GUIDELINES FOR APPLICANTS TO TECHNICAL ADMINISTRATIVE POSITIONS

AT HEALTH, AARHUS UNIVERSITY

Prepared by the faculty management team, Health.

In force from 15 September 2018.

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1. Target group

These guidelines have been prepared for everyone who wishes to apply for a technical administrative position at Health, Aarhus University (AU).

2. Applications and appendices

A complete application consists of the application itself and a variety of appendices.

Applications for a technical administrative position must contain the following:

- A brief personal statement in which the applicant describes his or her motivation for applying for the position, describes relevant qualifications, as well as intentions and visions for the position.
- A CV containing contact information.
- Indication of education: A copy of the diploma uploaded as documentation.
- Indication of other qualifications: Material may be uploaded in PDF files in the recruitment system under "Extra documents".
- References/recommendations can be uploaded separately in the e-recruitment system.

Applicants are responsible for ensuring that the correct appendices are included.

3. Online application

Aarhus University uses an e-recruitment system for receipt of applications. You will find a link to the application form that you must use in the job advertisement.

Before uploading your application, it is important that you ensure that all documentation is ready for upload in Word and/or PDF format, as all material must be uploaded at once. However, when the application is uploaded in the system, it is possible to change data and add/delete documents up to the application deadline.

The system does not support .zip files or image file formats. File names must only contain numbers and letters, and the maximum permitted size of each file is 20 MB. All mandatory fields (marked with *) must be filled out.

The application must be received on the date of **the application deadline before 23:59 CEST.** The job advertisement is automatically removed at 23:59 and can then no longer be accessed after this.

In case of technical problems, applicants are encouraged to try again. In the unlikely event of it not being possible to resolve the technical problems, please contact an employee at Health HR via health.hr@au.dk.

4. Legal basis

The guideline is based on the following applicable legislation and guidelines:

- The University Act (in Danish)
- Aarhus University's By-laws
- Consolidation Act on Fixed-Term Employment (in Danish)