

## Setting up a job alert

When you complete a job search, regardless of search criteria, you may find that we do not have any vacancies. If so, why not set up a job alert so you are one of the first to know about a new opportunity at Ashford Borough Council? Here is how to do it:

- 1) To search for all current vacancies please select the search button as shown below. Alternatively, please enter your search criteria below and select **Search**.



[Search for job](#) | [Existing user login](#) | [Forgotten password](#) | [My applications](#)

**Job Search**

To search for all current vacancies, please select the search button below. Alternatively, please enter your search criteria below and select Search. To search for more than one item in a list, select the multiple criteria required using the keyboard keys 'Ctrl' and 'Shift'.

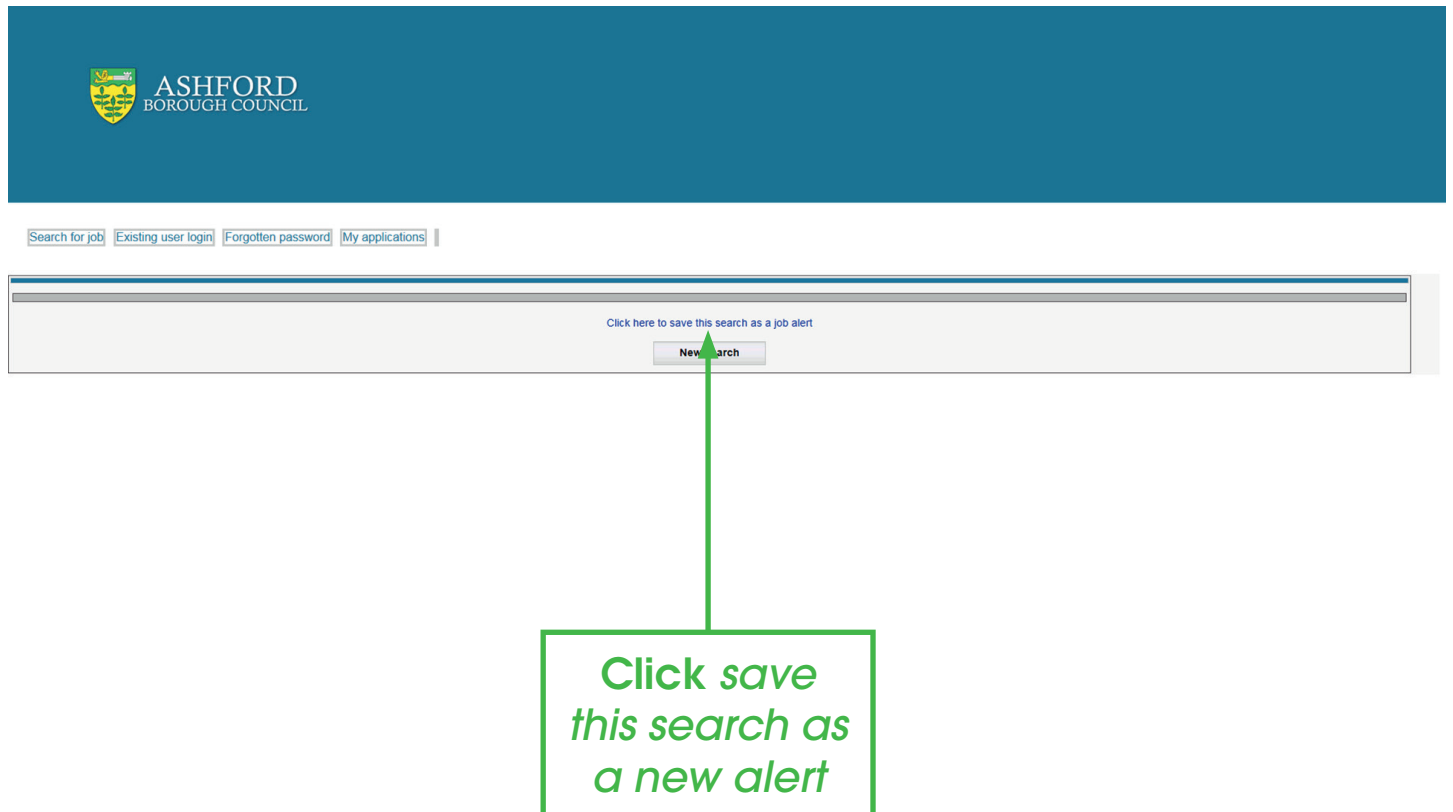
<b>Job title</b> <input type="text"/> Example: Analyst, Manager, Designer	<b>Key words</b> <input type="text"/> Example: Java, XML, research	<b>Salary band</b> All under 10k 10-15k 15-20k 20-25k 25-30k 30-40k
<b>Job category/type</b> All Accounting Administrative Administrative Support Appeal Hearings Audit Benefits	<b>Order search results by</b> Application closing date Date posted Job title Key words Location Salary	<b>Results per page</b> 10

Select your  
search criteria

Click  
search

## Setting up a job alert

- 2) This screen shows that there are no results matching your job search. Click on *click here to save this search as a job alert*. This will be saved as a job alert and an email will be sent to you when a vacancy matching your job alert is loaded onto the vacancy page.



The screenshot shows the Ashford Borough Council website header with the logo and navigation links: Search for job, Existing user login, Forgotten password, and My applications. Below the header is a search results area with a message: "Click here to save this search as a job alert" and a "New search" button. A green arrow points from a callout box to the "New search" button. The callout box contains the text: "Click save this search as a new alert".

## Setting up a job alert

- 3) If you are an existing user, log in using your username and password. If you are a new user, click on *new user registration* to register and follow the prompts.



[Search for job](#) [Existing user login](#) [Forgotten password](#) [My applications](#)

The asterisk symbol denotes mandatory fields which must be completed

### Existing user login

Please enter your User name and password. If you have forgotten your password, please use the link below.

User Name  \*

Password  \*

[New user registration](#)

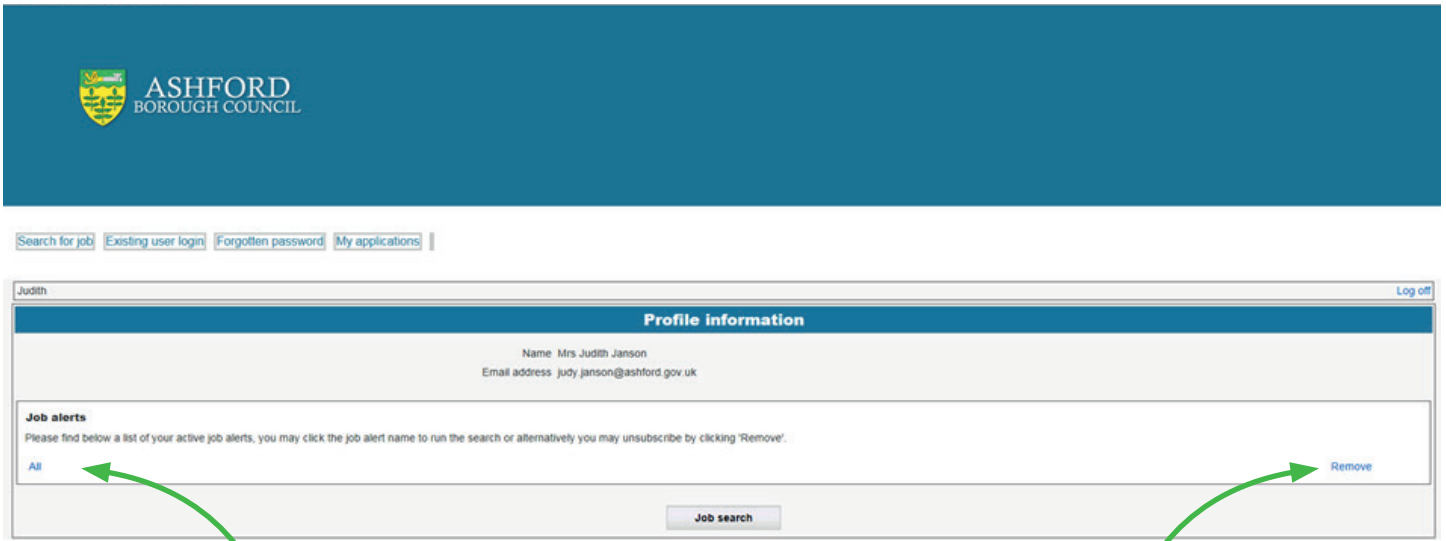
[Forgotten your password?](#)

If you have already registered, login with your username and password

For new users, register here and follow the prompts to create your account

## Setting up a job alert

- 4) This screen shows your profile information with a list of job alerts that you have created. There is an option to remove your job alerts if you no longer wish to receive them.



The screenshot shows a user profile page for 'Judith'. At the top left is the Ashford Borough Council logo. Below it are navigation links: 'Search for job', 'Existing user login', 'Forgotten password', and 'My applications'. The user's name 'Judith' is in the top right corner, with a 'Log off' link. The main content area is titled 'Profile information' and displays the user's name 'Mrs Judith Janson' and email address 'judy.janson@ashford.gov.uk'. Below this is a section for 'Job alerts' with the instruction: 'Please find below a list of your active job alerts, you may click the job alert name to run the search or alternatively you may unsubscribe by clicking 'Remove''. A list of job alerts is shown, with the first item being 'All'. A 'Job search' button is located below the list. A 'Remove' link is visible in the top right corner of the job alerts section. Two green callout boxes with arrows point to the 'All' link and the 'Remove' link.

**List of your saved job alerts**

**Remove a job alert if you no longer want to receive it**

If you have any questions or queries please email the recruitment team [recruitment@ashford.gov.uk](mailto:recruitment@ashford.gov.uk).