

# How to start your application



## ***I have questions about a position I want to apply for***

Contact the recruiter listed on the advertisement or [Recruit@ufs.ac.za](mailto:Recruit@ufs.ac.za)



## ***I've applied before: must I create a new profile?***

No, just log in, click on the job, and apply for the vacancy.



## ***I'm ready to apply for a position***

Click on [here](#) Or go to [ufs.ac.za](http://ufs.ac.za), scroll to the bottom of the page, and click on vacancies.

## ***This is my first application, what must I do?***

- 1 Create a profile
- 2 Complete ALL your information
- 3 Go to View all Jobs
- 4 Click on the job.
- 5 Apply for the vacancy.



## ***I forgot my password My account is locked.***

- 1 Click on Forgot Password.
- 2 Follow the link in the email.
- 3 Reset your password.



[www.ufs.ac.za](http://www.ufs.ac.za)

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through quality, impact, and care.*

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