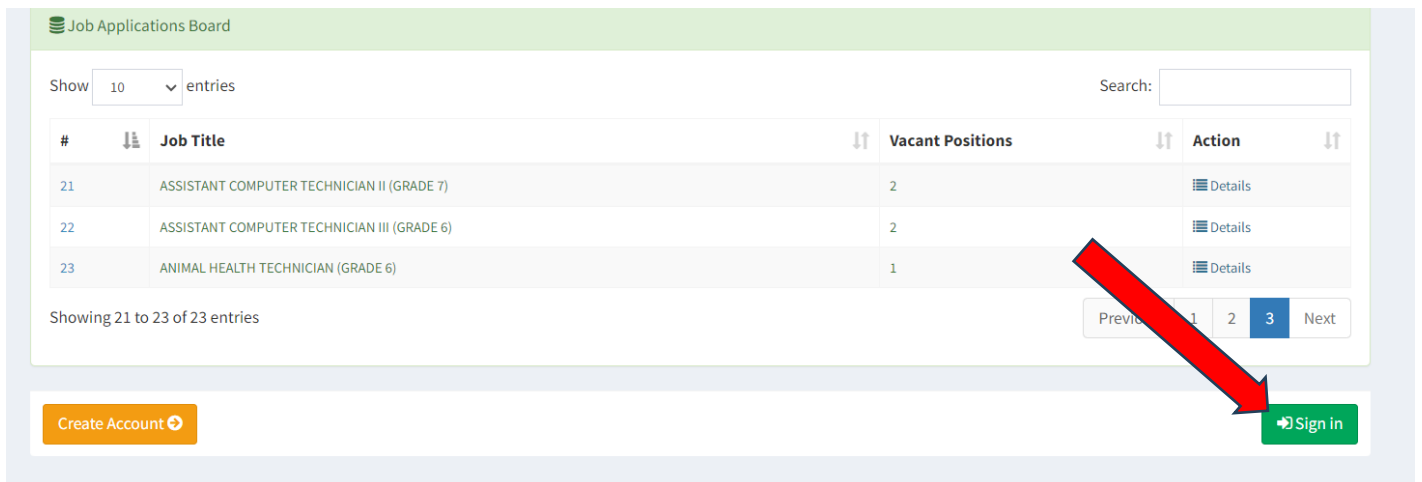


# KARATINA UNIVERSITY

## ONLINE JOB APPLICATION GUIDELINE

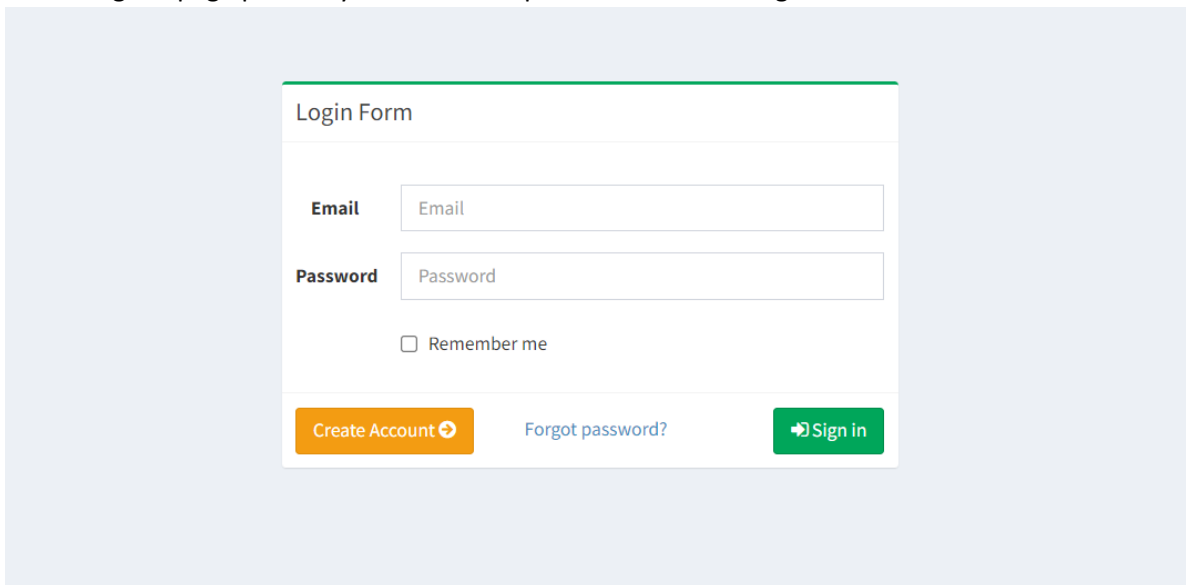
1. Visit the online job application portal available here <https://jobs.karu.ac.ke>
2. Click on Create Account to create your account.
3. An email activation link will be sent to your email. Click on the link to confirm your email.
4. To login to your account click on the sign in button on the job portal homepage.



The screenshot shows the 'Job Applications Board' interface. At the top, there is a search bar and a 'Show 10 entries' dropdown. Below this is a table with columns for '#', 'Job Title', 'Vacant Positions', and 'Action'. The table lists three job openings: Assistant Computer Technician II (Grade 7) with 2 positions, Assistant Computer Technician III (Grade 6) with 2 positions, and Animal Health Technician (Grade 6) with 1 position. Each row has a 'Details' link. Below the table, there are pagination controls showing 'Showing 21 to 23 of 23 entries' and buttons for 'Previous', '1', '2', '3', and 'Next'. A red arrow points from the '3' button to a 'Sign in' button located at the bottom right of the interface. On the bottom left, there is a 'Create Account' button.

#	Job Title	Vacant Positions	Action
21	ASSISTANT COMPUTER TECHNICIAN II (GRADE 7)	2	Details
22	ASSISTANT COMPUTER TECHNICIAN III (GRADE 6)	2	Details
23	ANIMAL HEALTH TECHNICIAN (GRADE 6)	1	Details

5. On the sign in page provide your email and password and click Sign in



The screenshot shows the 'Login Form' interface. It features two input fields: 'Email' and 'Password'. Below the password field is a checkbox labeled 'Remember me'. At the bottom of the form, there are three buttons: 'Create Account', 'Forgot password?', and 'Sign in'. The 'Sign in' button is highlighted with a green background and a white arrow icon.

6. In case you have forgotten password, click on Forgot password to reset your password. Password reset instructions will be sent to the email you used when creating the account.
7. Once logged in you will view the open vacancies as shown below.

Search:

↑↓ Job Title	↑↓ Vacant Positions	↑↓ Action
ASSISTANT COMPUTER TECHNICIAN II (GRADE 7)	2	Apply
ASSISTANT COMPUTER TECHNICIAN III (GRADE 6)	2	Apply
ANIMAL HEALTH TECHNICIAN (GRADE 6)	1	Apply

Previous 1 2 **3** Next

8. Click on Apply button to apply for the post you are interested in. Your application will be initiated and you will get a notification indicating your job application number. This notification will also be received on your email. Receiving this notification does not mean you have successfully applied for the job. It means you have just initiated the process. You need to proceed with the application until the last step.
9. Bio data update. You can update bio data by clicking on the update bio data button
10. Qualification Section. Click on the “Qualifications” tab

11. Fill in the details required for each section that is **applicable** to you depending on the position you are applying for. **You will be able to add education, experience, and other job requirements.** Ensure you provide all the required details. Once you fill in the details and choose the document attachments(evidence), click on the add button located at the bottom right of every section as indicated below.

**KARU Online Jobs** John Doe John

BIO DATA Qualifications CV, Cover Letter and Other Attachments

**Education** Close Line

Education Level: Masters  
Award: Masters in Cybersecurity  
Institution: University of Nairobi  
Start Date: 2017-01-04  
End Date: 2021-02-01  
Attach Certificate: Scan\_20240227 (2).pdf

**Add**

No Records

**Experience** Close Line

Position:   
Institution/Company:   
Start Date:   
End Date:   
Attach Testimonial (Optional):

12. Added qualifications will be listed as shown below.

**KARU Online Jobs** John Doe John

BIO DATA Qualifications CV, Cover Letter and Other Attachments

**Education** Close Line

Education Level: --Select--  
Award:   
Institution:   
Start Date:   
End Date:   
Attach Certificate: No file chosen

**Add**

#No	Education Level	Award	Institution/Company	Start Date	End Date	Attached File	Action
1.	Degree	Degree	UNIVERSITY OF NAIROBI	2/6/2019 12:00:00 AM	2/1/2018 12:00:00 AM	Cover.pdf	Remove

**Experience** Close Line

Position:   
Institution/Company:   
Start Date:   
End Date:

13. Curriculum vitae(CV), Cover letter, and other attachments section. Click on the CV, Cover and other attachments tab.

BIO DATA Qualifications CV, Cover Letter and Other Attachments

**Attachments**

Attach CV: Choose File No file chosen **Upload**

Attach Cover Letter: Choose File No file chosen **Upload**

Any Other Attachments: Choose File No file chosen **Upload**

**Submit Application**

14. To attach your cv click on the "Choose file" button under "Attach CV" heading and select your CV document.

BIO DATA   Qualifications   CV, Cover Letter and Other Attachments

Attachments

Attach CV  
Choose File CV.pdf  
Upload

Attach Cover Letter  
Choose File Cover.pdf  
Upload

Any Other Attachments  
Choose File No file chosen  
Upload

Submit Application

Note: After choosing a file e.g. CV , remember to **click upload button** to upload the CV. Click upload against each document. You can also upload another attachment relevant for the position you are applying.

BIO DATA   Qualifications   CV, Cover Letter and Other Attachments

Attachments

Attach CV  
Choose File CV.pdf  
Upload

Attach Cover Letter  
Choose File Cover.pdf  
Upload

Any Other Attachments  
Choose File No file chosen  
Upload

Submit Application

Your uploaded CV and cover letter appears as shown below.

BIO DATA   Qualifications   CV, Cover Letter and Other Attachments

Attachments

Attach CV  
Choose File No file chosen  
CV.pdf Remove

Attach Cover Letter  
Choose File No file chosen  
Cover.pdf Remove

Any Other Attachments  
Choose File No file chosen  
Upload

Submit Application

- After confirming that you provided all the required information and documents click on Submit Application button. A notification will be sent to your email indicating that you have successfully applied for the position

BIO DATA   Qualifications   CV, Cover Letter and Other Attachments

Attachments

Attach CV  
Choose File No file chosen  
CV.pdf Remove

Attach Cover Letter  
Choose File No file chosen  
Cover.pdf Remove

Any Other Attachments  
Choose File No file chosen  
Upload

Submit Application

A notification will be sent to your email indicating that you have successfully applied for the position