

How to attach documents to your application



I have questions

Contact the recruiter listed on the advertisement or Recruit@ufs.ac.za

I forgot my password / My account is locked
Click on **Forgot Password**.
Follow the link in the email.
Reset your password.

- 1 **Log in** to your account.
- 2 Click on **Career Centre**.
- 3 Click on **Resume Attachments**.
- 4 Click on **Browse**.
- 5 Select the documents and then click **OK**.
- 6 The document name will appear next to the word **'browse'**.
- 7 Click **Add Attachments**.
A list of attachments appears at the bottom of the screen. Attachments are limited to 8 – combine documents if needed (e.g. licence and ID).
- 8 To **remove attachments** – click on the **X icon** under Actions
- 9 **Important:** If you already applied for a specific position and wish to update your documents by adding or deleting attachments, this should be done before the closing date of the specific position.

Disclaimer: The University reserves the right not to fill the post. The UFS will only consider applications of candidates who meet all the inherent requirements of the position. Applications that are incomplete will not be considered. Communication will be limited to shortlisted candidates only. Should you not be contacted within six weeks of the closing date for applications, you may assume that your application was unsuccessful.

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