How to leave an application in LAURA system

updated 3.5.2021

Our open positions

- Open positions at Tampere University https://www.tuni.fi/en/about-us/working-at-tampere-universities/open-positions-at-tampere-university

- Read more on Tampere University as an employer https://www.tuni.fi/en/about-us/working-at-tampere-universities/tampere-university-as-an-employer

- Read on Tampere University and TAMK as employers: https://www.tuni.fi/careers

Applying for a job

- Please click the name of the position in order to read the job advertisement.

- Read job specific application instructions on the job adverstisement.

- Apply the position by clicking "Leave an application" at the bottom of the page

Hakuohjeet

Lue tarkemmat tiedot tehtävästä ja hakuohjeet yllä olevasta englanninkielisestä ilmoituksesta.

Jätäthän hakemuksesi yliopiston sähköisellä hakulomakkeella (linkki löytyy tämän ilmoituksen alta).

Hakuaika tehtävään päättyy **30.5.2020 klo 23.59.**

Application period starts: 2021-02-19 12:47   **Application period ends:** 2021-05-30 12:50

LEAVE AN APPLICATION
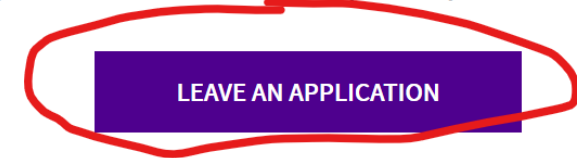
Fill in the application form or edit your earlier application

1

If you do not yet have a username and password to our recruitment system, please start by filling in the application form. **Please check that your email is correct!** After you have submitted your application, an automatically generated username and password to our system will be sent to your email, so that you can edit your application up until the closing date. If you don't find the email in your inbox, please also check the spam folder! We will send updates on the recruitment process to the email given.

2

If you have previously submitted an application through our recruitment system (within past three years) and already have a username and password, please log in before filling in the application form. That way you can use your earlier application as a basis for the new one.

Fill in the application form or utilize an earlier application

Filing in the form and application draft

- The system automatically saves a draft of your application when you type your email address to the form. You will receive an email about it. The draft is deleted when the application deadline has passed or when you have sent your application to us. Please also remember to save your application draft every now and then!

- When you are ready, click "Preview"

- **NB!** Please do not fill in your application draft in several tabs/ windows at the same time, because the automatic saving cannot keep up with your latest version if you do!

Attachment

Browse... No file selected.

LOAD

Attachment

Browse... No file selected.

LOAD

Remember to submit your application after previewing it! After you have submitted your application, we will send you a username and password to the email address that you provided, so that you can log in to our system and edit your application up until the closing date.

PREVIEW

Preview

- You can now preview your application.
- You can modify your application by clicking "Modify application"
- **Please remember to send your application by clicking "Send application".** We cannot see your application before you send it to us.
- You can edit your application until the application deadline.

Please also remember to send your application to us after checking it.

MODIFY APPLICATION   SEND APPLICATION

PERSONAL DETAILS

Given name(s)	
Family name	
Email address	
Phone number	+358 50 1234 53
Habitual residence	Tampere
Country	Suomi
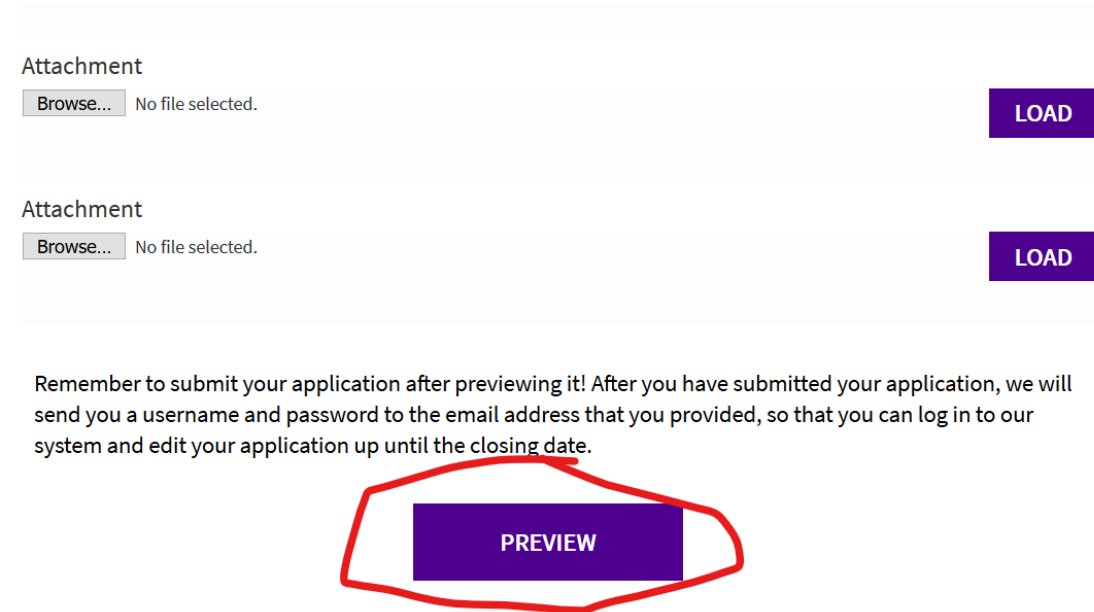
DEGREES AND EDUCATION

Please indicate the level of your highest completed degree	Master's degree (university)
Name of the awarding institution	Yliopisto
Name of the degree	Maisteri
Date of graduation	01/2010

PREVIOUS EMPLOYMENT

Relevant experience to the positions applied

Job title	XXXXXX
Main duties and responsibilities	XXXXXXX
Employer	XXXXXX

POSITION-RELATED INFORMATION

XXX

Ready!

- When your application has been saved to our system, you will see the text "Your application has been received" on your screen.

- The recruiting software also sends a message about it to your email address.

- If you face technical problems in leaving your application, please contact us at rekrytointi@tuni.fi.