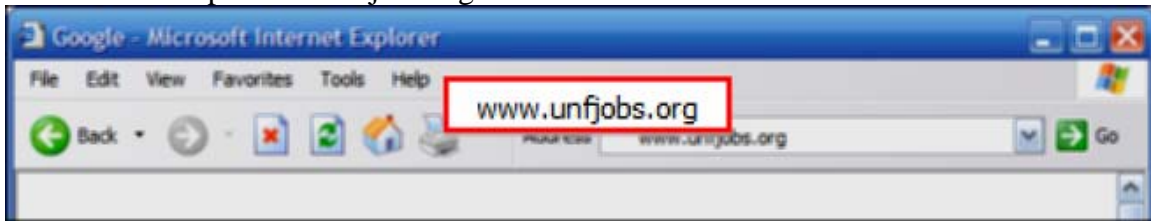


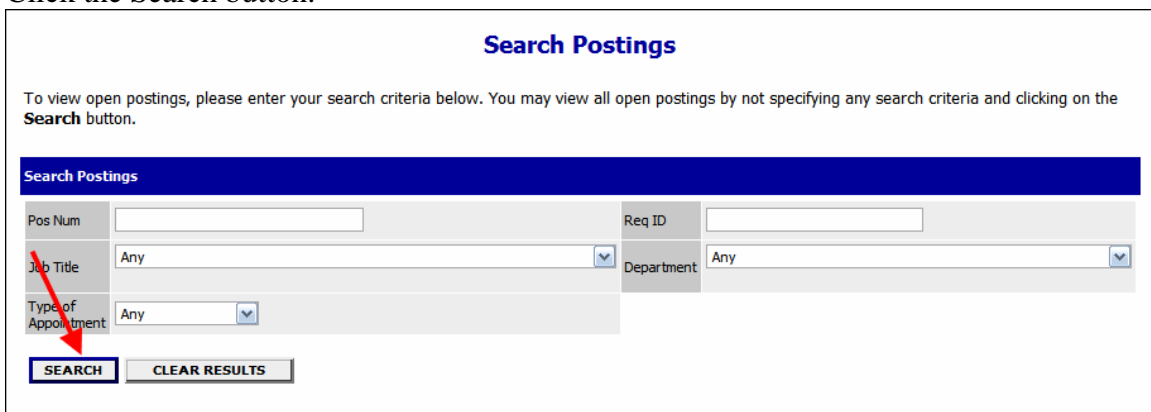
Go online to <http://www.unfjobs.org>



Click the "Search Postings" link.



Click the Search button.



Look for the position that you want to apply for. When you find it, click the “View” link underneath the Position’s Title.

Search Results					
6 Records					
Position Title	Position Number	Req Number	Job Open Date	Job Type	Department
<a href="#">Assistant Professor</a> <a href="#">View</a>	31609	050698	10-30-2006	Tenure-Track	Computer & Information Sciences
<a href="#">Assistant Professor</a> <a href="#">View</a>	33270	050690	10-16-2006	Full-Time	Chemistry & Physics
<a href="#">Assistant Professor</a> <a href="#">View</a>	31840	050625	09-25-2006	Tenure-Track	Psychology
<a href="#">Assistant Professor</a> <a href="#">View</a>	33271	050621	09-25-2006	Tenure-Track	Psychology
<a href="#">Assistant Professor</a> <a href="#">View</a>	333850	050657	09-21-2006	Full-Time	Chemistry & Physics
<a href="#">Assistant Professor</a> <a href="#">View</a>	333840	050638	09-18-2006	Full-Time Tenure-Track	Political Science & Public Admin

Read over the entire job description, especially the Special Instruction located at the bottom of the page, as different positions have different requirements. When you are ready to submit your online application, click the Apply For This Posting button.

## Job Details


[Return to Search Results](#)  [Printer-Friendly Version](#)

**APPLY FOR THIS POSTING** 

### Position Information


Position No. Please enter OPS for OPS positions.	312790/332660
Requisition Number	050690
Approved Job Title	Assistant Professor
Position Type	Faculty - Regular

Click the “Fill out a new Application” link.


**New Applicant:** 

[Fill out a new Application](#) if you have not yet completed an application using this system.

Choose a unique user name and password. Click the Continue to Page 1 button.

Select User Name and Password:	
<b>Select User Name:</b> Use between 6 and 20 letters or numbers.	<input type="text" value="testuser"/>
<b>Password:</b> Use between 6 and 20 letters or numbers.	<input type="password" value="••••••"/>
<b>Re-enter Password:</b>	<input type="password" value="••••••"/>
	
<b>CONTINUE TO PAGE 1 OF FACULTY &amp; ADMINISTRATIVE APPLICATION &gt;&gt;</b>	

Enter a question that you know the answer to, then enter the answer to the question. This is in case you forget your password. Click the Save and Continue to Next button.

Your Question and Answer	
* Please enter a question (e.g. What is my mother's maiden name?):	<input type="text" value="What is the mascot of the University of North Florida?"/>
* Please enter the answer to your question:	<input type="text" value="Osprey"/>
*Required information is denoted with an asterisk.	
	<b>SAVE AND CONTINUE TO NEXT &gt;&gt;</b>
<b>SAVE AND STAY ON THIS PAGE</b>	<b>EXIT</b>

Fill out all the information on this page, paying special attention to any Required Field (denoted with a red asterisk), as well as any instructions in formatting.

Personal Information	
*Required information is denoted with an asterisk.	
* First Name:	<input type="text" value="FirstName"/>
Middle Name:	<input type="text"/>
* Last Name:	<input type="text" value="LastName"/>
* Salutation	Mr. <input type="button" value="v"/>
* Address:	<input type="text" value="4567 St. Johns Bluff Rd. S"/>
Other Name(s) used: (For employment/educational history)	<input type="text"/>
* City:	<input type="text" value="Jacksonville"/>
* County:	<input type="text" value="Duval"/>
* State: Enter "NA" if not applicable	<input type="text" value="FL"/>
* Zip Code:	<input type="text" value="32224"/>

You move from page to page of the application by clicking the Save and Continue to Next button. When you reach the final page, place a check mark in the agreement box, and then click the Save and Continue to Next button.

\*  BY CHECKING THE BOX AT THE LEFT, I certify that I have read and agree with these statements.


Please click the **SAVE AND CONTINUE TO NEXT** button to save your information. It may take up to 1 minute to process your information.

**Once you click SAVE AND CONTINUE TO NEXT, please DO NOT click any links or buttons until you have exited the page, otherwise your application data may not save properly.**

\*Required information is denoted with an asterisk.

<< SAVE AND RETURN TO PREVIOUS      **SAVE AND CONTINUE TO NEXT >>**

SAVE AND STAY ON THIS PAGE      EXIT



Click the Continue button.

**Application Status**

Certify changes and save application

CANCEL      **CONTINUE** ←

Click the Confirm button.

**Application Status**

**Certify changes and save application**

GO BACK      **CONFIRM** ←

If there are any supplemental questions, you must answer them before completing your application.

\*Required information is denoted with an asterisk.

### Supplemental Questions

\* Provide an estimate of the start up funds, and list major instruments, you require to initiate publishable research involving undergraduates at UNF.

The quick red fox jumps quickly over the long, lazy river bend.

### Certify Application

\*  In order for your application to be reviewed for this position, please answer the supplemental question(s) above, and check the box to the left to certify: the answers to the question(s) provided are true and accurate to the best of your knowledge.

**SUBMIT ANSWERS TO SUPPLEMENTAL QUESTIONS WITH MY APPLICATION >>**

If the position requires you to attach documents online, you will see the below screen. If not, you will receive your confirmation number. To attach a document, click the “Attach” link beside the first document listed.

2 Records

Required	Attach / Remove	Document Type	Attached Document ('Type'_'Date'_'Time')	View Document
*	<a href="#">Attach</a>	Cover Letter		
*	<a href="#">Attach</a>	Curriculum Vitae		

Click the Browse button.

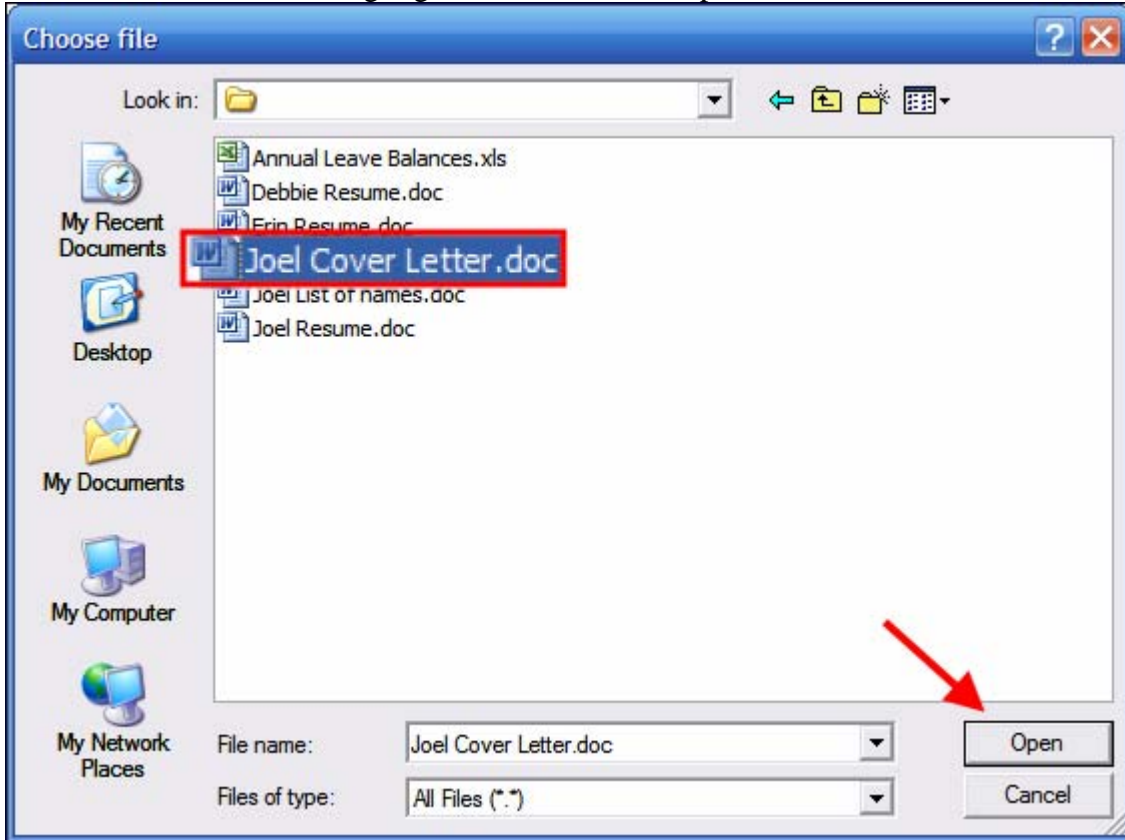
### Upload a new Cover Letter:

To upload a **Microsoft Word, Text, Rich Text, or PDF** document, click **Browse**, then select the file you wish to upload and click **Open**. Your document must be less than 1 MB in size. Click **Attach** when you are finished.

**Note: If your document is NOT in Microsoft Word, Text, Rich Text, or PDF format, please copy and paste the text of your document below.**

File:

Navigate to the location where the corresponding document is located on your computer. Left-click the file once to highlight it, then click the Open button.



Click the Attach button.

**Upload a new Cover Letter:**

To upload a **Microsoft Word, Text, Rich Text, or PDF** document, click **Browse**, then select the file you wish to upload and click **Open**. Your document must be less than 1 MB in size. Click **Attach** when you are finished.

**Note: If your document is NOT in Microsoft Word, Text, Rich Text, or PDF format, please copy and paste the text of your document below.**


File:

←

Click the Confirm Attaching Documents button.

Once you click **Confirm and Finish Attaching Documents**, you will not be able to attach any further documents to your application for THIS position.

Job Title	Document Type	Date & Time Submitted
Assistant Professor	Cover Letter	Cover Letter_11-21-06_08-18-51CT

**CONFIRM ATTACHING DOCUMENTS** 

Your document has now been attached. You can see this as the “Attach” link has now changed to say “Remove,” and by the Date/Time stamp associated with the document. If there are more documents to attach, continue the above steps.


2 Records

Required	Attach / Remove	Document Type	Attached Document ('Type'_'Date'_'Time')	View Document
*	<a href="#">Remove</a>	Cover Letter	Cover Letter_11-21-06_08-18-51CT	<a href="#">View</a>
*	<a href="#">Attach</a>	Curriculum Vitae		

Once all documents have been attached, you will see the Finished Attaching Documents button. Click this button.

2 Records

Required	Attach / Remove	Document Type	Attached Document ('Type'_'Date'_'Time')	View Document
*	<a href="#">Remove</a>	Cover Letter	Cover Letter_11-21-06_08-18-51CT	<a href="#">View</a>
*	<a href="#">Remove</a>	Curriculum Vitae	Curriculum Vitae_11-21-06_08-20-04CT	<a href="#">View</a>

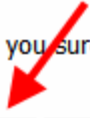
**FINISHED ATTACHING DOCUMENTS** 

Click the Yes button.

**Confirm**

Once you finish attaching documents, you may not be able to attach more documents.

Are you sure you want to finish attaching documents for this Posting?

 **YES** **NO**

You will now receive your confirmation number. Click the Ok button.

**Your Application Has Been Submitted**

**The following is your confirmation number. Please save this number for future reference: 582733**

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Following an initial review, selected candidates will be contacted directly for an interview.

←

You will now see the current status of your application. To check on the status of your application, log back online. Do NOT click the “Withdraw Application” link unless you decided that you do not want to apply for the position after all.

Application Status						
1 Record						
Position Title	Confirmation nbr	Department	Application	Application Date	Attached Documents	View Documents
Assistant Professor <a href="#">View</a>	582733	Chemistry & Physics	<a href="#">View Faculty/Admin Application</a>	11-21-2006	<a href="#">Cover Letter</a> <a href="#">Curriculum Vitae</a> <a href="#">Manage Documents</a>	<a href="#">CV</a>    <a href="#">Cur.Ltr</a>

▼ Status

In Progress  
[Withdraw Application](#)