



# 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 [www.nu.edu/OurUniversity/Employment.html](http://www.nu.edu/OurUniversity/Employment.html). Click on **Job Postings**. **Select employment type.**

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

1. Click on link to register

Enter your user name and password to login. If you have not yet registered, [click here to Register](#)

<b>Basic Job Search</b> Keywords: <input type="text"/> Posted: Anytime <input type="button" value="Search"/> <a href="#">Advanced Search</a> <a href="#">Search Tips</a>	<b>Login</b> User Name: <input type="text"/> Password: <input type="password"/> <input type="button" value="Login"/> <a href="#">Login Help</a> <a href="#">Register Now</a>
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2. Create a User Name and Password. Keep your user name and password for future reference. Click **Register**.

**Register**

Enter your new user name and password.

Enter Registration Information

\*User Name   
 \*Password   
 \*Confirm Password

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

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

<b>Basic Job Search</b> Keywords: <input type="text"/> Posted: Anytime <input type="button" value="Search"/> <a href="#">Advanced Search</a> <a href="#">Search Tips</a>	<b>My Career Tools</b> <a href="#">0 Accepted/Unaccepted Applications</a> <a href="#">0 Cover Letters and Attachments</a> <a href="#">0 Saved Resumes</a> <a href="#">My Profile</a>
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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

Job Posting Information

First Previous Next Last

Select	Date	Job Title	Job ID	Location	Business Unit	Remove Date
<input type="checkbox"/>	03/13/2013	<a href="#">Admissions Advisor</a>	3971	Twentynine Palms Center	Regional Ops	
<input type="checkbox"/>	03/13/2013	<a href="#">Sr. Assessment Analyst</a>	3970	Torrey Pines Center South	Office of the Provost	

Select All Deselect All

5. 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.

**Apply Now**

**Choose Resume**

Please submit your resume in any of the following formats:  
 .doc  
 .docx  
 .pdf

Include your cover letter with your resume document.

**Resume Options**

How would you like to proceed?  
 Upload a new resume

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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**

**Resume Options**

How would you like to proceed?  
 Upload a new resume  
 Use an existing resume

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

Click **Continue**

**Apply Now**

**Complete Application**

Jobs you applied for

Posting Title	Remove
<a href="#">Admissions Advisor</a>	<input type="button" value="Remove"/>

Note: Please Save the application before adding/removing a Job to avoid losing any changes made.

Resume

xxxx xxxxxx  
 CA 92123  
[Edit Profile](#)

**Preferences**

Use this section to tell us what you are looking for in terms of location, working time and type of job.

**Preferences**

Desired Start Date:   
 Are you willing to relocate? No  
 Are you willing to travel? No  
 Travel Percentage:   
 Regular/Temporary: Either

**Desired Work Days**

Monday  Tuesday  Wednesday  Sunday  
 Thursday  Friday  Saturday

Full/Part-Time: Either  
 Desired Shift: Any  
 Minimum Pay:  Pay Frequency:   
 Currency Code:   
 Desired Hours Per Week:

**Geographic Preference**

First Choice:  Second Choice:   
 Comments:

7. 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**.

**Referral Information**

How did you learn of the job:

SubSource:

Specific Referral Source:

Please do not click the SUBMIT button until application is complete through the Referral Information Pages

[Careers Home](#)

8. 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**.

**Submit Online Application**

**Self Identification Details**

Qualified applicants are considered for and treated during employment without regard to race, color, religion, national origin, citizenship, age, marital status, ancestry, physical or mental disability, medical condition, veteran status or sexual orientation.

Solely to help us comply with federal and state Equal Employment Opportunity record keeping, and other legal requirements, we invite you to complete the following information.

Please note that completion of this information is voluntary. Refusal to complete this information will not subject you to adverse treatment. The information you provide is confidential and will be kept separate from your other applicant information. This information will be used for data reporting requirements and will not be considered in making any employment decisions.

\*Gender:

**Ethnic Group** Find First 1 of 1 Last

[Add Ethnic Group](#)

I decline to provide my self identification details.

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**Terms and Agreements**

Applicants who are offered employment with National University will be required to successfully complete an employment and education background check, and a criminal investigation.

I agree to these terms  
 I do not agree to these terms

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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.

[Careers Home](#)
[Job Search](#)
[My Saved Jobs](#)
[My Saved Searches](#)
[My Career Tools](#)
[Logout](#)

**My Applications**

You have successfully submitted your job application.

**My Applications**

Display applications from:

Applications In Progress		
Application	Status	Application Date
<a href="#">Admissions Advisor</a>	Applied	03/25/2013 10:02PM