

## Applicant Quick Apply Process

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The purpose of this section is to demonstrate the steps that an Applicant would take to do the Quick Apply process to apply for a single position.

### Select Position by Performing Job Search

You are here: [Home](#) / [For Job Seekers](#) / [Jobs at Carolina](#)

Last Revision: 12/30/2008

## Jobs at Carolina

The University employs approximately 10,000 people in permanent positions. The job search and application process for vacancies varies depending on the type of position you are seeking.

Click [here](#) to learn about the difference between SPA and EPA positions.

If you have problems accessing the Staff (SPA) job listings or using the online application tool, please email [employment@unc.edu](mailto:employment@unc.edu). If you experience problems accessing the EPA Non-Faculty or EPA Faculty job listings, please email [equalopportunity@unc.edu](mailto:equalopportunity@unc.edu).

**Please note: Due to scheduled maintenance, the online position search and application tool will be offline on Saturday, March 7, from 9-11 a.m. We apologize for any inconvenience this may cause.**

### Faculty Positions

- [Open Positions](#)
- [How to Apply](#)

### Staff Positions (SPA)

- [Open Positions](#)
- [How to Apply](#)

### EPA Non-Faculty Positions

- [Open Positions](#)
- [How to Apply](#)

### Other Employment

- [Tar Heel Temps](#)
- [Postdoctoral Fellowships](#)

In order to apply for a position, you must first identify the position by searching the job postings at <http://hr.unc.edu/jobseekers/search.htm> or by using the direct URL process of [jobs.unc.edu/xxxxxxx](http://jobs.unc.edu/xxxxxxx) (where xxxxxxx=Recruitment ID for specific position). To use the direct URL process you must know the recruitment ID for the position that you are searching for.

## Initiating the Quick Apply

### Position Details

The University of North Carolina at Chapel Hill

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POSITION DETAILS: EPA Non-Faculty Position [Create Profile & Apply](#) [Apply](#) [Printable View](#)

● The application must be received by 5:00 PM EST/EDST on the closing date.

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Working Title/Rank:	AVC for Communication Technologies
Position Category:	Academic Administration
Recruitment ID:	1001111
Position ID:	1001144
Salary Range:	Salary Dependent upon Qualifications
FT/PT:	Full Time
Department:	Information Technology Svcs.
Application Deadline:	Open until Filled
Proposed Start Date:	10/01/2009

The Quick apply process is only allowed for certain positions and is accessed by clicking on the **Apply** button found on the Position Details page.

Note: If you select a position and click on the Apply button and only receive applicant instructions, this specific position has not been flagged by the department to allow on line applications. If you are interested in applying for the position, please follow the applicant instructions to submit your application.

## Completing Quick Apply Process - Personal and Contact Data

Apply for Position The University of North Carolina at Chapel Hill

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**\* Required Information**

**NOTE:** You have selected position **1001144 - AVC for Communication Technologies.**

\*First Name:

Middle Name: 1

\*Last Name:

Suffix:

\*Country:

\*Address 1:

Address 2:

\*City: 2

\*State:

\*Postal Code:

\*Contact Phone:  (xxx-xxx-xxxx)

Alternate Phone:  (xxx-xxx-xxxx)

\*Email:

\*Are you currently a permanent employee of UNC-Chapel Hill?:  Yes  No 3

1. Enter **First, Middle, Last name** & Suffix as applicable. First & Last name are required.
2. Enter **Address and Contact information.**
3. Indicate if you are a **current permanent employee of UNC-Chapel Hill** by clicking the appropriate option of yes or no.

## Completing Quick Apply Process - EEO Data (Voluntary)

To applicants for University of North Carolina at Chapel Hill EPA positions: UNC Chapel Hill is an Equal Opportunity Employer with a commitment to recruitment and retention of a diverse and inclusive campus community. Collection of the following information on gender and race/ethnicity data is to comply with Federal laws, executive orders, and applicable State laws and regulations. The information that you submit will remain confidential and will be used only by the UNC Chapel Hill Equal Opportunity Office for statistical purposes. Completion of this data is **voluntary**; failure to provide this information will not adversely affect your candidacy. Thank you for your interest in UNC Chapel Hill.

Gender:  Male  Female

Ethnic Background:

Veteran:  Yes  No  Choose not to disclose

Vietnam Era Veteran:  Yes  No [To be considered for Veteran's preference, please complete this form.](#)

The data on this section of the application is entirely voluntary.

1. Indicate **Gender** by clicking the appropriate option of Male or Female.
2. Indicate **Ethnic Background** by clicking in drop down field and selecting the appropriate option.
3. Indicate **Veteran** status by clicking appropriate option of Yes or No or Choose not to disclose.
4. Indicate **Vietnam Era Veteran** status as appropriate by clicking Yes or No.

Note: To be considered for Veteran's preference you must complete the Veteran's Worksheet by clicking the link provided.


# Completing Veteran's Preference Worksheet - Personal Military Experience Section

## Veteran's Worksheet

The University of North Carolina at Chapel Hill

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### \* Required Information


\*Social Security Number: XXX-XX-X  

### INSTRUCTIONS

Consistent with State Policy, the University seeks to give special consideration to certain veterans whose service was not dishonorable and to their spouses and dependents when otherwise qualified for the classification of the opening sought. This consideration is given in recognition of any veteran with a service-connected disabling injury or of any veteran with wartime\* service. If you are such a veteran, Complete Section 1. If you are the spouse or dependent of a veteran, complete Section 2.

\* NOTE: State Personnel policy defines wartime as follows: "Periods of war shall include World War I (4/16/17-11/11/18), World War II (12/7/41-12/31/46), the Korean Conflict (6/27/50-1/31/55), the period of time between January 31, 1955 and the end of the hostilities in Vietnam (5/7/75), Panama invasion, Persian Gulf War and any other campaign, expedition, or engagement for which a campaign badge or medal is authorized by the United States Department of Defense."

### 1. Your Military Service Experience

\*Did you receive an honorable discharge?   Yes  No  
If No, was it dishonorable?  Yes  No

\*Do you have a service-connected disability or did you serve in the policy-defined wartime\* period?  Yes  No

\*Active Duty Dates (mm/yyyy): From:  To:  From:  To:

\*Total Length of Service:  Years  Months

1. Enter last 3 digits of social security number.
2. Complete the Military Service Experience section.

## Completing Veteran's Preference - Spouse/Dependent Data & Applicant Certification Sections

### 2. Spouse or Dependent of Deceased or Disabled Veteran 1

\*Are you the spouse of a veteran who:

(a) Died from service-connected circumstances?

Yes  No

(b) Was disabled while in the military?

Yes  No

\*Are you a dependent of a veteran who died from service-connected circumstances?

Yes  No

\*If Yes is indicated in either 2a or 2b, give the name of the related veteran and the active duty of the related veteran:

Name:

\*Active Duty Dates (mm/yyyy):

From:

To:

From:

To:

\*Total Length of Service:


Years

Months

### 3. Applicant's Certification 2

\*  By checking this box I hereby certify that all information on this supplement is true and complete to the best of my knowledge and belief. I understand that false or misleading information or documentation, or an omission or failure to include all relevant information may result in rejection of my application, action up to and including termination if hired, and/or criminal prosecution. If hired, I further understand the University complies with state law and is required to terminate me if false or misleading information is given in order to meet the requirements for the position involved.

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 Secure Area

1. Fill out Section 2 - **Spouse or Dependent of Deceased or Disabled Veteran**.
2. Fill out the required **Applicant's Certification** by clicking in the check box.
3. Click **Save** to return to application form.

## Completing Quick Apply Process - CV/Resume and Educational Data

How did you find out about the position opening?

University Website 1

\*If Professional Journal or Other, provide additional details below:

\*Attach Curriculum Vitae/Resume:

2

C:\Documents and Settings\Desktop\EPAR\

Attach Cover Letter (optional):

3

C:\Documents and Settings\Desktop\EPAR\

Attach Additional Documents (optional):

C:\Documents and Settings\Desktop\EPAR\

4

\*What is your highest degree/degree level?

Masters 5

Please list your major or field of expertise:

Information Technology 6

\*How many years of experience do you have relevant to this position?

8 7

\*Do you have any license or certification required in the position description?  Yes  No 8

1. Indicate how you found out about the position by clicking in the drop down field and selecting the appropriate option of Letter, Other, Personal Referral, Professional Journal or University Website. Note that if you indicated that you learned about your job by a Professional Journal or Other, you will be required to enter additional information.
2. Attach the required **Curriculum Vitae/Resume**.
3. Attach optional **Cover Letter**.
4. Attach optional **Additional Documents**.
5. Indicate **Highest Earned Degree** level by clicking in the drop down field and selecting the appropriate option of Associates, Bachelors, Masters, PharmD, PHD, JD, DVM, DDS or MD.
6. Please indicate your **major or field of expertise**.
7. Enter **Years of Experience**.
8. Indicate if you have any **license or certification** required in the position description by clicking the appropriate option of yes or no.


## Completing Quick Apply Process - Applicant Certification of data

I hereby certify that all information on this Application being submitted is true and complete to the best of my knowledge and belief. I authorize person(s), educational institutions, employers, licensing, registering and certifying boards, or other organizations to provide The University of North Carolina at Chapel Hill with any relevant information needed to consider my application. I understand that electronic submission of my application indicates my consent to the University's verification of any information contained in the Application. I understand that false or misleading information or documentation, or an omission or failure to include all relevant information may result in rejection of my application, or action up to and including termination if hired, and/or criminal prosecution. (G.S. 126-30 & G.S. 14-122.1)

1  \* By checking this box I hereby certify that all of this information is accurate and correct.

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**Equal Opportunity Pledge:** The University is an Equal Opportunity Employer. The University reaffirms its commitment to equality of opportunity and pledges that it will not practice or permit discrimination in employment on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression. The University complies with all applicable legislation prohibiting age discrimination in employment.

 [Secure Area](#)

1. Click in the required **certification check box** to certify that all information is accurate and correct.
2. Click **Submit** button to apply for the position.

## Application Confirmation

### Apply for Position

The University of North Carolina at Chapel Hill

[HR Home](#) | [Positions at Carolina](#)

You have successfully applied for Position : 1001144 - AVC for Communication Technologies.

You will receive an email confirming your submission.

[Return to Search Results](#)

 [Secure Area](#)

The University of North Carolina at Chapel Hill is an Equal Opportunity Employer

[Important Applicant Notices](#)

[For Additional Information or Special Assistance](#)

Upon clicking on submit on the application, the applicant should receive the above system generated immediate confirmation and then should receive an email at the address listed on your application.

If for some reason, you do not get this notification and the associated confirmation email, please contact the Equal Opportunity Office at via email at [equalopportunity@unc.edu](mailto:equalopportunity@unc.edu) or call (919) 966-3576.

## Email Confirmation

Date: 03/06/2009

Dear John Test:

Please accept our sincere thanks for submitting your information for the following EPA non-faculty position at the University of North Carolina at Chapel Hill:

Requisition: 1001110  
Position Title: AVC for Communication Technologies  
Department: Information Technology Svcs.

We are very pleased of your interest and welcome the opportunity to carefully consider your qualifications and credentials. As a next step, your materials will be forwarded to the Committee that is conducting this search for their consideration. These materials remain confidential and are shared only with members of the Search Committee and administrative staff who assist the Committee in performing its duties. The search Committee or the hiring department will contact you directly if your credentials are determined to be of further interest.

Please note that for some positions, we receive a large volume of applications and the length of the hiring process varies from position to position. So while you may not receive a direct response from the hiring department regarding your application, please be assured it has been referred and will receive careful consideration.

Should you have any questions regarding this search or require additional assistance, please feel free to contact the following representative in the appointing department:

Darth Vader at telephone 919-555-1212, Email: [darth.vader@unc.edu](mailto:darth.vader@unc.edu)

Again, we thank you for your interest in the University of North Carolina at Chapel Hill. Please be assured that your application will receive careful consideration.

Sincerely,

Equal Opportunity/ADA Office  
The University of North Carolina at Chapel Hill

This is a sample of the email that should be received when applicants successfully apply for a position.