

Staff Application Procedure

Where & How to Apply

Applicants must submit a UCF Staff Online Employment application at www.jobswithucf.com. Resumes will not be accepted in lieu of a completed application. Applications are accepted for advertised positions only. A completed online application must be received in Human Resources by 11:59 p.m. on the closing date for that position. No applications will be accepted after the closing date. You must submit an online application for each position for which you apply.

Internal employees must complete an online application for each advertised position.

What Happens Next?

After the application has been received and recorded by Recruitment in Human Resources, it will be released to the department where the position vacancy exists. Applicants may check on the status of their application at www.jobswithucf.com. Applicants selected for an interview will be contacted by a representative from that department.

If a typing test is required for a position, Human Resources or the Hiring Department will contact the finalist for the position to schedule the typing test. Applicants must pass the typing test before a job offer can be made. All typing tests are administered by Recruitment in Human Resources.

Be prepared to supply the hiring department with verification of your training, licensing, registration and certifications including college official transcripts.

Preference will be given to certain veterans and spouses as required by Florida Statutes. A copy of appropriate military documentation or DD-214's for Veteran's Preference must be submitted by the closing date of the position. Applicants may mail a copy of the military documentation to Human Resources, Attention: Recruitment, 3280 Progress Drive, Suite 100, Orlando, Florida 32826; or fax it to Recruitment at 407-823-1095.

Applicants who require special accommodations to participate in the application/selection process should notify Human Resources or the hiring department in advance.

Under Florida law, all male employees between the ages of 18 and 26 must provide proof of registration with the selective service system before they may be considered for employment or promotion.