

## Reactivated Application for Revision/Update (For Applicants/Employees)

1. Log into [www.jobswithucf.com](http://www.jobswithucf.com)

a. Once logged in, the applicant should see a link called “Your Applications” on the left hand side of the webpage.

2. Click the “Your Applications” link

a. This will bring up the applicant’s previous applications.

b. Once the applications are listed on the screen, locate the reactivated application (see screenshot below).

**NOTE: REACTIVATED SECTIONS OF APPLICATIONS WILL APPEAR WITH A DOUBLE DAGGER (‡) MARK NEXT TO IT.**

Human Resources Representative View Job Archive	CN000000000 006479	In Progress Withdraw Application	April 08, 2012	Application Curriculum Vitae/Resume
Staff Positions View Job Archive	CN000000000 006318	In Progress Withdraw Application	April 11, 2012	Application‡

Show only hidden/archived applications

‡Note: There have been changes to this posting or application. While you are not required to revisit this application and resubmit it, you have the option to do so.

3. Click on the “Application” link.

Human Resources Representative <a href="#">View Job Archive</a>	CN000000000	006479	In Progress <a href="#">Withdraw Application</a>	April 08, 2012	<a href="#">Application</a> <a href="#">Curriculum Vitae/Resume</a>
Staff Positions <a href="#">View Job Archive</a>	CN000000000	006318	In Progress <a href="#">Withdraw Application</a>	April 11, 2012	<a href="#">Application</a> ‡

Show your hidden/archived applications

‡Note: There have been changes to this posting or application. While you are not required to revisit this application and resubmit it, you have the option to do so.

a. This will bring up the application.

4. The applicant will be able to edit the information that needs to be revised on the application.

5. Once completed with the revisions, save the changes and certify the application as normal.

Home  
[Search Jobs](#)  
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[Your Applications](#)  
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Employee Benefits  
[HR Home](#)  
[Applicant Tutorial](#)  
[Veteran's Preference Information](#)

### Application for Staff Positions

[edit this application](#) | [print version](#)

#### Update

Note: There have been changes to this posting or application. While you are not required to revisit this application and resubmit it, you have the option to do so. None of your updates will be visible to anyone else until you repeat the certification process. Use the edit link above to begin revisiting the application.

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6. Certify the Application by clicking the check box and typing the applicant’s initials into the text box.

## Certify

I hereby authorize the University of Central Florida to verify all information contained in this application and my supplement(s) hereto. I certify that all statements in this application are true and complete. **I further understand that any omissions, false statements, misstatement, or misrepresentations made by me on this application, or my supplement(s) hereto, may be grounds for rejection from consideration for further employment or immediate discharge.**

I acknowledge that if I am hired by UCF, Section 7 of Public Law 2001-43 requires participation in direct deposit for staff, A&P, & Faculty employees as a condition of employment. Candidates will be required to complete an application for Direct Deposit at the time of Payroll sign-in.

OPS employees may be enrolled in the mandatory UCF401(a) FICA Alternative Plan. Please be advised that the FICA Alternative Plan is considered to be a "tax qualified plan" for purposes of determining your ability to make before-tax contributions to an individual retirement account ("IRA"). If your total income (or, if married and filing a joint return, the total income of you and your spouse) exceeds certain levels, you may not be eligible to make before-tax contributions to an IRA due to your participation in the FICA Alternative Plan. Accordingly, you may want to seek the advice of your individual tax advisor before making IRA contributions.

Any retiree with a retirement date of July 1, 2010 or later, must remain off the payroll for 6 full calendar months before they are eligible for rehire. Retirees who are initially reemployed on or after July 1, 2010, will not be eligible to earn another retirement benefit. An individual is considered retired if he or she has received any benefits under the FRS Pension Plan (including DROP) or has taken any distribution (including a rollover) from the FRS Investment Plan, or alternative retirement programs offered by state universities (SUSORP), state community colleges (CCORP), state government (SMSOAP), or local governments (senior management).

Employees of all Public Employers are required to take an Oath of loyalty to the United States and the State of Florida.

I certify that I have read and agree with these statements.

Please enter your initials to verify your identity.

JD

or [Return to](#)

[Application](#)

### 7. Click Submit this Application

I certify that I have read and agree with these statements.

Please enter your initials to verify your identity.

JD

or [Return to](#)

[Application](#)

### 8. Take note of the Confirmation Number, the Application changes have been updated successfully. Jobswithucf.com can now be closed out.

Your job application has been submitted.

**You have successfully submitted your job application.**

Your confirmation code is

**CN00000000**