**AETO user information form**

Please complete the fields below to set up users on the Pupillage Gateway. Please list the names and email addresses of users who will need access to the system, copying and pasting the relevant text boxes as many times as necessary.

Two user types are available: **Recruitment Administrators** will have full administration access to set up vacancies, shortlisting, and interview processes, change the status of, and communication, with applicants, and view any relevant equality and diversity reports. **Recruitment Process Participants** will have the ability to view the applications received (anonymised or not, depending on the Recruitment Administrator’s preference).

|  |  |
| --- | --- |
| **Name of AETO** |  |

|  |  |
| --- | --- |
| **First name** |  |
| **Last name** |  |
| **Email address** |  |
| **User role** (delete whichever is not applicable) | Recruitment Administrator/Recruitment Process Participant |