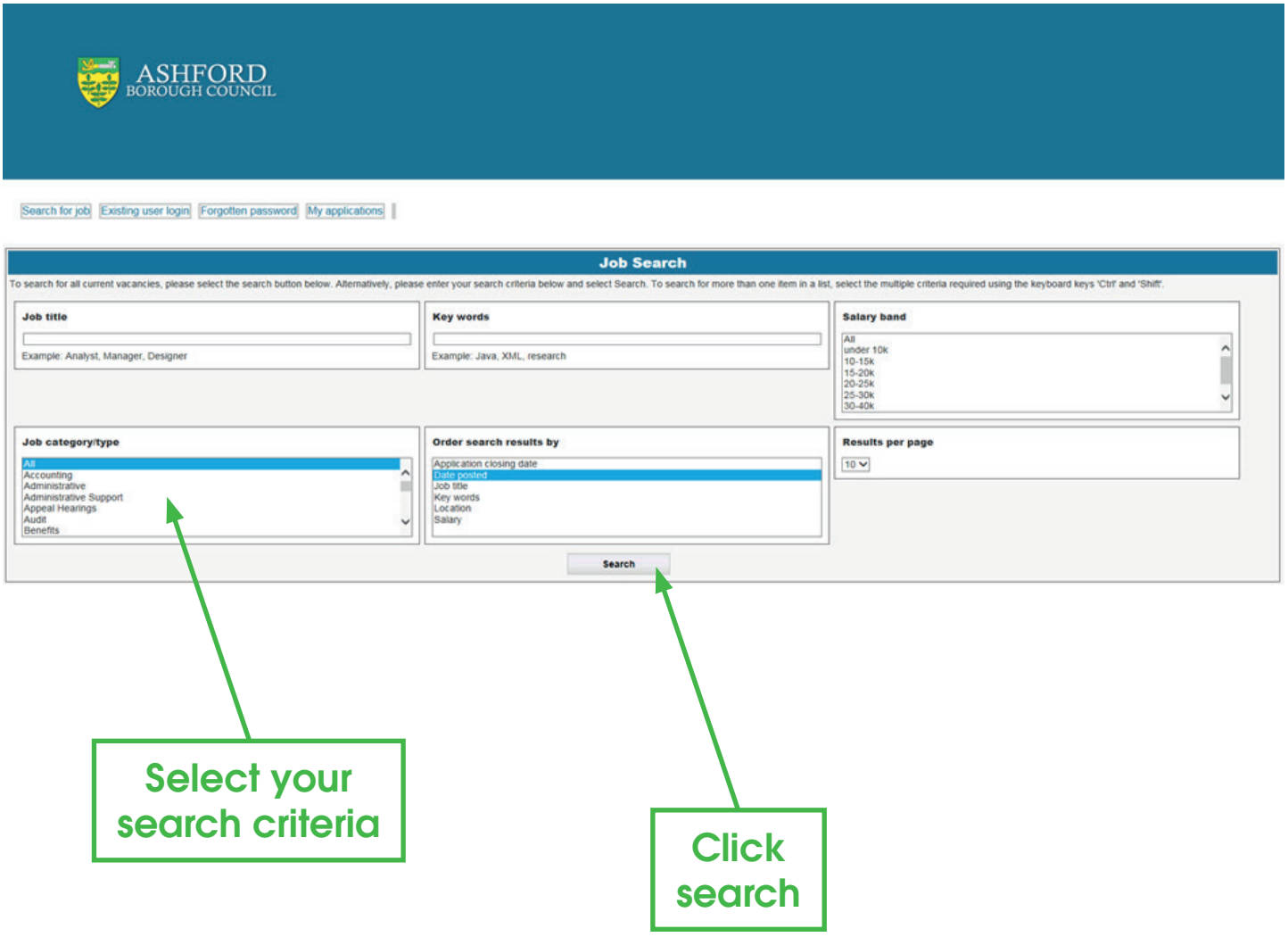
Ashford Borough Council

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.***



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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.

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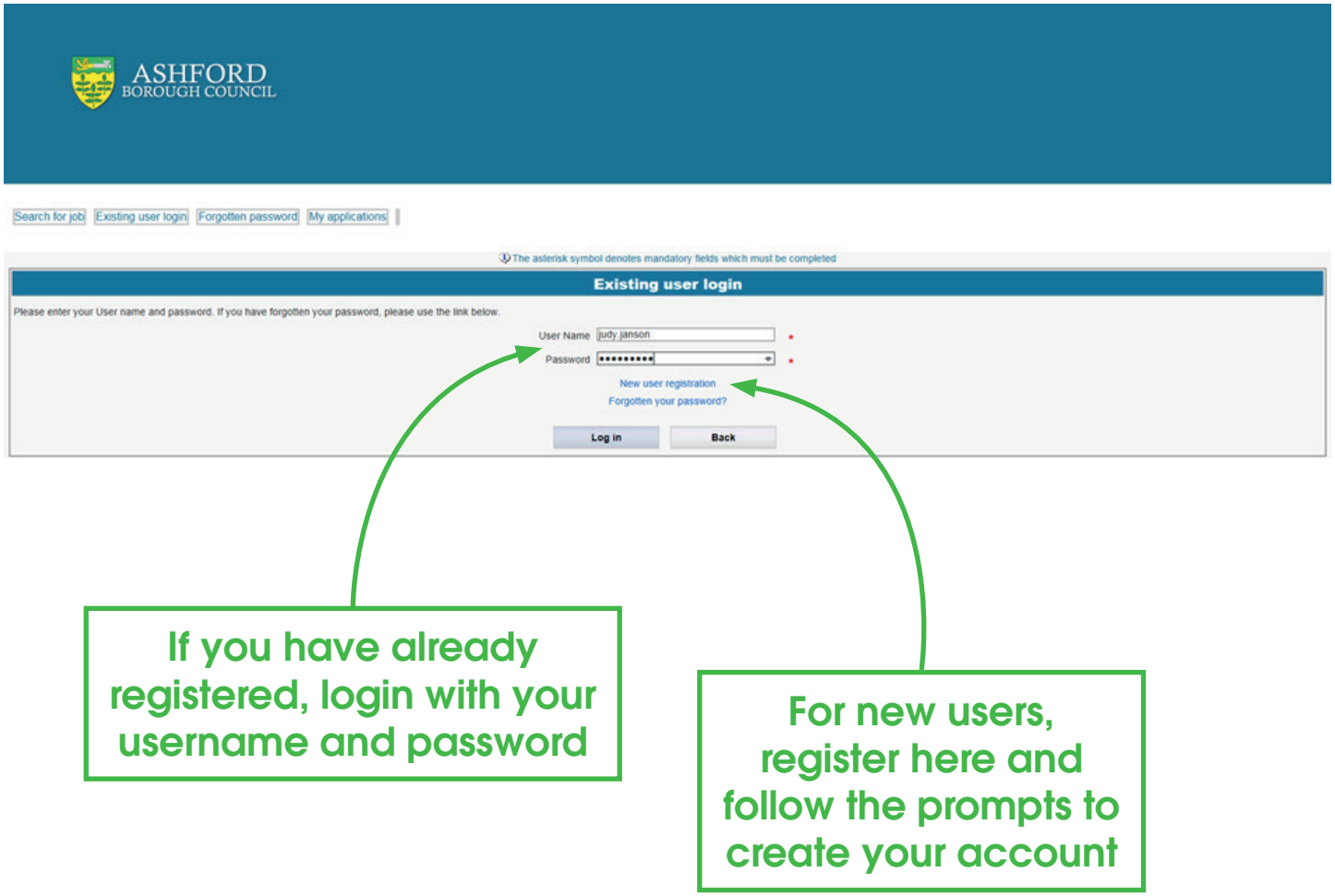
3) If you are an existing user, log in using your username and password. If you are a new user, click on ***new user registration*** to register and follow the prompts.



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

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

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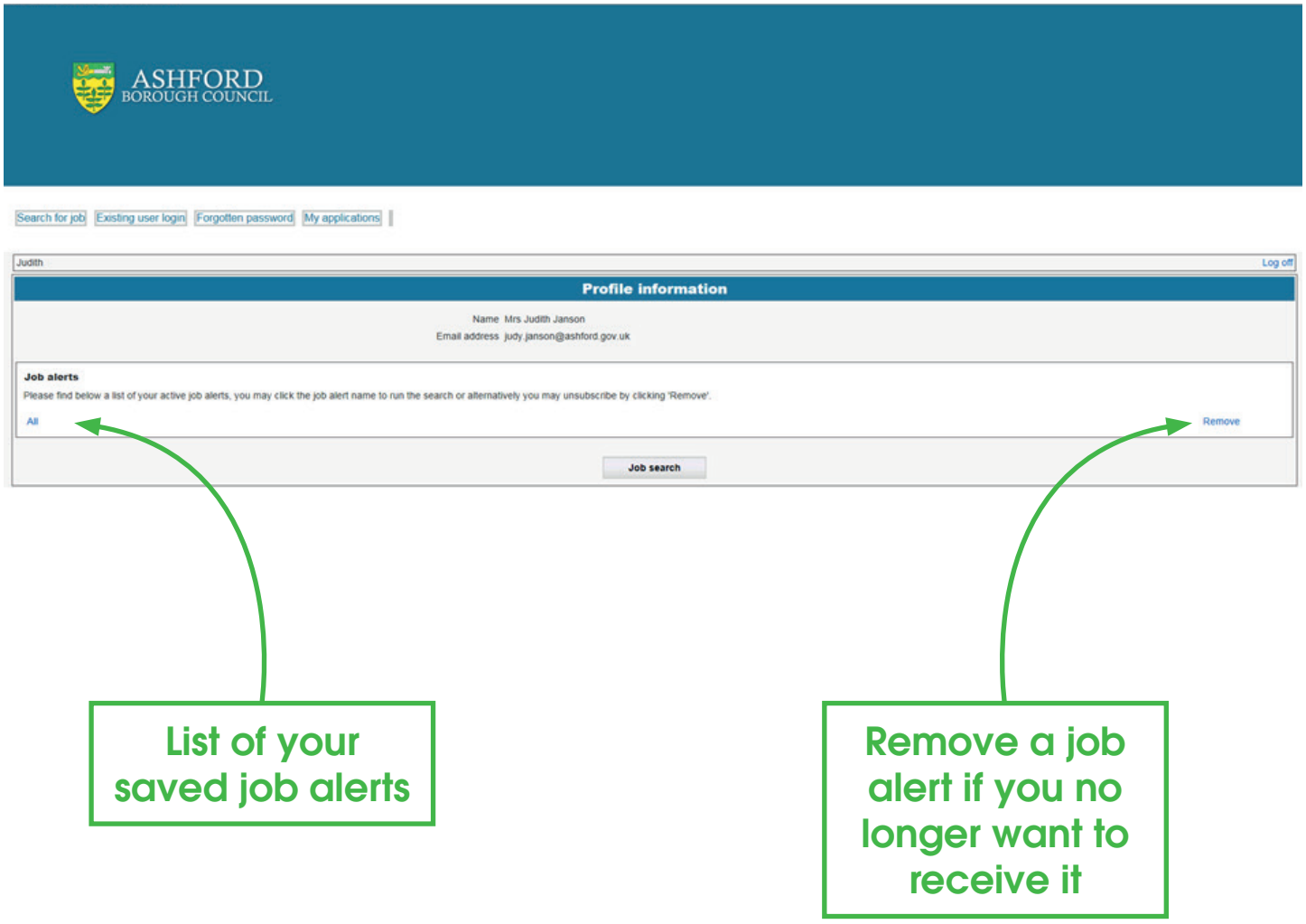
4) This screen shows your profile information with a list of job alerts that you have created. There is an option to remove your job alerts if you no longer wish to receive them.



If you have any questions or queries please email the recruitment team recruitment@ashford.gov.uk.