



Beginners: e-Life: Finding a Job

1. Go to the **jobs** page on the Hillingdon Council website, www.hillingdon.gov.uk/jobs
2. Click on the **Council vacancies and how to apply** link, and on **Job search**.
3. To list all the vacancies / jobs in Hillingdon Council simply click on the **search** button or choose a group from the drop-down list.

Initially the search retrieves an alphabetical list of jobs sorted by the job title. You can change this by clicking on each column heading to

sort by that column instead, for example hours, salary or category (department).

You can also subscribe and receive a list of jobs / vacancies in Hillingdon Council via your email account. You can specify all jobs or those within a department.

4. Click on the job title for the summary details of that particular job. It will give you a reference number, the hours of work, the salary, where the job is based and a brief description of the position.

5. At the bottom of this page there is an **Associated Documents** section where you will find links to the Job Description and Personnel Specification as both a word document and a html web page.

Click either of these links to open or save the files for further details of the position.

Associated Documents:

[JD + PS.doc](#)
Summary: JD + PS.doc
 (file size: 35328 bytes)

[JD + PS.html](#)
Summary: JD + PS.html
 (file size: 44534 bytes)

If you choose to open the file, it will open in a new window. If you choose to save the file, you will need to specify where you want to save it, for example My Documents, Floppy or USB Pen Drive.

6. To **Apply online** for the job, click on the **Apply** button.

If this is your first time, you will need to register as a **New User** - you will need a valid email address to start this process.

If you have applied for jobs with Hillingdon Council before online you will have an account, so you simply need to enter your email address and password as an existing user.

7. You are then given a list of instructions on how to fill in the application form, which is split into sections. Each section is shown as a link. Fill in each section. Your session will time out after 40 minutes, and any unsaved information will be lost, so save at regular intervals.

Pre-screen questions	incomplete
Personal Details	incomplete
Education	incomplete
Employment	incomplete
Additional Questions	incomplete
Equal Opportunities	incomplete

8. Once you have filled in all the required fields an **apply** button will appear on the screen for you to submit your application.