

Applicant guide: Njadwil Careers

Njadwil Careers — illustrated step-by-step guide

Version: 1.0.0 · Updated: 2026-10-12

Screenshots come from the real system in the test environment and contain synthetic training data only. No real applicant data, passwords or secrets.



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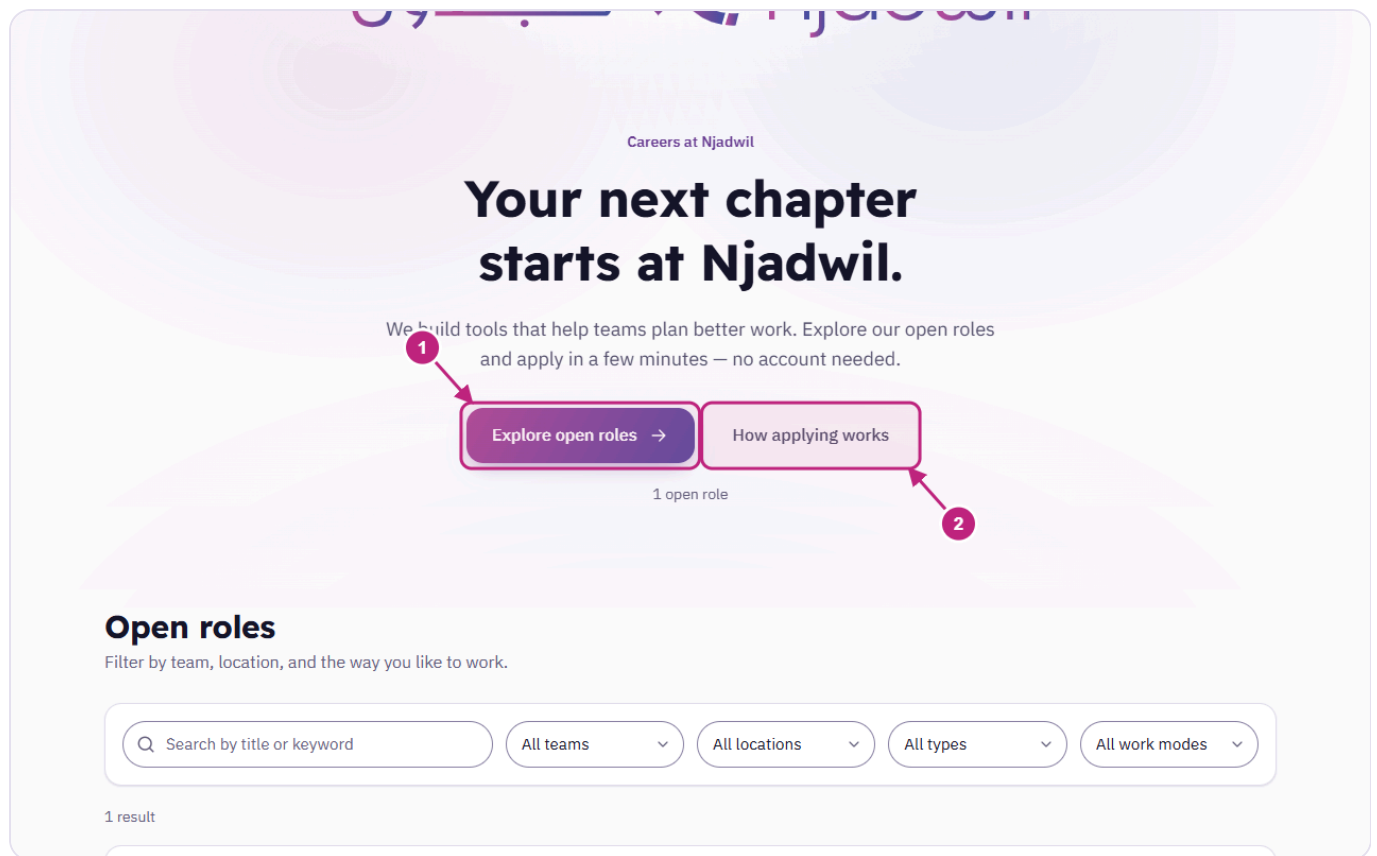
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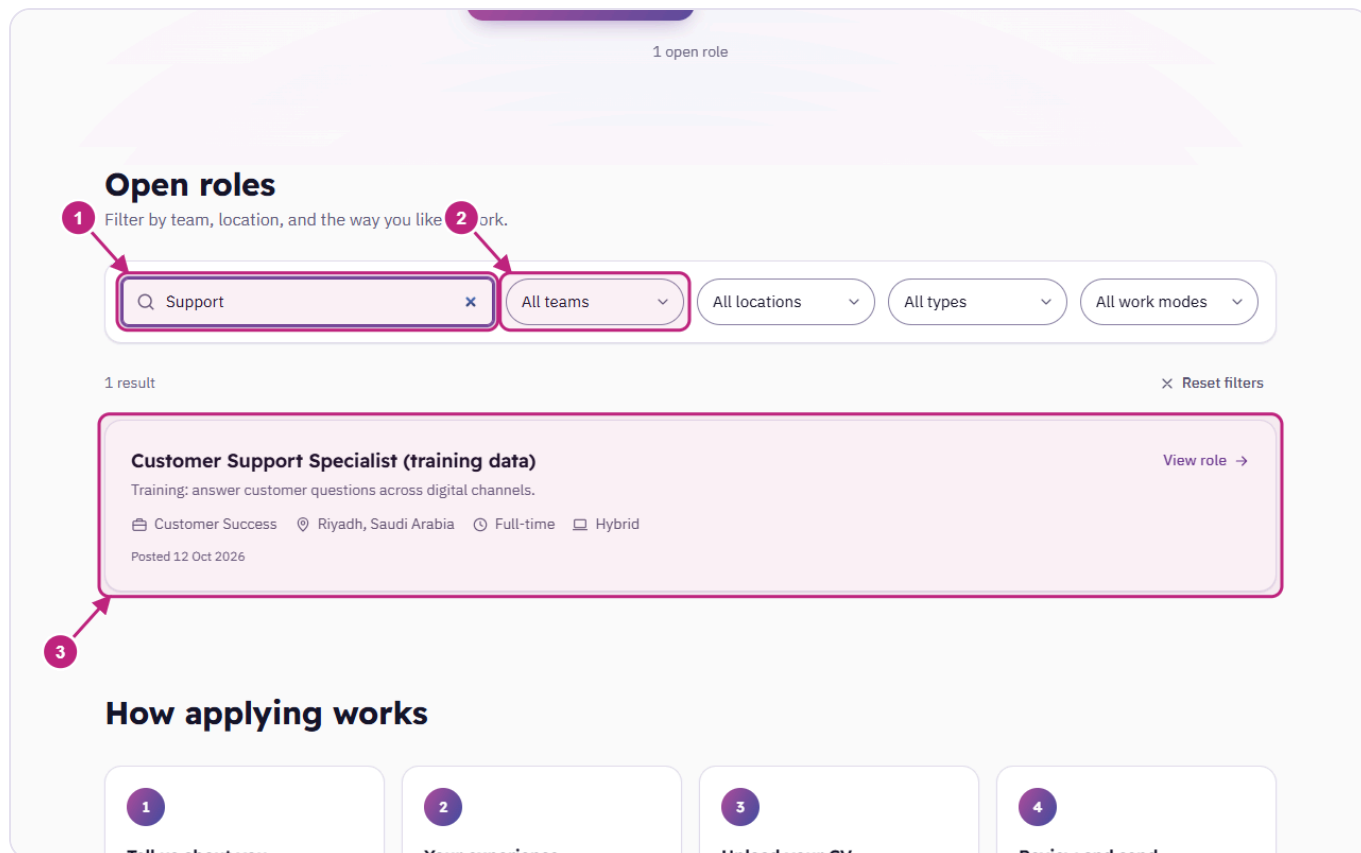
This guide shows how to find a suitable role and apply in a few minutes, without creating an account. The screenshots come from the real site with synthetic training data (such as "Lina (Training)"). They contain no real applicant data.

You will need: a valid email address, a mobile number, and a CV in **PDF** format no larger than **10 MB**.

1. Find a role



1. Press **Explore open roles** to go straight to the list of roles.
2. Press **How applying works** if you want a summary of the four steps before you start.



1. Type a word from the job title in the **search box** (for example "support").
2. Narrow the results with the lists: **Team, Location, Employment type, Work mode**.
3. Press a **role card** to open its details.

Expected result: only matching roles appear, with their count. If nothing appears, press **Reset filters**.

2. Read the role details

Open roles العربية

← All open roles

Customer Support Specialist (training data)

Customer Success Riyadh, Saudi Arabia Full-time Hybrid

Training: answer customer questions across digital channels.

About the role

A synthetic training role used to explain the system. Not a real vacancy.

What you will do

- Answer tickets within the agreed response time
- Document recurring issues

What we are looking for

- Customer support experience
- Zendesk proficiency

Role details

- Customer Success
- Riyadh, Saudi Arabia
- Full-time
- Hybrid

1 Apply now →

2 Share

1. Press **Apply now** to start your application.

2. The **Share** button copies the role link so you can send it to someone else.

On a phone, the **Apply for this role** button always stays visible at the bottom of the screen:

What we are looking for

Apply for this role →

Role details

Customer Success

Riyadh, Saudi Arabia

Full-time

Hybrid

Apply now →

Share

1

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We only use your data to evaluate your application.

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3. Step 1 of 4: Basic details

Step 1 of 4

Basic details

Fields marked * are required.

1. Full name *

Lina (Training)

2. Email *

training-lina@example.invalid

3. Mobile number *

+966 500000105

Country of residence *

Saudi Arabia

City *

Al Khobar

4. Gender (Optional)

☐ Male ☐ Female ☐ Prefer not to say

5. Continue →

1. **Full name**, as you would like us to address you.
2. **Email**: we will contact you at this address, so check that it is correct.
3. **Mobile number**: digits only. You can type Arabic digits (٠١٢٣) and the system converts them automatically.
4. **Country of residence** and **City**: the cities appear after you choose the country.
5. Press **Continue**.

Gender is optional. You can choose **Prefer not to say**.

If red messages appear

Apply: Customer Support Specialist (training data)

1 Basic details 2 Experience 3 CV 4 Review

Step 1 of 4

Basic details

Fields marked * are required.

1 Full name *

As it appears on official documents

ⓘ This field is required.

2 Email *

name@example.com

ⓘ This field is required.

Mobile number *

+966

5XXXXXXXX

ⓘ This field is required.

Country of residence *

Select...

ⓘ This field is required.

City *

Select a country first

Gender (Optional)

☐ Male

☐ Female

☐ Prefer not to say

1. The cursor moves automatically to the **first field that needs a fix**.
2. The **red message** under the field explains exactly what is needed. Fix the field, then press **Continue** again.

4. Step 2 of 4: Experience and qualifications

Support intern

For example: Backend Engineer, Accountant, Sales Executive

1 Years of experience *

0

When can you start? *

Within 1 month

☒ I am a fresh graduate

Use 0 if you are a fresh graduate.

Highest qualification *

Bachelor's degree

Major / specialization *

Information Systems

2 Key skills *

Zendesk × Customer support ×

Type a skill and press Enter or comma. Up to 15.

LinkedIn profile (Optional)

<https://www.linkedin.com/in/...>

Portfolio or website (Optional)

<https://>

Expected monthly salary (Optional)

SAR

3 Questions for this role

Can you work shifts? (Optional)

☒ Yes ☐ No

- 1. Years of experience:** if you are a fresh graduate, tick **I am a fresh graduate** and the value becomes 0.
- 2. Key skills:** type a skill, then press **Enter** or a comma. Each skill appears as a tag you can remove with ×. The limit is 15 skills.
- 3. Questions for this role:** some roles add questions. Required ones are marked.

LinkedIn profile, portfolio link and expected salary are optional.

5. Step 3 of 4: CV

Apply: Customer Support Specialist (training data)

Basic details Experience **CV** Review

Step 3 of 4

CV

Fields marked * are required.

CV (PDF) **1**

training-lina.pdf
1 KB Uploaded

Replace file Remove file

2 Cover letter (Optional)

0 / 3000

Optional — a few lines on why this role fits you.

1. After you choose the file or drag it into the box, a progress bar appears, then **Uploaded**.
2. You can **Replace file** or **Remove file** before you submit.

The cover letter is optional (up to 3000 characters).

If the file is rejected

Apply: Customer Support Specialist (training data)

✓ Basic details ✓ Experience ③ CV ④ Review

Step 3 of 4

CV

Fields marked * are required.

CV (PDF) ①



fake_cv.pdf

1 KB

Upload failed: This file does not look like a valid PDF. Please export it again as PDF.



Replace file



Remove file

Cover letter (Optional)

0 / 3000

Optional — a few lines on why this role fits you.

1. This file does not look like a valid PDF. Please export it again as PDF. The file is usually a Word file or an image that was renamed. Open your CV and save it again as PDF (File, Save As, PDF).

6. Step 4 of 4: Review and submit

Check your details before sending. You can edit any section.

Basic details

Full name	Lina (Training)
Email	training-lina@example.invalid
Mobile number	+966 500000105
Country of residence	Saudi Arabia
City	Al Khobar
Gender	Not provided

Edit

Experience and qualifications

Edit

Field or professional title	Support intern
Years of experience	I am a fresh graduate
Highest qualification	Bachelor's degree
Major / specialization	Information Systems
Key skills	Zendesk, Customer support
When can you start?	Within 1 month
LinkedIn profile	Not provided
Portfolio or website	Not provided
Expected monthly salary	Not provided
Can you work shifts?	Yes

CV and cover letter

Edit

CV (PDF)	✓ training-lina.pdf · 1 KB
Cover letter	Not provided

Privacy

Your application is visible only to Njadwil's hiring team. We do not ask for national ID numbers or photos. Your CV is stored privately and is never published.

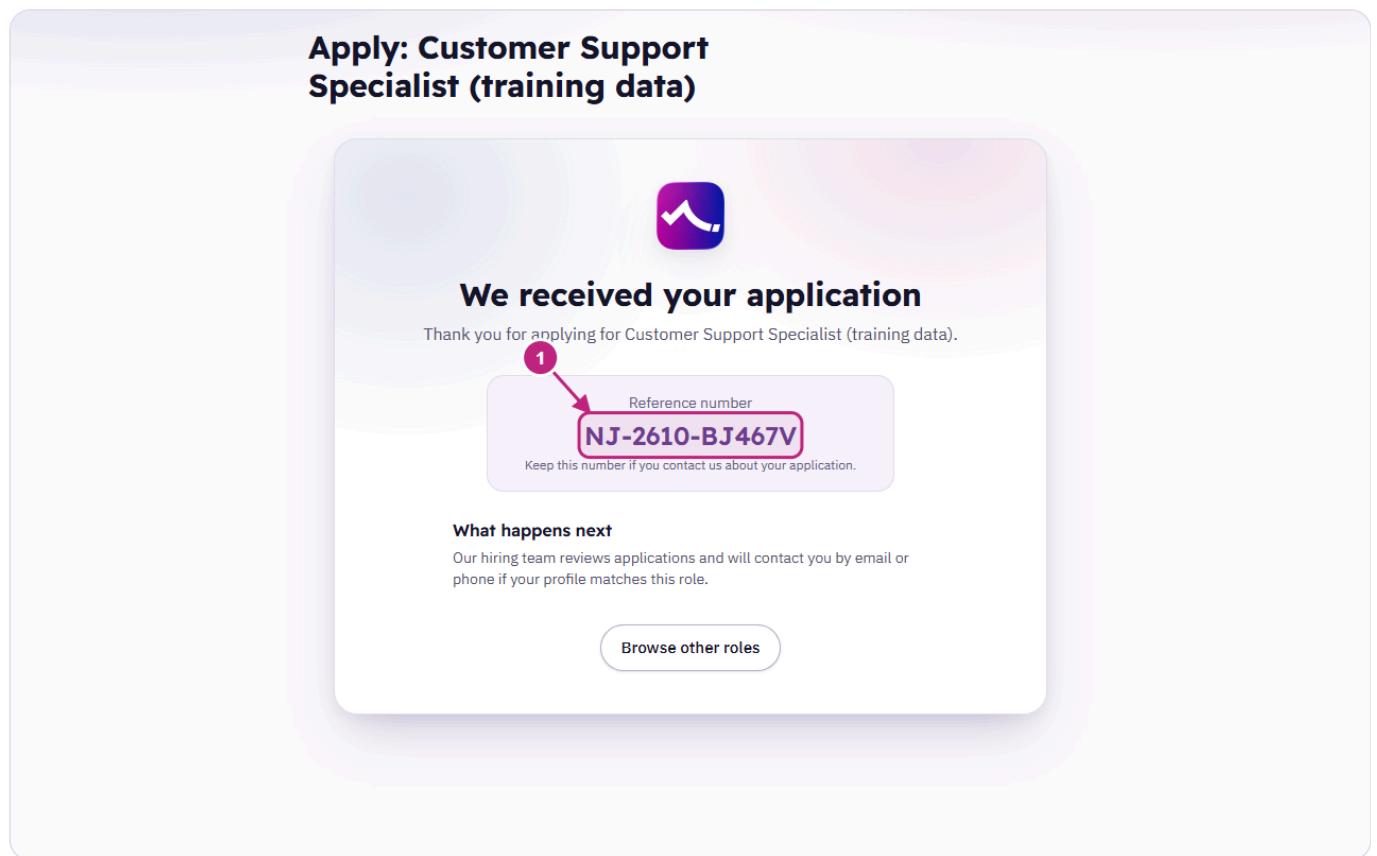
☐ I agree that Njadwil may store and process my data to evaluate this application, as described in the privacy note above.

← Back

إرسال طلب التوظيف | Submit application

1. Check your details. The **Edit** button takes you back to that step without losing anything.
2. Read the privacy note, then tick the **consent** box (it is not ticked in advance).
3. Press **إرسال طلب التوظيف | Submit application**.

7. Application sent



1. Keep the **Reference number** (for example NJ-2610-XXXXXX). It appears only after the server confirms that your application is saved.

What happens next? The hiring team reviews applications and contacts you by email or phone if your profile is a good fit. The system does not send automatic messages.

Common errors and fixes

What you see	Cause	What to do
"This field is required."	A required field is empty	Fill in the field marked in red
"Enter a valid email address, like name@example.com ."	The email format is wrong	Type it as name@example.com
"This file does not look like a valid PDF. Please export it again as PDF."	The file is not a real PDF	Save your CV as PDF and upload it again
"This file is larger than 10 MB."	The file is too large	Shrink the images in your CV or export it at a lower quality
"Please confirm the privacy consent to continue."	The consent box is not ticked	Tick the consent box
"You have already applied for this role with this email. Reference: ..."	A repeat application with the same email for the same role	Your first application is saved and its reference number is shown. You do not need to apply again (see the image below)
"Sorry, this role stopped accepting applications."	The role is closed	Browse the other open roles
"We could not reach the server. Your answers are safe on this page — check your connection and try again."	The internet connection dropped	Your answers stay on the page. Check your connection, then press submit again. Your application will not be sent twice
"Your CV upload expired. Please upload it again."	A long time passed after the upload	Upload the file again, then submit
"Too many attempts. Please wait a few minutes and try again."	Many attempts in a row from the same device	Wait a few minutes, then try again

CV and cover letter

Edit

CV (PDF)

✓ training-lina.pdf · 1 KB

Cover letter

Not provided

Privacy

Your application is visible only to Njadwil's hiring team. We do not ask for national ID numbers or photos. Your CV is stored privately and is never published.

1

☒ I agree that Njadwil may store and process my data to evaluate this application, as described in the privacy note above.

You have already applied for this role with this email. Reference: NJ-2610-BJ467V

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إرسال طلب التوظيف | Submit application

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We only use your data to evaluate your application.

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1. This message means your earlier application is **saved**. The reference number shown is its number.



Tips

- You can switch the language (العربية/English) while you fill in the form without losing your answers or the uploaded file.
- We do not ask for a national ID number or a photo, and your CV is never published.
- Your answers are not saved in the browser. If you close the page before you submit, you will need to start again.