



# Applying for jobs online

Many employers advertise jobs on the internet through their own websites, recruitment websites or online job boards owned by newspapers.

To make sure you keep up with the latest vacancies, you will need to:

- find ways of having access to the internet
- have your own e-mail address, and
- know how to find vacancies and fill in applications online.

## Finding internet access

If you have access to the internet at home, then it's easy to look for jobs online. If not, here are a few suggestions:

- You can use UK online centres which are based in your community. You can find your nearest UK online centre in England by phoning **0800 77 1234** or visiting [www.ukonlinecentres.com](http://www.ukonlinecentres.com)  
For Scotland learndirect, ring **0808 100 9000**.
- Your local library may have computers that are connected to the internet.
- You may have friends or relatives who are happy to let you use their home computer to go online.
- Check with your nearest Jobcentre Plus office to see what's available in your area.

## Getting an email address

Employers will often tell you whether or not you have been successful applying for a job by email. In some cases, this is now the only way that some employers fill their vacancies.

To set up a personal e-mail address, try the search engines (for example Google or Yahoo) as many offer a free e-mail account. Or, put "free e-mail address" into a search engine and look through the results. Follow the instructions to set up a free e-mail address.

## Using the internet to find job boards

Once you've found your internet access, your next step is to find the types of jobs you're looking for. You can search for the right job boards by using a search engine (for example Google or Yahoo). Try searching for "job boards" or "jobs in retail" and so on, until you find the job boards that are most suitable for you. If you are using your own computer, you can save the job boards as favourites.

## Applying for jobs online

There are 2 main ways to apply online.

- By filling in an application form online. Fill in the details in the same way as you would with a normal application form. Make sure you check you have filled in all the information the form asks for and that the information is correct before you send the form to the employer.
- By emailing your CV. Some employers will ask you to send your CV by e-mail. You may also want to include a covering letter. There are other factsheets available from your Jobcentre Plus office which can help you to write a CV and a covering letter.

## Check your email regularly

Employers may choose to reply to your application by e-mail, so make sure you check your e-mail regularly.

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