

Registering on the Jobs Derbyshire website as an employee

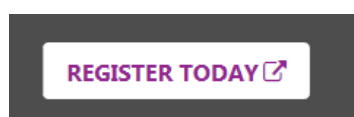
The Council's new recruitment system was implemented on 9 August 2018. Whilst we will still accept offline applications the new system brings a number of benefits for online applicants and details of these can be found on the [Jobs Derbyshire website](#). If you are a Council employee, in addition to the other benefits, you are also able to access internal vacancies using the external website.

In order to access vacancies in this way you need to register on the Jobs Derbyshire website. This is a simple process but to do so you will need an email address and access to the internet. The Jobs Derbyshire website can be accessed from a desktop computer, laptop, tablet or smart phone. The view of the system will vary, but you will be able to access all fields and pages easily on all devices.

Registration is simple. You need to go the Registration Page on the Jobs Derbyshire website. This page can easily be navigated to from Derbyshire County Council's external website.



Click on 'Apply for a job' and then click on the 'Register today' button.



You then need to complete all the mandatory fields on the registration page.

Current status	
Are you an employee of Derbyshire County Council or a partner organisation?	<input type="text" value="Derbyshire County Council"/> ?
Add your payroll number if you are an employee of Derbyshire County Council or a partner organisation listed	<input type="text" value="01234567"/> x ?

It is extremely important that you complete the section titled 'Current status'.

This is the area that will be used to ensure you see the Council's internal job vacancies. You need to select Derbyshire County Council as your employer and then enter your payroll number. As an employee you will see all internal and external jobs the Council advertises on the website.

Your payroll number should consist of 8 numbers. It should not contain any letters. You need to use the number that appears on your monthly payslip. If it has fewer than 8 digits please add zero/s in front of the number to increase the number to 8 as payslips 'drop' any leading zeros.

Please be aware that your employee number (and therefore access to all internally advertised vacancies) is validated overnight so you will not be able to access these adverts until the day after you register. If you are then not able to see the appropriate adverts please check you have entered the correct payroll number. If you do need any help please contact the Advertising Team at the Shared Services Centre on 01629 535118 or extension 35118 option 1.

Once you have clicked Register you will get an email (see below) with a link to click on which then validates your account. This link is only active for two hours. If you do not receive the email within a few minutes you should also check your junk mail to ensure it has not gone there rather than your inbox. If you have not received the email please contact the Advertising Team on the number above.

Thank you for registering on the Jobs Derbyshire website.

To complete your registration you should click on this [link](#).

This link will only remain active for a short period following registration.

Ensure our emails reach your inbox by adding (noreply@jobs.derbyshire.gov.uk) to your address book.

Now that you are registered you can:

- Set up to five different email alerts for jobs that you want to be notified about
- Search for any vacancies available within Derbyshire County Council and our partner organisations
- Apply for vacancies on-line
- View a history of your previous job applications
- View the status of your application along with any communication you receive
- Keep an up-to-date record of your personal details, employment history and qualifications by updating My Dashboard. This will be added to every application automatically to help save you time.

The Advertising Team
01629 535118 - Option 1

Set up job alerts using various criteria. You will then receive an email if a job meeting your specified criteria was advertised either internally or externally the previous day.

Internal vacancies will no longer be available on Dnet although you can still access both the internal and external vacancy bulletins on [this page](#).