

Guidance Notes for Early Years, Childcare & Playwork Jobs

If you wish to work in an Early Years, Childcare or Playwork setting you can search for jobs online. To start looking for jobs you need to be a registered user on the website. Log on to younginherts.hertsdirect.org and follow the link to the recruitment website.

On the welcome page simply go to register here and follow our simple step by step registration process. Your username and password confirmation will automatically be sent to your email address.

Once you are a registered user you can begin to use the site from the Candidate Homepage. If you have previously registered and are returning to the site simply log in using your username and password.

My Profile - Candidate Homepage

Please use the pink 'My Profile menu' on the left of the screen to navigate around the site.

- The Candidate Homepage displays the details contained on your **Online Profile** (the profile seen by employers when searching for candidates) and **Application Form**. If you have missed out some information or sections are not complete it will be shown here.
- My jobs review your matched and saved vacancies
- Online Profile update your Recruitment Criteria, Availability, Job preferences and Personal Statement
- Application form complete all of your personal, employment and training details
- Application Tracking view any applications you have sent and also any requests from employers who want you to apply for their vacancy
- To change your password click on Login Details or if you wish to delete yourself from the website go to Delete My Details

Further Help

If you require any other guidance regarding the website please contact Childhood Support Services on 0845 601 4138 (local rate).

For technical problems please contact the Support Helpdesk by clicking the link in the blue menu bar on the left hand side of the page.