How to Leave an Application in LAURA™ System

LAURA Rekrytointi Oy
Open Positions at Tampere Universities

You can find our job listing on:  
https://www.tuni.fi/careers

On the page above, there are links to open positions both at  
Tampere University and at TAMK (Tampere University of Applied  
Sciences)

The following slides guide you through on the process of leaving a  
job application to LAURA™, the recruiting software used at  
Tampere University.

Please click the name of the position in order to read the job  
advertisement text.
Please read carefully through the job advertisement and the requirements listed in it. Then click ”Leave an application” at the bottom of the page.

Please take into account the possible job specific instructions given in the advertisement text, e.g. attachments required and the language of the application. Please only attach the attachments required the job advertisement.
Application Form

Applying without user credentials for LAURA™
If you do not yet have a username and password to our recruitment system, please start by filling in the application. 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.

Applying with existing user credentials for LAURA™
If you have previously submitted an application through our recruitment system (within past two 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.
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.

When you are ready, click “Preview”
You can now preview your application.

Please send your application by clicking "Send application".

You can also modify your application by clicking "Modify application", if needed.

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### PERSONAL DETAILS

- **Given name(s):** Tester Tester
- **Family name:** Testperson
- **Email address:** emailaddress@tuni.fi
- **Phone number:** 050 1234 567
- **Habitual residence:** Tampere
- **Country:** Finland

### DEGREES AND EDUCATION

- **Please indicate the level of your highest completed degree:** Master's degree (university)
- **Name of the awarding institution:** University
- **Name of the degree:** Master of Science
- **Date of graduation:** 5/2000

### PREVIOUS EMPLOYMENT
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 needed, you can still modify your application until the application deadline.