



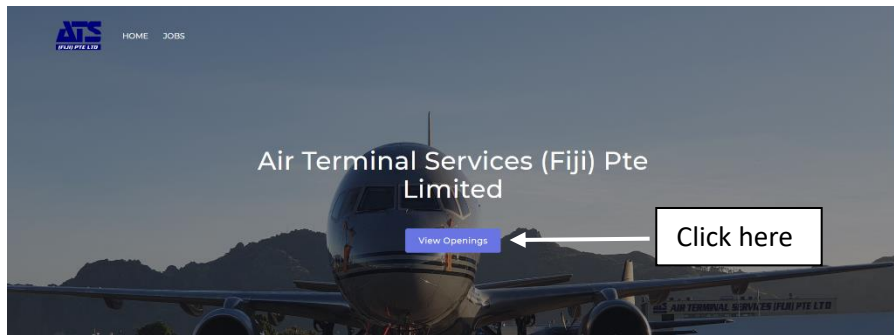
## HOW TO APPLY INSTRUCTIONS

In preparedness for your application/ expression of interest, please have the following documents ready for upload:

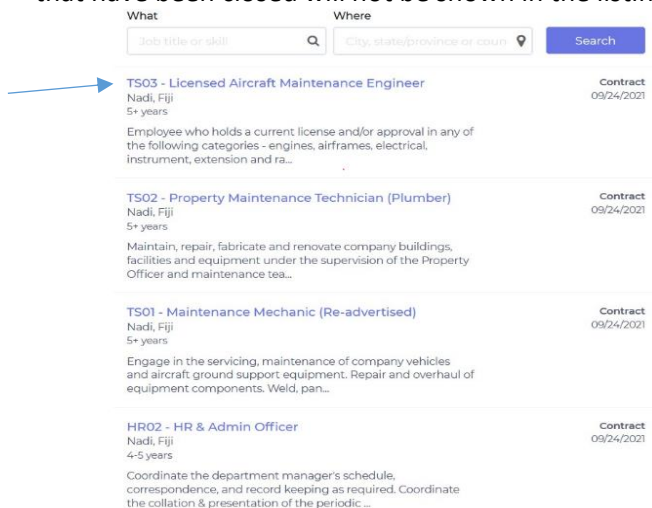
- Cover Letter
- Resume/ CV
- Copies of relevant certificates and transcripts (based on position requirements)
- Copies of Reference documents
- Vaccination Card copy
- Drivers' License copy (if applicable)

To apply, carry out the following steps:

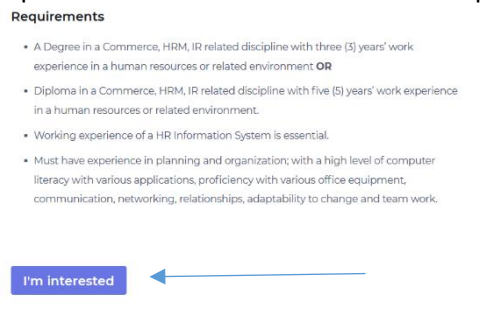
1. Click on the Apply Now link on the ATS Website
2. The link will direct you to the Online Application platform, click on “View Openings”



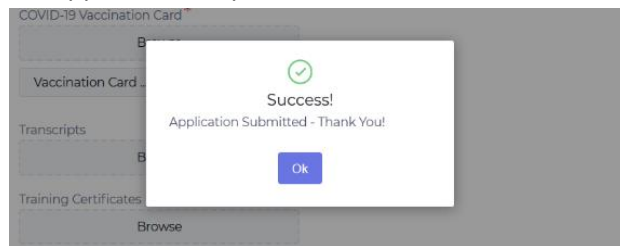
3. Click on the position you wish to apply for (and is currently advertised) – please note positions that have been closed will not be shown in the listing.



4. Read through the Job Description and Minimum Qualification Requirements displayed for the selected position. Click on “I’m interested” to apply.



5. Fill in all of the relevant fields and upload all of your documents as stated earlier. Note – mandatory fields have an asterisk (\*) mark and MUST be filled in to proceed. You will be directed back to these field if you do not fill them.  
*\*Our software also has a feature where you can drag and drop your CV and it can auto-fill the fields! \**
6. On completion of the above, click on Submit. You will receive a notification to confirm that your application/ express of interest has been successfully submitted.



### **Tip for you!**

It is recommended to read through the job details to properly understand the position you are applying for and compare whether you meet the requirements for the role. This knowledge will also assist you should you be shortlisted for an interview.

Please note – EOIs that meet the selection criteria will be considered and only shortlisted candidates shall be notified during the next stages of our recruitment process.