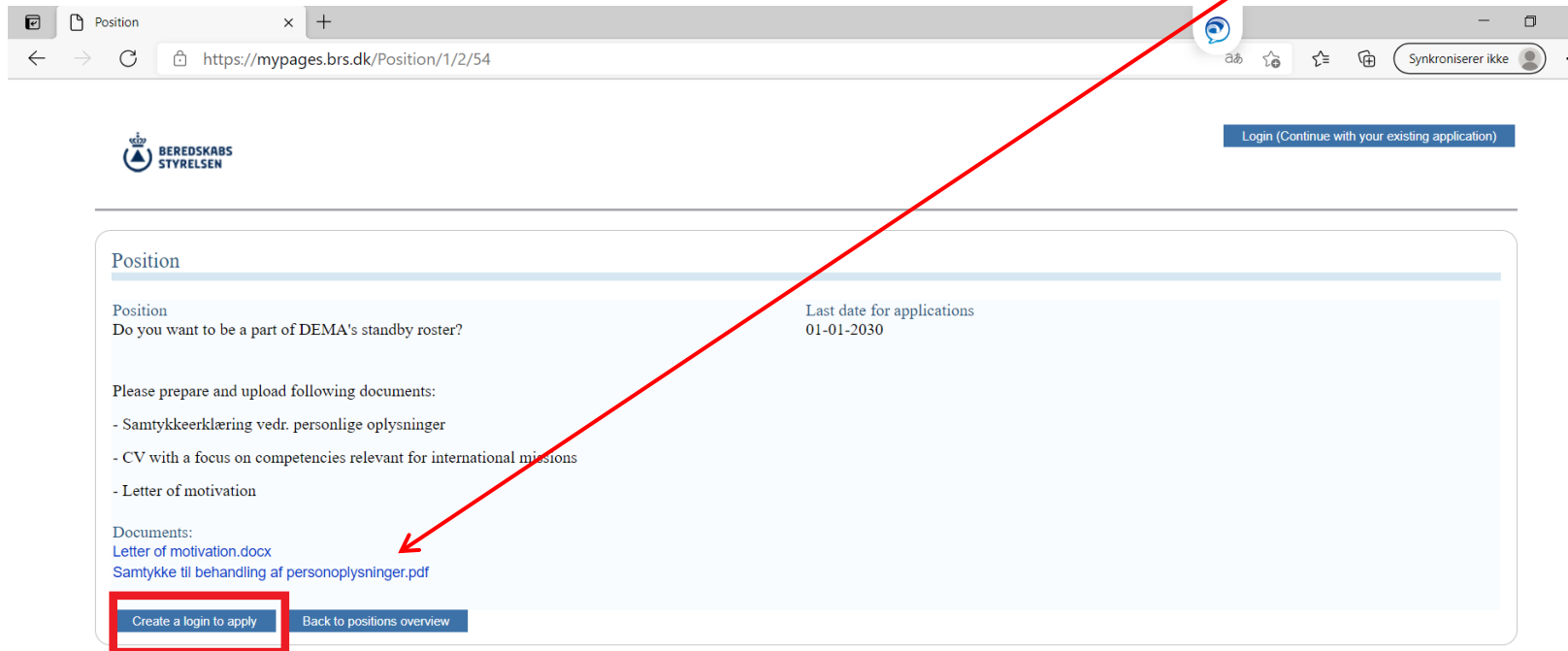


GUIDE TIL OPRETTELSE AF ANSØGNING VIA MYPAGES

Tilgå ansøgningssiden via: [Position \(brs.dk\)](https://mypages.brs.dk)

Her skal du trykke på "create a login to apply". Inden du opretter et login kan du, hvis du har behov, downloade en skabelon til ansøgningen – "Letter of motivation".



The screenshot shows a web browser window with the URL <https://mypages.brs.dk/Position/1/2/54>. The page header includes the logo for BEREDSKABS STYRELSEN and a 'Login (Continue with your existing application)' button. The main content area is titled 'Position' and contains the following information:

- Position**
Do you want to be a part of DEMA's standby roster?
- Last date for applications**
01-01-2030
- Please prepare and upload following documents:**
 - Samtykkeerklæring vedr. personlige oplysninger
 - CV with a focus on competencies relevant for international missions
 - Letter of motivation
- Documents:**
 - [Letter of motivation.docx](#)
 - [Samtykke til behandling af personoplysninger.pdf](#)

At the bottom of the page, there are two buttons: 'Create a login to apply' (highlighted with a red box) and 'Back to positions overview'. A red arrow points from the text 'Her skal du trykke på "create a login to apply"' to the 'Create a login to apply' button.

Udfyld felterne under fanen "Applicant". Alle felter med * skal udfyldes. Tryk herefter på knappen "save general information". Til sidst skal du trykke på fanen "Employment", for at gå videre.

Applicant information

Do you want to be a part of DEMA's standby roster?

Applicant > Employment > Education > Languages > Reference > Documents > Overview

Name

Title: - Not set -

First name *:

Middle name:

Surname *:

Primary address

Street*:

Postal code*:

City*:

Country*: - Not set -

Contact information

Telephone home:

Telephone work:

Telephone mobile*:

Primary email*: brs-ss@brs.dk

Additional information

Nationality (at birth)*: - Not set -

Place of birth:

Date of birth (dd-mm-yyyy) *:

Gender*: - Not set -

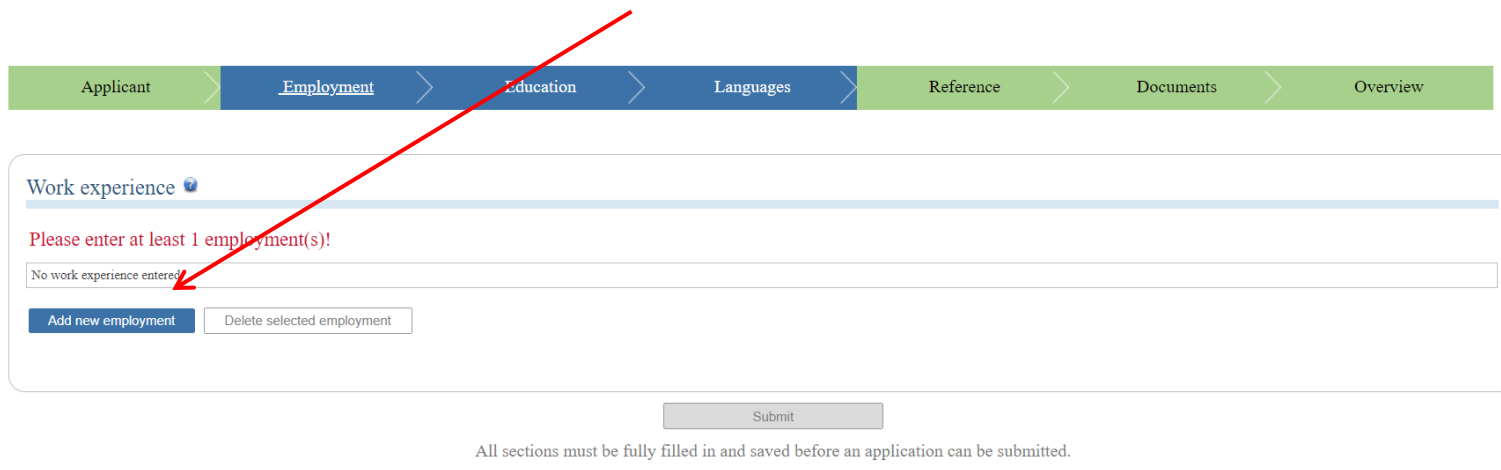
Marital status: - Not set -

Additional information

Blood type: - Not set -

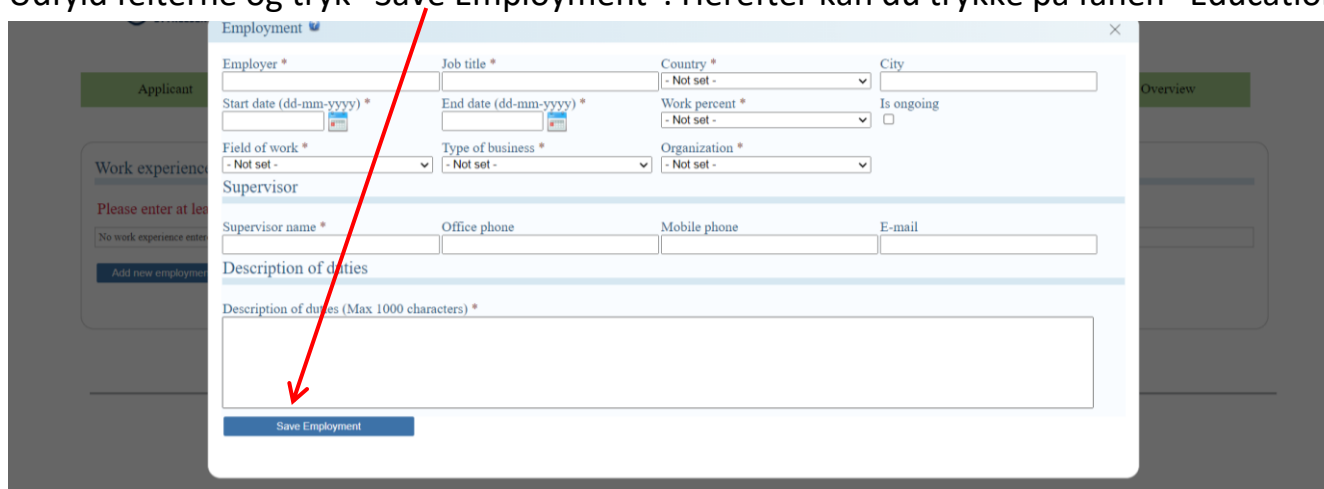
Save general information

Under fanen "Employment", skal du trykke på "Add new employment".



The screenshot shows the 'Employment' tab selected in a navigation bar. Below the navigation bar, the 'Work experience' section is visible. It contains a message: 'Please enter at least 1 employment(s)!'. Below this message is a text input field with the placeholder text 'No work experience entered'. Below the input field are two buttons: 'Add new employment' (highlighted with a red arrow) and 'Delete selected employment'. At the bottom of the form, there is a 'Submit' button and a note: 'All sections must be fully filled in and saved before an application can be submitted.'

Udfyld felterne og tryk "Save Employment". Herefter kan du trykke på fanen "Education."



The screenshot shows the 'Employment' form modal. It contains several fields for entering employment details: 'Employer *', 'Job title *', 'Country *' (dropdown), 'City', 'Start date (dd-mm-yyyy) *', 'End date (dd-mm-yyyy) *', 'Work percent *' (dropdown), 'Is ongoing' (checkbox), 'Field of work *' (dropdown), 'Type of business *' (dropdown), and 'Organization *' (dropdown). Below these fields is the 'Supervisor' section with 'Supervisor name *', 'Office phone', 'Mobile phone', and 'E-mail' fields. The 'Description of duties' section has a large text area labeled 'Description of duties (Max 1000 characters) *'. At the bottom of the modal is a 'Save Employment' button, which is highlighted with a red arrow.

Under fanen "Education", skal du trykke på "Add new education(s)".

Application

Welcome brs-ss0@brs.dk Logout

Do you want to be a part of DEMA's standby roster?

Applicant > Employment > Education > Languages > Reference > Documents > Overview

Educations ⓘ

Please enter at least 1 education(s)!

No education entered

Add new education Delete selected education

Udfyld felterne og tryk "Save Education". Gå derefter til fanen "Languages".

Education ⓘ

Title * Start date (dd-mm-yyyy) * End date (dd-mm-yyyy) * Description (Max 1000 characters)

Name of institute * Field of study * Degree - Not set - Degrees description

Save Education

Under fanen "Languages", skal du trykke på "Add language". (Skal gøres for hvert sprog, der tilføjes.)

The screenshot shows the 'Languages' section of an application form. At the top, there is a navigation bar with tabs: Applicant, Employment, Education, Languages (selected), Reference, Documents, and Overview. Below the navigation bar, there is a header area with the BEREDESKABS STYRELSEN logo and a welcome message. The main content area is titled 'Language skills' and contains a message: 'Please enter at least 2 language(s) including your mother tongue!'. Below this message is a text input field that currently says 'No languages entered'. There are two buttons: 'Add language' and 'Delete selected language'. A red arrow points from the text 'Under fanen "Languages", skal du trykke på "Add language".' to the 'Add language' button. At the bottom of the form, there is a 'Submit' button and a note: 'All sections must be fully filled in and saved before an application can be submitted.'

OBS! Der skal tilføjes minimum 2 sprog, og et af dem skal klikkes af som "Mother tongue".

The screenshot shows a 'Language Skill' modal form. It has three fields: 'Language*' with a dropdown menu showing 'Danish', 'Level of proficiency*' with a dropdown menu showing 'Fluent', and 'Mother tongue' with a checkbox that is checked. There is a 'Save Language skill' button. A red arrow points from the text 'OBS! Der skal tilføjes minimum 2 sprog, og et af dem skal klikkes af som "Mother tongue".' to the 'Mother tongue' checkbox.

Til sidst trykker du på fanen "Documents", og derefter på "Upload document". (Fanen References er ikke nødvendig at udfylde.)

The screenshot shows the 'Application' page of the DEMA system. At the top left is the logo for 'BEREDSKABS STYRELSEN'. The main heading is 'Application' with a sub-question 'Do you want to be a part of DEMA's standby roster?'. The top right shows a user greeting 'Welcome Andersine And' and a 'Logout' button. A green navigation bar contains the following tabs: 'Applicant', 'Employment', 'Education', 'Languages', 'Reference', 'Documents' (which is underlined and highlighted with a red arrow), and 'Overview'. Below the navigation bar is a white box titled 'Documents' with a sub-header 'Documents uploaded.' and a message 'No documents uploaded'. There is a 'Delete selected documents' button and an 'Upload new document' section with an 'Upload document' button (indicated by a red arrow). At the bottom of the white box is a green 'Submit' button. A footer note states: 'All sections must be fully filled in and saved before an application can be submitted.'

Først når alle faneblade er grønne, og du kan se dine uploadede dokumenter, skal du trykke på "Submit" for at indsende din ansøgning.

The screenshot shows the 'Application' page for DEMA's standby roster. The top navigation bar includes the logo for 'BEREDSKABS STYRELSEN', the title 'Application', a welcome message 'Welcome Andersine And', and a 'Logout' button. Below this is a progress bar with tabs: 'Applicant', 'Employment', 'Education', 'Languages', 'Reference', 'Documents' (selected), and 'Overview'. The 'Documents' section shows a table of uploaded documents with one entry: 'BIP ansøgninger.docx' (CV, 27-04-2021). Below the table is a 'Delete selected documents' button and an 'Upload new document' section with an 'Upload document' button. At the bottom, a green 'Submit' button is highlighted with a red arrow. A red box highlights the entire progress bar area. A red arrow points from the text above to the 'Submit' button.

Application

Do you want to be a part of DEMA's standby roster?

Welcome Andersine And Logout

Applicant > Employment > Education > Languages > Reference > Documents > Overview

Documents ⓘ

Documents uploaded.

Select	Document name	File type	Date submitted
<input type="checkbox"/>	BIP ansøgninger.docx	CV	27-04-2021

Delete selected documents

Upload new document

Upload document

Submit

All sections must be fully filled in and saved before an application can be submitted.

Det sidste billede du ser, er en kvittering for ansøgning. Det er efterfølgende ikke muligt at logge ind og ændre i ansøgningen.

The screenshot shows a confirmation page with the text 'Thank you for applying!' and a message stating that the application is now submitted and will be handled within 3 weeks. It also notes that the user's login is disabled and can no longer be used.

Thank you for applying!

Your application is now submitted and will be handled within 3 weeks. Your login is disabled and can no longer be used