How to use the Jobcentre Plus jobs search

Type [www.jobcentreplus.gov.uk](http://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 at the end on how to print them off.

1. Click on Looking for a job
2. Click on Search for a job
Step One – Job Groups

Click on Search for a job
Click on Next
Alternatively, you can search using keywords, for example delivery driver
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

Step Two – Job Types

Click in the box beside the job type(s) or click All
Click on Next
Step Three – Job Titles

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

Click on Next

Step Four – Location

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**

<table>
<thead>
<tr>
<th>Job Group</th>
<th>Job Title</th>
<th>Location</th>
<th>Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DRIVER CAVASSING TEAM 1</td>
<td>CITY CENTRE</td>
<td>MEETS NAT MIN WAGE</td>
</tr>
<tr>
<td></td>
<td>LEAFLET DISTRIBUTOR LEP</td>
<td>NOTTINGHAM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MULTIDROP DELIVERY DROD</td>
<td>NOTTINGHAM SURROUNDING</td>
<td>£15,000 PER ANNUM</td>
</tr>
<tr>
<td></td>
<td>POST ROOM OPERATIVE</td>
<td>CASTLE MEADOW NOTTINGH</td>
<td>£12,357 PER ANNUM</td>
</tr>
<tr>
<td></td>
<td>POST ROOM OPERATIVE</td>
<td>CITY CENTRE, NOTTINGHAM</td>
<td>Min Wage</td>
</tr>
<tr>
<td></td>
<td>HGV 2 DRIVER WITH MOFIT T</td>
<td>NOTTINGHAM Notts</td>
<td>£7.50 PER HOUR DEPEND</td>
</tr>
<tr>
<td></td>
<td>7.5 TONNE LOY DRIVER LEP</td>
<td>NOTTINGHAM, NOTTS</td>
<td>£6.50 PER HOUR</td>
</tr>
<tr>
<td></td>
<td>LEAFLET DISTRIBUTOR</td>
<td>Ramford, Upton, Hornch.</td>
<td>meets Min Wage</td>
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<tr>
<td></td>
<td>7.5 TONNE DRIVER TEEPO</td>
<td>NOTTINGHAM</td>
<td>£5 PER HOUR</td>
</tr>
<tr>
<td></td>
<td>MULTIDROP DELIVERY DROD</td>
<td>NOTTINGHAM, SURROUNDING</td>
<td>£15,000 PER ANNUM</td>
</tr>
<tr>
<td></td>
<td>DRIVER POSTER - LEP</td>
<td>ARNOLD NOTTINGHAM NOTT</td>
<td>MEETS NAT MIN WAGE</td>
</tr>
</tbody>
</table>

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

Example vacancy

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