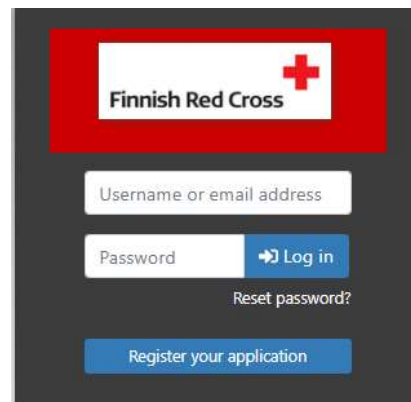


TECHNICAL GUIDE TO HR DATABASE REST

Create an User Profile

- 1) Go to <https://rest.redcross.fi/login>
- 2) Click “Register your application” (blue button below login).

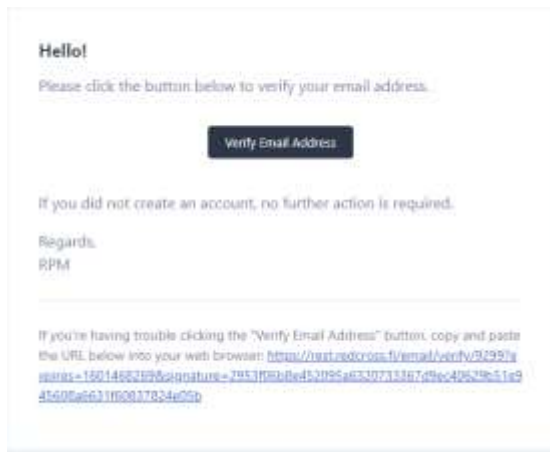


- 3) Fill in the information required and click “Register” (green button below)

Also make sure to follow the instructions in the form of your password (minimum 6 characters including at least one capital letter, one small letter and a number).

- 4) After submitting your registration information, the system will inform you of a verification email that is sent to the email you registered with.





- 5) Log in to your own email. Click the verification link and sign in.

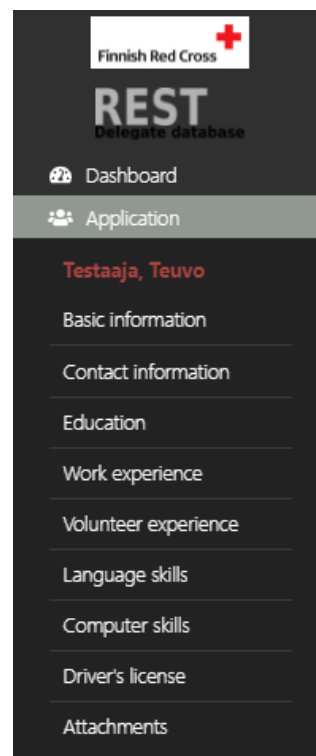
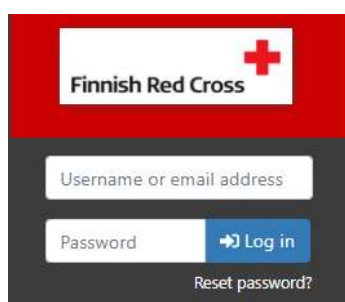
NOTE! The verification email should arrive in 30 min. Sometimes it can be directed to your trash/spam email folder because of your personal email security settings.

If you do not receive the verification email in your inbox, check your trash/spam folder and that your email is not set to block all automatic emails. Try resetting your password. If this does not work,

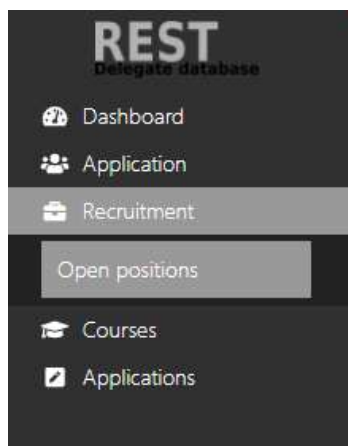
- 6) Read and accept the privacy policy statement.

Create an Applicant Profile

- 7) After logging in you can start filling in your profile details.
- 8) You can update your applicant profile any time. You may add information and/or attachments. Note that only the information provided by the application deadline is considered in the selection process.
- 9) If you forget your password, you can request a reset password link to your email.



Submit an Application



10) When your applicant profile is complete, you can submit an application to Finnish Red Cross Delegate Reserve during an application round. Click “Recruitment” on the navigation panel and then click “Open positions”.

11) Click “Apply” - this will open the application form.

Open positions		
Name	Duration	Open for application
Apply to Finnish Red Cross Delegate Reserve 18.5.-8.6.2021	-	18.05.2021 00:00:00 - 08.06.2021 00:00:00 - UTC <small>Local time: 18.05.2021 03:00:00 - 08.06.2021 03:00:00</small>

12) Fill in the application form. The application form must be completed and submitted in one session.

13) You check the status of your application under “Applications” and “My applications”. You can withdraw your application in case you wish to do so.

My applications		
Name	Type	Status
Apply to Finnish Red Cross Delegate Reserve 18.5.-8.6.2021	Position	Apply Withdraw

Troubleshooting

- The system does not allow you to register: please check first that your password matches the requirements and has minimum 6 characters including at least one capital letter, one small letter and a number.
- You are unable to register or reset password with the instructions above: please contact the Finnish Red Cross International HR Unit at recruitment@redcross.fi.