

Vacancy Filler Frequently asked Questions and Answers

Q. Can my application be copied over to another role?

- A. We are currently experiencing problems with this function so at the present time this is not possible.

Once you have applied for a position at Chichester College, Vacancy Filler will automatically email you a copy of your completed application form. If you wish to apply for another position which is being advertised, you can copy and paste the information into the relevant sections of the new application form.

Alternatively, you can contact the Human Resources team who will be able to email you a copy of your application form.

Q. Can I print my application form?

- A. Once you have submitted your application form, Vacancy Filler will automatically email you a copy which you can save and print off for your records at anytime.

Alternatively, you can contact the Human Resources team who will be able to email you a copy of your application form.

Q. Can I apply for a job using a tablet/phone?

- A. Vacancy Filler is compatible with a variety of devices including iPhones and iPads. If you are experiencing any problems, your internet browser settings may need to be adjusted.

Q. Can I edit my application form once submitted?

- A. Unfortunately once you have submitted your application form you are unable to edit it. Therefore, please ensure that all sections of the online application form have been fully completed before submitting.

You are able to make amendments to your application form at any stage before the closing up until you have submitted it. You can do this by clicking on the application form link which will have been emailed to you.

Q. Can you accept late applications?

- A. If you have already started your application form before the closing date then you can submit a late application. However, it is then down to the recruiting managers discretion as to whether or not they accept your application form.

You will not be able to start an online application form once the closing date has passed.

Q. I have not received through any correspondence from Chichester College, will I?

A. All correspondence from Chichester College is done through email. If you have not received any emails in your inbox, please check your junk/spam.