

## How to Complete the Online Application

## **Before Getting Started**

It is recommended that you gather all your employment information (resume, dates, address, reference phone numbers, etc.), prior to starting the application process.

## To Begin: New Applicants:

Go to <a href="https://www.nu.edu/OurUniversity/Employment.html">www.nu.edu/OurUniversity/Employment.html</a>. Click on Job Postings. Select employment type.

**Register** (if this is your first time applying on our site)

1. Click on link to register



Create a User Name and Password. Keep your user name and password for future reference. Click Register.



**Returning Applicants**: Click **Login** and enter User Name and password.

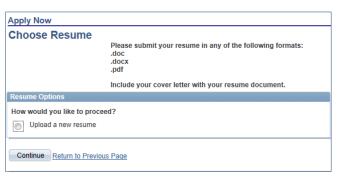
 Enter Keywords to search for specific positions, or leave blank to search all positions, or scroll down to view all openings.



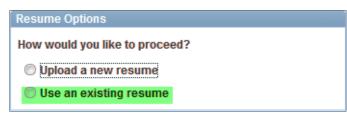
4. To view a job posting click on the job title. To apply, click on the box to the leftside of the job title, and click Apply for Selected Jobs



 To apply, upload your resume or curriculum vitae (CV) in MS Word or Adobe PDF format. If you want to include a cover letter or other attachments, please attach as one document with your resume or CV.

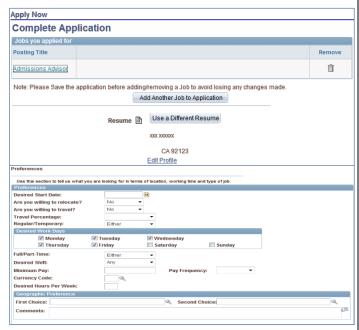


If you have previously applied for a position, you may choose to use an existing resume, by clicking the button next to **Use an existing resume** 



 To complete the application, enter your peferences (i.e. desired work days, shift, location, etc.), work experience, degree, references and personal information.

## Click Continue

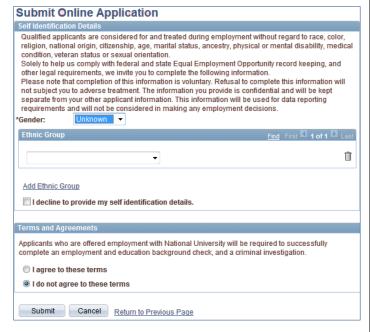


 Tell us how you learned of the job by using the pulldown menu to find your source, or enter your source in the Specific Referral Source area, and click Submit.



 The Self Identification Details section is used to record Equal Employment Opportunity statistics. It is not used in consideration for a job at National University or its affiliates. You may choose to decline to answer these questions.

If you agree with the statements on this page, select "I agree to these terms" and click **Submit.** 



9. After you click submit, you will receive a message confirming your application has been submitted.

A list of positions that you have applied for will be displayed.

