

# **Instructions on how to apply on online competition database**

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**Please Note: The screenshots in this instruction book are for the purposes of illustration only.**

# Registering for the Competition

To take part in the competition, you must first log on to the jobs website (<http://jobs.justice.ie>). You will be presented with two options. The External Competitions link is for competitions open to members of the general public. The Internal Competitions link is for competitions open to staff of the Department only.

The screenshot shows the homepage of the Department of Justice and Equality Jobs Website. At the top left is the harp logo and the text "An Roinn Dlí agus Cirt agus Comhionannais Department of Justice and Equality". A navigation menu on the left lists: HOME, ABOUT US, CAREER OPPORTUNITIES, EXTERNAL COMPETITIONS, INTERNAL COMPETITIONS, USEFUL LINKS, CONTACT US, and SITEMAP. A "PRINT VERSION" link is visible. The main content area features a welcome message: "Welcome to the Jobs Website for the Department of Justice, Equality & Law Reform." Below this are two columns: "External Competitions" and "Internal Competitions". Each column has a sub-link and a note: "External Competitions" are open to the general public, while "Internal Competitions" are for staff only. A "Back to top" link is at the bottom left. On the right, there is a search bar, contact information for the Human Resources Division, and two active competition listings: "20/08/2010 - (TEST) Probation Officer" and "20/08/2010 - Assignments to HEO/AO at Irish Embassies Abroad".

Click on the link for Internal Competitions. You will then see a list of Department competitions currently being held and using the online database. The title of the competition will indicate the grade of the post in question. Select the competition you wish to apply for.

## Registering for the Competition (cont.)

Before you can register your details, you must first enter the competition password in the field on the bottom left of the screen. This password (case-sensitive) will be provided in the Office Notice for the competition. When you register your personal details, and choose your unique username and password, you will not have to enter the competition password again. You can login directly by entering these details in the 'Registered Users' field on the right of the screen.



**An Roinn Dlí agus Cirt  
agus Comhionannais**  
Department of Justice  
and Equality

<b>Name:</b>	Assistant Principal Probation Officer
<b>Authority:</b>	Department of Justice and Equality
<b>Website:</b>	<a href="#">Department of Justice and Equality</a>
<b>Start Date:</b>	20/08/2014 at 09:00
<b>Closing Date:</b>	16/09/2014 at 17:00

### How to access the Internal Competition

#### New Users

New Users must enter the password for the Competition, in the New Users section below.

#### Registered Users

Registered Users may login to the Internal Competition, by using the Registered Users section below.



New Users	Registered Users
Competition Password: <input type="text"/>	Username: <input type="text"/>
<input type="button" value="Log in"/>	Password: <input type="text"/>
	<input type="button" value="Log in"/>
	<a href="#">Forgotten User Name / Password</a>

## Registering for the Competition (cont.)

When you enter the competition password correctly, you will see a screen similar to the following (scroll to bottom of page). You will see a copy of the Office Notice and the application form for the competition. The link to register will now be visible. Click on the 'Register' button.

<b>Authority:</b>	Department of Justice and Equality
<b>Website:</b>	<a href="#">Department of Justice and Equality</a>
<b>Start Date:</b>	20/08/2014 at 09:00
<b>Closing Date:</b>	16/09/2014 at 17:00

<b>Details</b>
<b>Assistant Principal Probation Officer</b>
Assignment to Assistant Principal Probation Officer


<b>Office Notice</b>	<b>Application Form</b>
 <a href="#">Office Notice.doc</a>	 <a href="#">Application Form.doc</a>

<b>How to Register / Login</b>
Select "Register" below to register for the competition. Once registered you can use your username and password to login at any stage to the competition database and submit your application, create queries, track your application status etc...

<b>Register</b>	<b>Login</b>
<a href="#">Register</a> <b>Opened: 20/08/2014 09:00:00</b> <b>Closes: 16/09/2014 17:00:00</b>  <b>Now: 20/08/2014 13:36:46</b>	Username: <input type="text"/> Password: <input type="password"/> <div style="text-align: right;"><input type="button" value="Log in"/></div> <a href="#">Forgotten User Name / Password</a>

## Registering for the Competition (cont.)

Enter your details on the registration form. Please take note of your username and password as you will need it to log in during the course of the competition. The password must be 8 characters made up of both letters and at least 1 number. Please ensure that you enter your contact details in the manner indicated. e.g. The mobile number is broken into 3 fields: 00353 87 1234567. Please ensure that these details are entered correctly.

<ul style="list-style-type: none"> <li>HOME</li> <li>ABOUT US</li> <li>CAREER OPPORTUNITIES</li> <li>EXTERNAL COMPETITIONS</li> <li>INTERNAL COMPETITIONS</li> <li>USEFUL LINKS</li> <li>CONTACT US</li> <li>SITEMAP</li> </ul>	 PRINT VERSION	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">           SEARCH THIS SITE  <input type="text" value="Enter keywords here"/> <input type="button" value="GO"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <b>CONTACT US</b>            Human Resources Division            Department of Justice, Equality and Law Reform            51 St. Stephen's Green            Dublin 2             Phone: + 353 1 602-8202            Fax: + 353 1 662-1179            E-mail: <a href="mailto:recruit@justice.ie">recruit@justice.ie</a> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <b>EXTERNAL COMPETITIONS</b>  <a href="#">20/08/2010 - (TEST) Probation Officer »</a> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <b>INTERNAL COMPETITIONS</b>  <a href="#">20/08/2010 - Assignments to HEO/AO at Irish Embassies Abroad »</a> </div>																																				
<h3>Competition Registration</h3>																																						
<p><b>Step 1. Login Details</b>          Please enter your User Name and Password. For ease of use, we recommend you use your email address as your User Name. For added security, your password must contain both letters and numbers and be at least 8 characters in length.</p>																																						
<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Login Details</b></p> <p>User Name: <input type="text"/></p> <p>Enter Password: <input type="password"/></p> <p>Re-enter Password: <input type="password"/></p> </div>																																						
<p><b>Step 2. Personal Details</b>          Please enter your Personal Details, Address Details, Contact Details and Contact Preference for our Competition Alerts.</p>																																						
<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Personal Details</b></p> <p>Title: <input type="text" value="&lt;-- Select Title --&gt;"/></p> <p>First Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> </div>																																						
<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Work Address Details</b>          (NOTE: Your work address will be used for correspondence purposes only.)</p> <p>Address Line 1: <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>City/Town: <input type="text"/></p> <p>Zip/Postal Code: <input type="text"/></p> </div>																																						
<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Contact Details</b>          (NOTE: Please include the International Dial Code with each of the Phone Numbers.)          (NOTE: You must enter a phone and/or email address)</p> <table border="0" style="width: 100%;"> <tr> <td></td> <td style="text-align: center;"><u>Intl Code</u></td> <td style="text-align: center;"><u>Area Code</u></td> <td style="text-align: center;"><u>Work Phone Number</u></td> </tr> <tr> <td>Work Phone:</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td style="padding-left: 20px;"><b>Example:</b></td> <td>00353</td> <td>1</td> <td>6021234</td> </tr> <tr> <td></td> <td style="text-align: center;"><u>Intl Code</u></td> <td style="text-align: center;"><u>Area Code</u></td> <td style="text-align: center;"><u>Home Phone Number</u></td> </tr> <tr> <td>Home Phone:</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td style="padding-left: 20px;"><b>Example:</b></td> <td>00353</td> <td>1</td> <td>6021234</td> </tr> <tr> <td></td> <td style="text-align: center;"><u>Intl Code</u></td> <td style="text-align: center;"><u>Area Code</u></td> <td style="text-align: center;"><u>Mobile Phone Number</u></td> </tr> <tr> <td>Mobile Phone:</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td style="padding-left: 20px;"><b>Example:</b></td> <td>00353</td> <td>85</td> <td>1234567</td> </tr> </table> <p>Email Address: <input type="text"/></p> <p>Confirm Email Address: <input type="text"/></p> </div>				<u>Intl Code</u>	<u>Area Code</u>	<u>Work Phone Number</u>	Work Phone:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>Example:</b>	00353	1	6021234		<u>Intl Code</u>	<u>Area Code</u>	<u>Home Phone Number</u>	Home Phone:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>Example:</b>	00353	1	6021234		<u>Intl Code</u>	<u>Area Code</u>	<u>Mobile Phone Number</u>	Mobile Phone:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>Example:</b>	00353	85	1234567
	<u>Intl Code</u>	<u>Area Code</u>	<u>Work Phone Number</u>																																			
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Home Phone:	<input type="text"/>	<input type="text"/>	<input type="text"/>																																			
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Mobile Phone:	<input type="text"/>	<input type="text"/>	<input type="text"/>																																			
<b>Example:</b>	00353	85	1234567																																			
<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Competition Alerts</b>          (NOTE: You must provide matching Contact Detail, for which ever Contact Preference you select.)</p> <p>Contact Preference: <input type="text" value="&lt;-- Select Contact Preference --&gt;"/></p> </div>																																						

## Registering for the Competition (cont.)

When you enter all information correctly on the registration form, you will see the following screen telling you that you have entered all your information correctly. It will show your Unique Application ID (the one given below is an example). Click on 'View My Application' at the bottom of the screen to continue.



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Department of Justice  
and Equality



- HOME
- ABOUT US
- CAREER OPPORTUNITIES
- INTERNAL COMPETITIONS
- EXTERNAL COMPETITIONS
- USEFUL LINKS
- CONTACT US
- EMAP

### Competition Registration

#### Registration Successful

You have successfully registered for the Competition.

#### Your Application ID

The following Application ID is unique to your Application and should be used when contacting the Department in relation to your Application.

**APP-DOJL-9N6FQ3**

(NOTE: Please make a note of the your Application ID. We advise you to print out this confirmation page.)

#### Continue

Please click on the following link to continue to with your application.

[View My Application](#)

## Uploading your application form

You will need to prepare your application form on your own computer. When you are finished preparing this document, you should click on the 'Browse' button and select the file from the location you have saved it.

When the filename is displayed, click the 'Upload' button. **Once you upload this document you will not be able to edit it further.** You will be able to see the file that you uploaded from your Workspace (see sample screenshot on next page).

Step 2. Upload Application Form	
Details	Upload Controls
To upload your Application Form, please use the File Upload Controls, located on the right.  (NOTE: Once you have uploaded the Application Form, you will not be able to edit it further.)	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/> <b>(NOTE: You must upload your Application Form, before 16/09/2014 17:00:00.)</b>

# Uploading your application form (cont.)

## Step 8

When you upload this document, your workspace will display a message telling you that the document has been successfully uploaded. You can view your uploaded document by clicking on the blue link below the message box.

The screenshot displays a web application interface for managing applications. On the left is a blue navigation menu with links: HOME, ABOUT US, CAREER OPPORTUNITIES, EXTERNAL COMPETITIONS, INTERNAL COMPETITIONS, USEFUL LINKS, CONTACT US, and SITEMAP. The main content area is titled "Application Details" and includes a "Log Out" button. It shows the competition name "Assistant Principal Probation Officer" and a table of user details: Title (Mr), First Name (Joe), and Last Name (Bloggs). Below this is a table of application records with columns "Application ID" and "Status", showing one record with ID "APP-DOJL-9N6F6Z" and status "Application Submitted". A "Lastest Update on your Application" box contains a red "\*\*\*\*\* ATTENTION \*\*\*\*\*" warning and the text: "Your Application has now been submitted. You will be contacted in due course." At the bottom, there is a link "View My Submitted Application Form" under the label "Application Form:". On the right side, there is a search bar, contact information for the Human Resources Division, and lists of external and internal competitions with dates and titles.

HOME  
ABOUT US  
CAREER OPPORTUNITIES  
EXTERNAL COMPETITIONS  
INTERNAL COMPETITIONS  
USEFUL LINKS  
CONTACT US  
SITEMAP

PRINT VERSION

### Application Details

[Log Out](#)

**Competition**  
Assistant Principal Probation Officer

Title	First Name	Last Name
Mr	Joe	Bloggs

Application ID	Status
APP-DOJL-9N6F6Z	Application Submitted

**Lastest Update on your Application**

**\*\*\*\*\* ATTENTION \*\*\*\*\***

Your Application has now been submitted.  
You will be contacted in due course.

Application Form: [View My Submitted Application Form](#)

SEARCH THIS SITE  
Enter keywords here

**CONTACT US**  
Human Resources Division  
Department of Justice, Equality and Law Reform  
51 St. Stephen's Green  
Dublin 2  
Phone: + 353 1 602-8202  
Fax: + 353 1 662-1179  
E-mail: [recruit@justice.ie](mailto:recruit@justice.ie)

**EXTERNAL COMPETITIONS**  
[21/11/2050 - Test External Competition »](#)  
[21/11/2013 - Locum Probation Offi »](#)

**INTERNAL COMPETITIONS**  
[01/10/2014 - Assistant Principal Probation Officer »](#)  
[01/10/2014 - Senior Probation Offi »](#)  
[18/12/2013 - EO Brussels »](#)



## Status Updates in the Workspace

As the competition progresses, you will notice the message that appears in your Workspace will change accordingly. This will keep you informed of your progress throughout the competition up to and including the communication confirming whether or not you have been successful.

### **Example:**

When you have successfully uploaded your application form a message similar to the one below will be displayed in your Workspace.

[Log Out](#)

Competition
Assistant Principal Probation Officer

Title	First Name	Last Name
Mr	Joe	Bloggs

Application ID	Status
APP-DOJL-9N6F6Z	Application Submitted

Lastest Update on your Application
<b>***** ATTENTION *****</b>
Your Application has now been submitted.
You will be contacted in due course.

<b>Application Form:</b>	<a href="#">View My Submitted Application Form</a>
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## **Submitting a Query to HR Division**

Queries can be emailed to [competitions@justice.ie](mailto:competitions@justice.ie).

Human Resources Division