How to use the Jobcentre Plus jobs search

Type www.jobcentreplus.gov.uk into the address bar and follow the instructions on this page. After that, follow steps one to six to find your job vacancies. There are also instructions on how to print them off at the end.
Step One – Job Groups

Click in the box beside the job group you’re interested in, for example Transport / Vehicle.

You can pick up to five or select ‘All’ to see every vacancy.

Alternatively, you can search using keywords, for example delivery driver.

Click on Next.

Step Two – Job Types

Click in the box beside the job type(s) or click ‘All’.

Click on Next.
### Step Three – Job Titles

Select Job Titles from the following:

- Bus/Coach Driver
- Crane Driver
- Driving Instructor
- FLT Driver
- Farm Machinery Driver
- HGV/LOV Driver
- Postal Courier
- Roundman/woman
- Taxi/Chauffeur
- Train Driver
- Van Driver
- All

Click in a box beside the job title(s) you’re interested in or select All.

Click on Next.

### Step Four – Location

Choose where you would like to work:

- Enter the name of the place you would like to work: Nottingham
- Enter a full postcode and distance that you can travel to work or enter a partial postcode: NG1 1AA
- Use Map Search
- Choose All Of Great Britain
- Choose from the EEA or other international countries

You can type the name of the area where you’re looking for jobs.

Alternatively, type in your full postcode and select how far you’re able to travel to work.

Click on Next.
Step Five – Hours

You can choose when you’d prefer to work – tip: if you tick No preference, you’ll get more vacancies to look at.

Click on Next
Step Six – Results

Click on a job title to see more details

Click on Next page to see more results

Click on one of these options to change your search or save it
Job Details

This section shows the location, hours and wages

This section gives you a brief job description

This section tells you how to apply

Click on Back to Results to return to your list of jobs

Click on Printer Friendly Version if you want to print off the details
Printing Job Details

Click on File and select Print from the drop-down list that appears (see below)

Click on Back to go back to the job details page

Once you’re on the Job details page, click Back to Results to return to your list of job vacancies