie/jobs-at-atu>
- Search by relevant category that you are interested in e.g. Academic
- Click **Apply Here** to redirect you to the ATU Vacancies Page

**Jobs at ATU**

See below for current jobs available at ATU.

- Management**  
Discover management job opportunities across ATU
- Academic**  
Discover academic job opportunities across ATU
- Professional, Technical & Support**  
Discover administrative and technical job opportunities across ATU
- Research**  
Discover research job opportunities across ATU

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Home » Academic Jobs

## Academic Jobs

Discover academic job opportunities across ATU

Job Title	Location	Closing Date
Assistant Lecturer in Civil Engineering	Sligo	Friday, 20th November 2024 at 12noon
Assistant Lecturer in Chemistry	Galway-Mayo	Friday, 20th November 2024 at 12noon

[Apply Here](#)



27-October-2024 13:21

### MENU

- > Search Current Vacancies
- > Login (if you are already registered)
- > Register (if you are a new user)
- > Terms and Conditions
- > Language  
[Click to view in Gaelige](#)

### Welcome to ATU Vacancies Page

To identify a specific vacancy, please select your criteria below and click on 'Search'. To view a complete list of our current vacancies please click on 'Search' without selecting any criteria.

*Internal applicants (ATU employees) should apply via Core Portal.*

Search by Job Title

Search by Department

Search by Location  All  
 Any ATU Campus

**Search**

### Login/Register:

New Users to the System will need to click on

**New User**

Complete Registration & click on

**Register**

Existing Users click on

**Login**

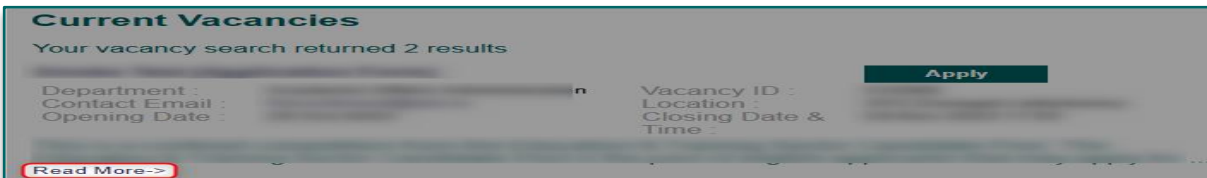
**Passwords** must be a minimum 12 characters to include mixed case letters and numbers.

You should take note of the email address and password used as you will require these to log on to ATU eRecruitment website in the future, should you wish to apply for other vacancies.

If at any time you forget your password, enter your email address, click on **“Forgotten Password?”** and a new password will be emailed to you.

### Job Descriptions:

You can view the Job Specification by clicking on **“Read More->”** within the current Job Vacancies section.



Name	Filesize
Job Specification	159.1

[Apply for Job](#)
[Return to Search](#)



## Completing Application:

Complete Registration/Personal details and select **“Save and Next”** which will bring you to the summary page displaying the sections to be completed on the application form. Some sections are **“Mandatory”**, and others are **“Optional”** depending on the type of position you are applying for.

Your Application	
Please ensure all mandatory sections have been completed and a tick is visible to allow you to submit your application form successfully.	
Section	Completed
Registration/Personal Details	✓
Questionnaire Section	Optional
Post Primary/2nd Level Education	Mandatory
Qualification Details (3rd Level/Further Educ.)	Mandatory
Current/Previous Employment Details	Mandatory
Membership of Professional Bodies	Optional
Continued Professional Development (CPD)	Optional
Research Experience	Optional
Publications	Optional
Personal Statement	Mandatory
Equal Opportunities Monitoring	Mandatory

Save for later    Print Friendly Summary

Within each section of the application form any field marked with \* is mandatory and must be completed.

Where a section does not apply tick the **“section not applicable”** box.

Section Not Applicable

<b>Navigation Options</b>	To move between sections of the application you must click on the relevant option (explained below) at the bottom of each section
<b>Save and Next</b>	<span>Save and Next</span> Saves details entered and to brings you to the next section of the application
<b>Save and Add</b>	To insert a record, click on <span>Save and Add</span> if you wish to insert more than one record in a section for e.g. Qualification Details, Professional Body Membership, Employment Details etc
<b>Back</b>	<span>Back</span> Brings you back to the previous section
<b>Return to Summary</b>	<span>Return to Summary</span> Brings you back to your summary page



## ATU eRecruitment Applicant Guide

### Print Friendly Summary

**Print Friendly Summary** Allows you to review and save a copy before submitting your application

### Submit

**Submit** To submit your application

### Save for Later

**Save for later** To complete the application process at a later stage, before the closing date. When ready to complete the application, log back into your account and select Application History

### Menu Options

Click **Application History** in the **navigation panel** on the left-hand side, click the magnifying glass symbol of the relevant application under **"Details"** to view and/or complete the Application



27-October-2024 12:44

Welcome Back

#### MENU OPTIONS

- > Change Password
- > Logout
- > Application History
- > My Account
- > My Profile
- > Terms and Conditions
- > Language

Click to view in Gaelige

#### Application History Section

The following are a list of vacancies for which you have saved information. If you check the Application Status column you will see if you have submitted an application to the University for that vacancy. You can also view the details you have entered against a particular vacancy by clicking on "Details".

Recruitment ID	Description	Date of Application	Status of Your Application	Delete Actions	Details
			Application not Submitted	✘	

### Submitting your application:

- It is your responsibility to ensure your applications is submitted in advance of the specified closing date(s) and time(s) for each vacancy.
- You will not be permitted to make any changes to your application once it has been submitted so, please ensure all your details have been entered correctly in each section.



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- To assist you the system will automatically have a green tick in the summary screen indicating which sections have been completed.
- Please ensure to read the Terms & Conditions in this section and click on the “**click to agree**” checkbox.

Section	Completed
Registration/Personal Details	✓
Questionnaire Section	✓
Post Primary/2nd Level Education	✓
Qualification Details (3rd Level/Further Educ.)	✓
Current/Previous Employment Details	✓
Membership of Professional Bodies	✓
Continued Professional Development (CPD)	Optional
Research Experience	Optional
Publications	Optional
Personal Statement	✓
Equal Opportunities Monitoring	✓

By clicking on the checkbox you agree to the Terms & Conditions as outlined in the document

[Save for later](#) [Print Friendly Summary](#) [Submit](#)

- Click on “**Print Friendly Summary**” if you wish to save a copy of your application before submitting.
- Once your application has been submitted you will receive a message confirming that it has been successfully submitted.

The screenshot shows a banner for 'Vacancies Folúntais' with the ATU logo. Below the banner, the date and time are '27-October-2024 13:03'. A 'Welcome' message is followed by a 'MENU' on the left with links: Search Current Vacancies, Logout, Application History, My Account, My Profile, Terms and Conditions, and Language. The main content area displays 'Application Successful' with a message: 'Your application has been successfully submitted. You can no longer edit the details for this competition. Click on the search Vacancies tab to search and apply for additional vacancies.'

If you do not receive this message your application has not been submitted.



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## ATU eRecruitment Applicant Guide

### **Application acknowledged:**

You will receive an automated email acknowledgement of your online application which will be sent to the email address used to register (this may take about 15 minutes). Please keep a copy of this email as proof that you have submitted your application prior to the closing date and time.

**If you experience any difficulty in using the on-line e-recruitment system you may contact our recruitment team at [Recruitment@atu.ie](mailto:Recruitment@atu.ie) for assistance. Please state the competition/vacancy ref number and title of the post on your email.**

**Please review the Job Applicants Privacy Notice for information on how your personal data is processed.**