Comhairle Cathrach Chorcaí
Cork City Council

# Applying for a Vacancy

## Step-by-Step Guide to applying via Submit.com

Recruitment Section
Human Resources Directorate

# ABOUT THIS GUIDE

**This guide will take you through each stage of applying for a Cork City Council vacancy through Submit.com.**

- Find and review the vacancy information.
- Access the application portal and create or sign in to your account.
- Complete, save and review your application.
- Upload documents where required and submit before the closing date.

**Tip**

For the best experience, complete your application on a laptop or desktop computer.

Before you begin, read the Job Specification and Candidate Information Booklet carefully.

# STEPS TO COMPLETING YOUR APPLICATION

1) Before You Begin

2) Access the Submit.com Application Portal

3) Create or Sign In to Your Account

4) Complete Your Application

5) Upload Required Documents

6) Review Your Application

7) Submit Your Application

8) After Submission

# STEP 1 – BEFORE YOU BEGIN

- Visit the Cork City Council Current Vacancies page and select the role you wish to apply for.
- Read the Job Specification Booklet: closing date, role and responsibilities, essential/desirable requirements, competencies, salary and conditions.
- Read the Candidate Information Booklet: competition format, principal conditions of service and data protection information.




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# STEP 2 – ACCESS THE SUBMIT.COM APPLICATION PORTAL

- On your chosen vacancy, select “Application Form”. (See Fig 1)
- You will be redirected to the Submit.com application portal.
- Select “Apply” to begin your application. (See Fig 2)

Fig 1 – Cork City Council Website




Fig 2 – Submit.com




## Important Information

- **CV's will not be accepted.**
- **Applications will not be accepted after the deadline.**
- **Applicants may be shortlisted based on the information provided in the application form.**
- **Canvassing will automatically disqualify.**
- **In line with Departmental Circular Letter EL 02/2011, new entrants to the local authority sector will commence at the minimum point of the salary scale.**

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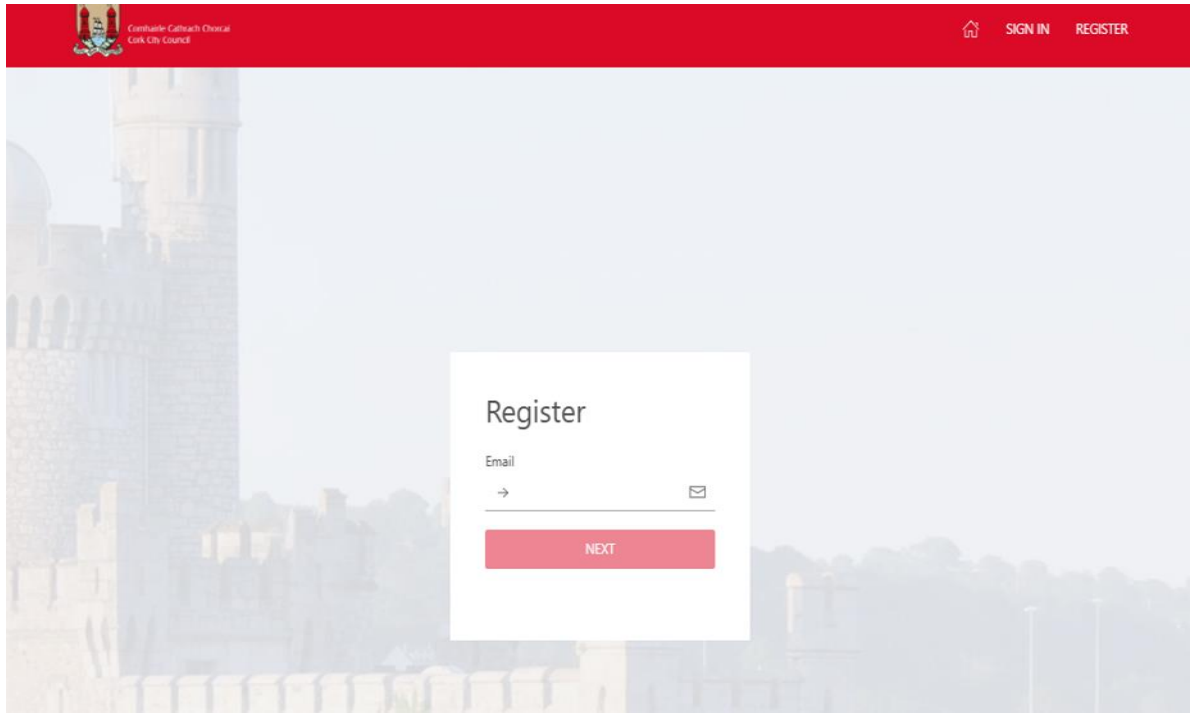
# STEP 3 – CREATE OR SIGN IN TO YOUR ACCOUNT

- Select ‘Register’, or sign in if you already have an account. (See Fig.3)
- Enter your email address, first name, last name and password.
- Use an email address you can access easily.
- Accept the Terms & Conditions to Continue

**Tip**

Keep your login details safe. You may need to return to your draft before the closing date.

fig 3 – Submit.com website

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# STEP 4 – COMPLETE YOUR APPLICATION

- Complete all required fields, including personal details, contact information, qualifications, employment history and competencies.
- Upload documents when prompted.
- Save your progress regularly using the save button.
- Your application can be saved as a draft and reopened before the closing date. (See fig 4)

**Tip**

For easier access and completion, use a laptop or desktop computer

You can return to your draft at anytime before the competition closes

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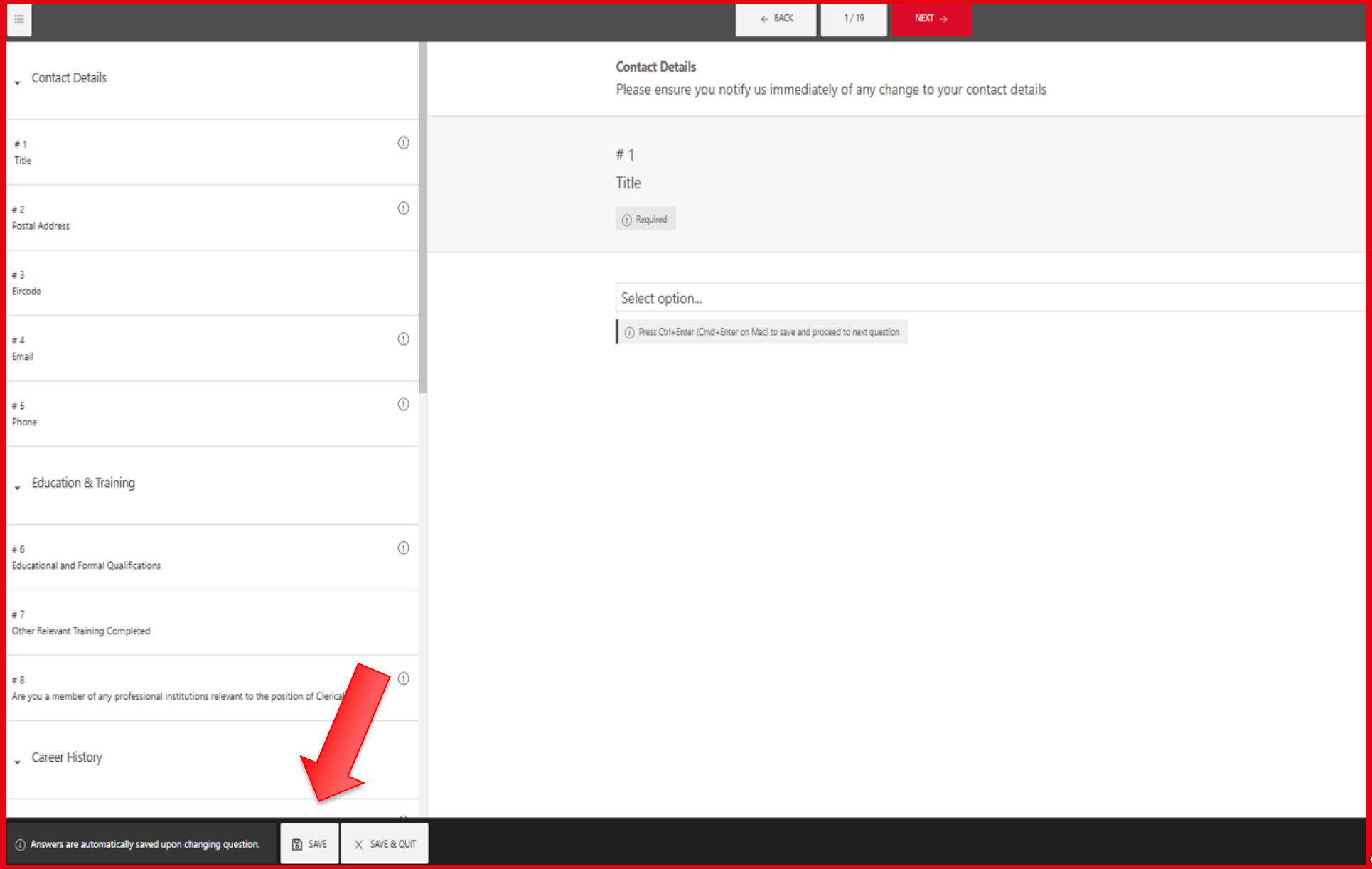
# Fig 4 – Submit.com

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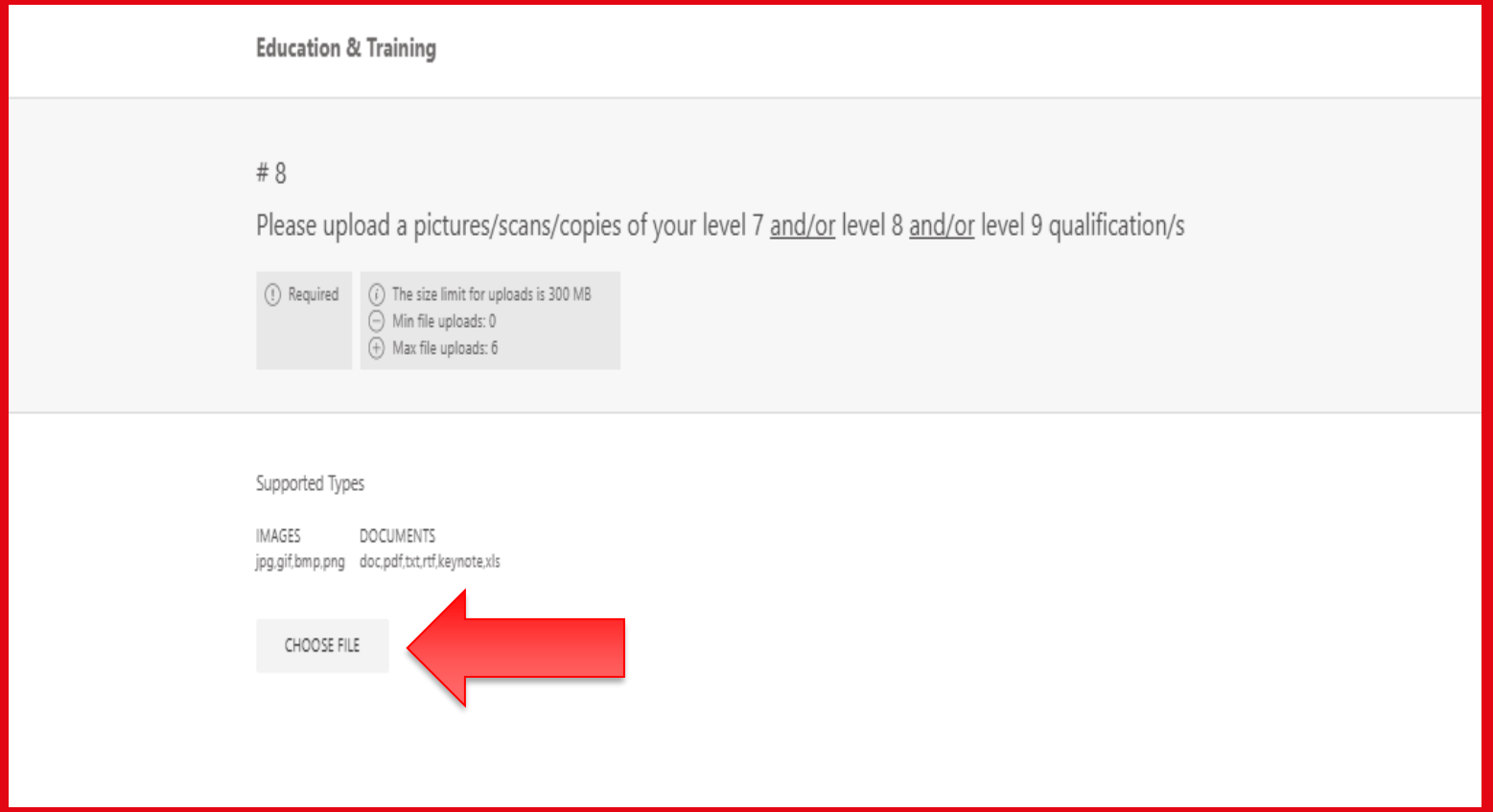
# STEP 5 – UPLOAD REQUIRED DOCUMENTS

- Some vacancies may require supporting documents, such as qualifications, professional certificates or other requested evidence.
- Upload each document in the relevant section.
- Before proceeding, check that every required file uploaded successfully.

**TIP**
Make sure files are clear, legible and that you have attached the correct document.




✓ **Correct file**
✓ **Clear and readable**
✓ **Successfully uploaded**

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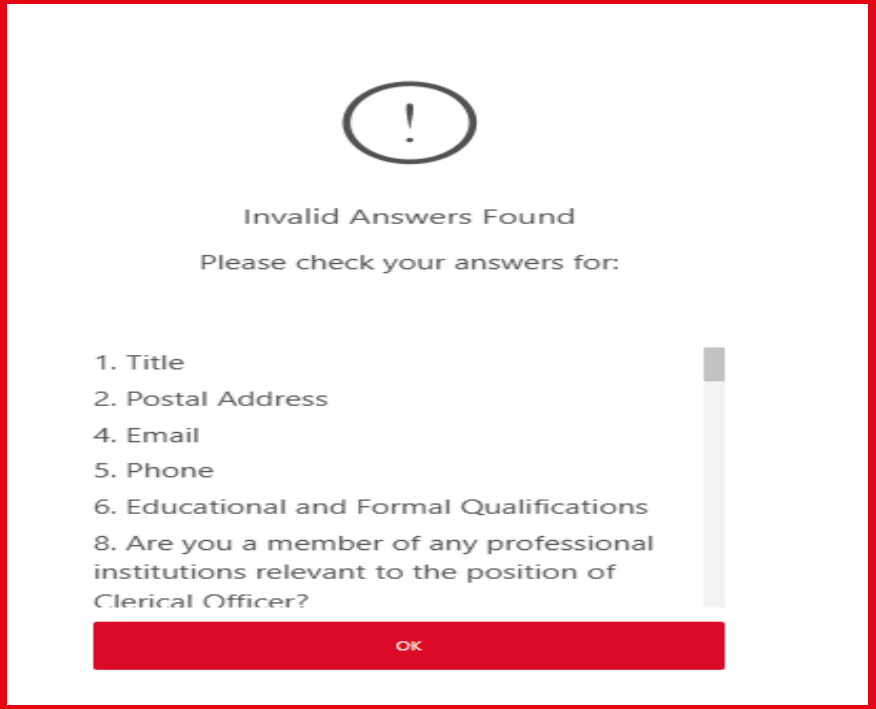
# STEP 6 – REVIEW YOUR APPLICATION

## Before submitting, complete this final checklist:

- ✓ All mandatory fields are complete.
- ✓ Personal and contact details are correct.
- ✓ Employment history and qualifications are accurate, including dates.
- ✓ Required supporting documents are attached.
- ✓ Responses clearly show your skills, experience and suitability.
- ✓ Spelling and grammar are checked.
- ✓ Information is complete and up to date.

**Tip**

If Submit.com identifies an incomplete required field, return to that section, complete it and review again.

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# STEP 7 – SUBMIT YOUR APPLICATION

- Review your application one final time.
- Read and sign any declarations carefully.
- Select “Submit” on your application form.
- Wait for confirmation that your form has been successfully submitted.

**BEFORE YOU PRESS SUBMIT**

**Once submitted, you will not be able to change the information in your application.**

**Applications cannot be submitted after the closing date and time.**

# STEP 8 – AFTER SUBMISSION

## Your application is complete when you receive confirmation of successful submission.

**1** **Confirmation**

Keep your confirmation email for your records.

**2** **Monitor your email**

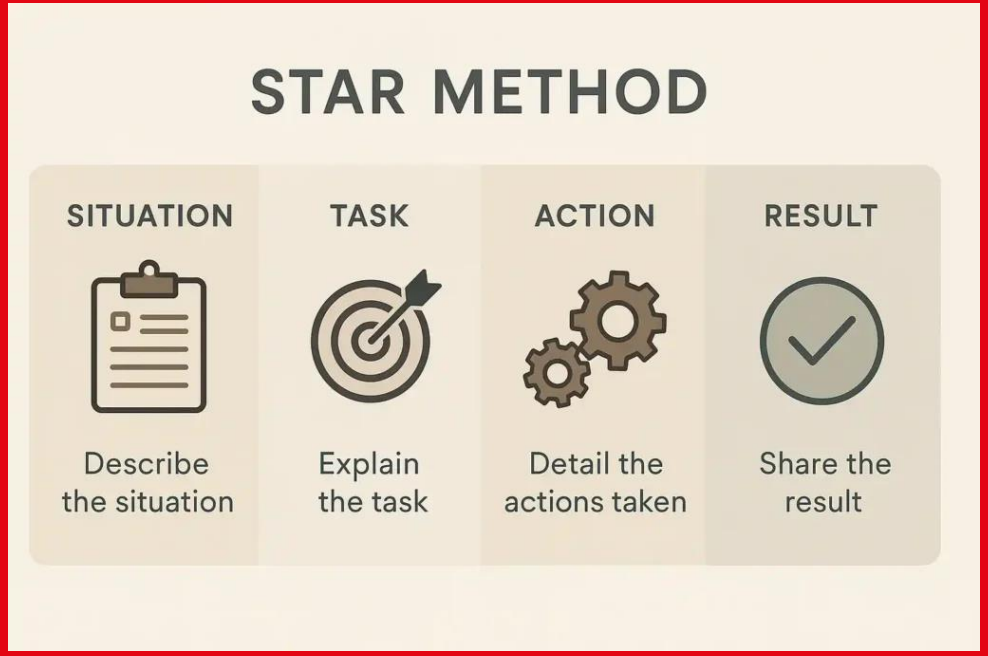
Watch for updates about the competition.

**3** **Keep details handy**

Retain your application and competition information for reference.

# FINAL TIPS – MAKE YOUR APPLICATION STAND OUT

- Read all documentation carefully.
- Show how your skills, experience and achievements meet the role requirements and competencies.
- Use clear, specific examples. (STAR METHOD)
- Answer every question fully and accurately.
- Check spelling, grammar and formatting.
- Save your work regularly.
- Submit before the closing date and time.

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# NEED ADDITIONAL SUPPORT?

**Contact the Recruitment Section if you need further information about the application process.**

recruitment@corkcity.ie

**Thank you for your interest and every success with your application.**
**Go n-éirí leat!**