

## Job vacancies

The open job vacancies in Lappeenranta University of Technology (LUT) can be seen on page [www.lut.fi/web/en/get-to-know-us/come-to-work-for-us/open-positions](http://www.lut.fi/web/en/get-to-know-us/come-to-work-for-us/open-positions). Further information on LUT as an employer and on work and career opportunities at LUT is available at [www.lut.fi/careers](http://www.lut.fi/careers).

## How to apply

Applications to vacant positions are submitted through an online recruitment system. A job-specific link to an application form can be found at the end of each vacancy announcement. The requirements of the job, characteristics and skills expected of applicants, and the required annexes and/or certificates are mentioned in the vacancy announcement. Attachments and/or certificates can be uploaded to the online application form. Printed applications or attachments do not need to be sent separately.

For additional information on a vacancy, contact the person mentioned in the announcement. For general information on applying for a job, write to [recruitment@lut.fi](mailto:recruitment@lut.fi). Remember to submit your application before the deadline. Only applications received by the deadline will be taken into consideration.

If you are unable to submit your application through the online recruitment system, you may e-mail it to [asiakirjat@lut.fi](mailto:asiakirjat@lut.fi).

## How to fill out the application form

Fill out the form carefully and make sure your contact information is correct.

The system automatically saves a draft of your application every five minutes. You can also save a draft yourself by clicking on the button "Save draft".

When you have completed your application, check the information you have saved by clicking on "Preview". After the preview, you can send your application or continue modifying it. NOTE! Attachments are not saved in the application drafts. You should add attachments only when you are ready to send the application.

## Attachments

Please note the maximum size of each file is 5 MB. Permissible file extensions are rtf, doc, odt, pdf, txt, and docx. The contents of the file must correspond to the file extension.

## Editing the application

**Do not fill in a new application, if you need to modify your application after sending.** You can edit the application you have sent. Go to the job listing and select the log-in link at the top. Log in with a username and password that were sent to you in an e-mail link you received after submitting your application.

After the application deadline you can log in to see your application(s), but you cannot edit your application(s) anymore.

If you want to remove or withdraw your application, log in to the recruitment system and edit or remove sent applications.

### **Username and password**

When you send in your application first time you are sent a link with a username and password. You can only use this link once, so save your username and password.

If you **forget your password** you can request for a new one by clicking on "Lost your password?".

### **Applying for another job**

If you have previously applied to another job at LUT, you can copy your previous application over to a new one. Log in with your old username and password and choose which application you wish to use as a template for the new one.