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Candidate Application Form Module

**Documentation**

# SUMMARY

The **Candidate Application Form** module is a key part of the job application process. It allows candidates to provide detailed information about their qualifications, experience, and skills for a selected job role. The module ensures that all relevant data is collected systematically and securely stored in the applicant's database for further processing by the HR team.

# SCOPE

* Display of a structured form with the following fields:
  + Personal Information: Name, Email, Contact Number, Address.
  + Professional Details: Skills, Highest Education, Experience, Certifications.
  + Resume Upload: A file upload option for the candidate's resume.
* Form validation for required fields and proper formats (e.g., valid email, acceptable resume format).
* Two buttons for action:
  + **Apply:** Submits the form and saves data to the database.
  + **Cancel:** Clears the form or redirects the candidate to the previous page.
* Notification of successful submission or error messages for failed submissions.
* Secure storage of candidate data in the applicant database.

# PROPOSED PROCESS

**1. Candidate Accesses Form:**

* The candidate clicks the "Apply" button on the Job Details page and is redirected to the Candidate Application Form.

**2. Form Completion:**

* The candidate fills in all required fields and uploads their resume.

**3. Validation and Submission:**

* The system validates the entered data and file format for the resume.
* On successful validation, the form is submitted, and the data is securely stored in the applicant database.

**4. Feedback:**

* The candidate receives a confirmation message upon successful submission.
* If the submission fails (e.g., due to missing fields or server issues), an error message is displayed.

**5. Cancel Action:**

* If the candidate chooses to cancel, the form is cleared, or they are redirected back to the Job Details page.

# FEATURES

| **Requirement ID** | **Requirement** | **Description** |
| --- | --- | --- |
| FR1 | Display a structured application form with required fields. | The form contains fields for personal information, professional details, and resume upload. |
| FR2 | Validate form data before submission. | All required fields must be filled, and the email and file format must meet specified standards. |
| FR3 | Provide a **Cancel** button to clear the form or redirect. | Clicking **Cancel** clears all input fields or redirects the user to the previous page. |
| FR4 | Provide an **Apply** button for form submission. | Clicking **Apply** submits the form, and data is securely saved to the database upon validation. |
| FR5 | Display a confirmation message upon successful submission. | After successful submission, the candidate sees a "Thank you for applying" message. |
| FR6 | Handle submission errors gracefully. | Display an appropriate error message if submission fails due to validation or server issues. |
| FR7 | Allow resume upload with format and size validation. | The resume upload accepts only specified formats (e.g., PDF, DOC) and file sizes (e.g., up to 5 MB). |
| FR8 | Store submitted data securely in the database. | Candidate information is stored in the applicant database with appropriate encryption and access controls. |

# QUALITY CONTROL

#### **Performance**

* The form submission and data storage process should be completed within 2 seconds to ensure a smooth user experience.

#### **Scalability**

* The system should handle up to 1,000 concurrent form submissions without any degradation in performance.

#### **Usability**

* The form layout must be clean, responsive, and intuitive, ensuring ease of use for candidates on both desktop and mobile devices.

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#### **Accessibility**

* The module should comply with WCAG 2.1 accessibility standards, providing support for users with disabilities, including screen reader compatibility and keyboard navigation.

#### **Compatibility**

* The form must function seamlessly on all major browsers (Chrome, Firefox, Safari, Edge) and be responsive across devices, including desktops, tablets, and smartphones.

#### **Security**

* All data submitted through the form must be transmitted over a secure HTTPS connection.
* Sensitive information, such as resumes, must be encrypted in storage to ensure data confidentiality and integrity.