

Young in Herts Online Recruitment Service Frequently Asked Questions CANDIDATES

What are the benefits of this online service?

You can carry out the following actions at a time which suits you:

- complete your very own online profile and personal application form.
- sign up for our free, weekly, job e-mail alert.
- search and view all vacancies placed by employers.

And there's more:

- employers will also be searching for *you!*
- track your applications and see requests employers have sent to you
- contact employers *direct* via email.

Do I need access to the internet and do I need to have an email address?

Yes – please see separate information sheet on setting up an email account

Can I view vacancies without registering my details?

Yes - you can search the site for vacancies at any time.

When I register who will see my personal details?

You can decide who can view your personal details – however once you complete your candidate profile your skills, qualifications and experience will be shown to those you wish to see them.

Can I apply for jobs online?

Yes - by completing your candidate profile online this creates your formal application form which allows you to apply for jobs

Can I apply direct to providers?

Yes - if you want to find out more about a job you can contact the childcare provider direct by email

I'm not having any luck with finding a job on this site, why is that?

You may need to rewrite your profile or check that your qualifications are appropriate for the vacancies. Competition for Childcare jobs at certain times of the year are also very high.

If I receive a request from a setting that I do not want to apply to, what do I do?

You are not committed to reply – however the setting may have future vacancies you could be interested in applying for so a polite reply to their request would be appropriate.

There are no jobs/minimal jobs appearing when I search?

It is useful to review your criteria for a job on a regular basis this includes broadening the area of your search. It may be that on your current search there is nothing which meets your requirements; however the website updates daily with new vacancies – so keep checking back at regular intervals.

Is there any additional support I can receive if I have a problem registering?

If you require any additional support please contact the Childhood Support Services Team on 0845 601 4138 or email: younginhertsrecruitment@hertsc.gov.uk.