

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.

Part of the Department for Work and Pensions

Welcome to Jobcentre Plus

Looking for a job? ▶
Help and advice on job hunting and extra support

Want to make a change to benefit or report a change? ▶
Help and advice on how to report a change

Need to find a job? ▶
How we can help meet your recruitment needs

Working with Jobcentre Plus ▶
Information for organisations working with and alongside Jobcentre Plus

Job search now!
I've got it, I've got it!
1000s of jobs online
Contact ▶
Jobcentre Plus

News ▶
News 09/10/2009 | Find out how the postal strike will affect DWP benefits

Find your way back to work

jobcentreplus

siteplus ▶ HOME

Go to...

- ▶ Customers Home
- ▶ Employers Home
- ▶ Partners Home
- ▶ New Deal

▶ Job Kit - Jobsearch Advice PDF (249kb)

▶ Find your first job campaign

▶ Find your way back to work campaign

View...

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Contact...

- ▶ Jobcentre Plus

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Home > Customers

Customers

- ▶ Search for a job
- ▶ Parents
- ▶ Leafflets and Guides
- ▶ Working Age Benefits
- ▶ Out of work - help looking for work
- ▶ Living and working in Europe

Useful information

Support for people of working age

For a new beginning with real opportunities Jobcentre Plus is the place to start.

What is Jobcentre Plus?

digital TV

Jobcentre Plus publications

Our service standards (407kb)

Magazines

jobcentreplus

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Find your way back to work

Step One – Job Groups

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Home>Customers>Search for a job

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My Favourites

1:Job Group 2:Job Type 3:Job Title 4:Location 5:Preferences 6:Results

1 Select Job Groups from the following [\[help\]](#)
Select up to 5 job groups below that may be of interest to you

Admin/Office Animal Care
 Armed Forces Bar/Hotel/Food
 Childcare/Health/Care Construction
 Factory/Process Finance and Legal
 General Information Technology
 Leisure/Tourism/Arts/Media Managers
 Professional Retail/Sales
 Security & Safety Skilled Trades
 Transport/Vehicle All

Keyword Search (optional):
You can enter details to search for a job, such as Job Title, Skills and/or qualifications. The keyword search can be used on its own or along with selections made above.

delivery driver [tips](#)

Job Reference:
If you already know the Job Reference number, enter it here. e.g.ABC/12345.

Go

Next

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

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Home>Customers>Search for a job

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My Favourites

1:Job Group 2:Job Type 3:Job Title 4:Location 5:Preferences 6:Results

2 Select Job Types from the following [\[help\]](#)
Select up to 5 job types below which may be of interest to you

Transport/Vehicle

Drivers Other Transport
 Repair/Fitting All

Back

Next

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

Click on Next

Step Three – Job Titles

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Home>Customers>Search for a job

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My Favourites

1:Job Group 2:Job Type 3:Job Title 4:Location 5:Preferences 6:Results

3 Select Job Titles from the following [\[help\]](#)
Select up to 5 job titles below which may be of interest to you

Drivers

Bus/Coach Driver Crane Driver

Driving Instructor FLT Driver

Farm Machinery Driver HGV/LGV Driver

Postal Courier Roundsman/woman

Taxi/Chauffeur Train Driver

Van Driver All

[Back](#) [Next](#)

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

Click on Next

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Go to...

- Help
- About Us
- Site Search

Questions

- Privacy Policy
- Terms and Conditions
- Freedom of Information

Jobsearch...

- Jobs and Skills, a different way to search for jobs.

Directgov

Cymraeg Text Only Disclaimer

Step Four – Location

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Home>Customers>Search for a job

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My Favourites

1:Job Group 2:Job Type 3:Job Title 4:Location 5:Preferences 6:Results

4 Choose where you would like to work [\[help\]](#)
Enter your work location preferences using **ONE** of the methods below

Either...
Enter the name of the place you would like to work:
e.g. town, city, shopping centre, airport

Nottingham

Or...
Enter a full postcode and distance that you can travel to work or enter a partial postcode:

Postcode: NG1 1AA

Distance: 5 miles

-- Choose Distance --

5 miles

10 miles

15 miles

20 miles

30 miles

40 miles

50 miles

100 miles

Distance away from postcode

Or...
Map Search [\[more\]](#)
Make your search using a map of Great Britain
NOTE: This facility uses images only [\[more\]](#)

Or...
Choose All Of Great Britain:

Or...
Choose from the [EEA](#) or other international countries: -----Choose Location-----

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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

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Questions

- Privacy Policy
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Step Five – Hours

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Home > Customers > Search for a job

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My Favourites

1:Job Group 2:Job Type 3:Job Title 4:Location 5:Preferences 6:Results

5 Work and Search Preferences [\[help\]](#)

Answer the following questions as accurately as possible.

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When would you like to work?

When would you like to work?
(Select one or more)

Days
 Nights
 Weekends
 Term-Time
 Evenings
 No preference

Hours of Work per week:

Temporary / Permanent:

What are your search preferences?

Show me jobs from:

What is the most important criteria to search by?

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- Jobsearch...**
- ▶ [Jobs and Skills, a](#)
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- Useful Contacts**
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- [Cymraeg](#)
- [Text Only](#)
- [Disclaimer](#)

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

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Home > Customers > Search for a job

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My Favourites

1:Job Group 2:Job Type 3:Job Title 4:Location 5:Preferences 6:Results

6 Search Results [\[help\]](#)
Select a job for more information and how to apply

[Refine Search](#)  [Save this Search](#)  [Start New Search](#) 

Results 1 - 20 of 13 exact matches and

Job Title	Location	Salary
DRIVER CANVASSING TEAM L NPS/44450	CITY CENTRE, NOTTINGHAM	
LEAFLET DISTRIBUTOR LEP NPS/44481	NOTTINGHAM	MEETS NAT MIN WAGE
MULTIDROP DELIVERY DRI NPS/44539	NOTTINGHAM SURROUNDING	£15,000 PER ANNUM
POST ROOM OPERATIVE NPS/44819	CASTLE MEADOW NOTTINGH	£12,357 PER ANNUM
POST ROOM OPERATIVE NPS/44899	CITY CENTRE, NOTTINGHAM	Min Wage
HGV 2 DRIVER WITH MOFIT F NPS/44623	NOTTINGHAM NOTTS	£7-£7.50 PER HOUR DEPENDI
7.5 TONNE LGV DRIVER LEP NPS/44622	NOTTINGHAM, NOTTS	£6.50 PER HOUR
LEAFLET DISTRIBUTOR PAP/10209	Romford, Upminster, Hornchu	meets Nat
7.5T DRIVER NPS/44476	NOTTINGHAM	£6 PER HOUR
MULTIDROP DELIVERY DRIVE BEK/27849	NOTTINGHAM, SURROUNDING	£15,000 PER ANNUM
DRIVER PORTER - LEP GOE/15498	ARNOLD NOTTINGHAM NOTT:	MEETS NAT MIN WAGE

1 2 3 4 5 [Next page](#) >>

[More jobs here](#) from other sources, such as employment agencies, for your same search choices

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[Refine Search](#)  [Save this Search](#)  [Start New Search](#) 

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

siteplus [HOME](#)

Go to...

- ▶ Help
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View...

- ▶ How to get there
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- ▶ Jobcoach - check if your job search is moving in the right direction

Jobsearch...

- ▶ Jobs and Skills, a different way to search for jobs, training and careers

Directgov

Contact...

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Job Details

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Home > Customers > Search for a job

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My Favourites

siteplus HOME
Go to...

Here are the job details [\[help\]](#)

Back to Results [Save This Job](#)
Previous Job

Job Title	MULTIDROP DELIVERY DRIVER NOTTINGHAM	NPS/4455
Location	NOTTINGHAM/SURROUNDING	
Hours	45 HOURS OVER 5 DAYS	
Wage	£15,000 PER ANNUM	
Work Pattern	Days	
Employer		Closing Date 30/11/2009
Pension	Pension available	Duration PERMANENT ONLY

Description

This Local Employment Partnership employer shares information about new starters with Jobcentre Plus, for statistical purposes only. See www.dwp.gov.uk for more information. Applicants must have a driving licence to drive vehicles up to 3.5 tonne. Must have previous experience working in a multidrop delivery driver role (70+ drops a day). Duties include collecting & delivering within a region, scanning and logging equipment in the warehouse. Employer states that on target earnings of £20000-£30000 are possible. Temporary position which could lead to permanent employment. We will only be accepting applications via email due to admin constraints. Email an up to date CV including your current Address, contact information, references, email address, mobile number, etc. to recruitment@nottingham.gov.uk

How to apply

You can apply for this job by sending a CV/written application to Rob Smith at recruitment@nottingham.gov.uk

If you are looking for work, [Tax Credits](#) could top up your earnings
This vacancy meets the requirements of the National Minimum Wage Act
If you are unable to apply for the job advertised by the method displayed, due to a health condition or disability, please contact Jobcentre Plus for further assistance.

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[Back to Results](#) [Printer Friendly Version](#) [Save This Job](#)

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Jobsearch...
Jobs and Skills, a different way to search for jobs, training and

DWP
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This section shows the location, hours and wages

This section gives you a brief job description

This section tells you how to apply

Example vacancy

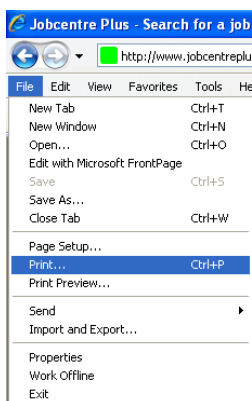
Example vacancy

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)



The screenshot shows a browser window titled 'Jobcentre Plus - Search for a job - Vacancy Details - Printer Friendly - Microsoft Internet Exp'. The address bar shows 'http://www.jobcentreplus.gov.uk/Internet/jobDetailsPrinterFriendly.do'. The browser menu is open, and the 'Print...' option is highlighted. A callout bubble points to the 'Print...' option with the text: 'Click on File and select Print from the drop-down list that appears (see below)'. Another callout bubble points to a 'Back' button at the top of the page with the text: 'Click on Back to go back to the job details page'. The main content area displays job details for a 'MULTIDROP' position in 'NOTTINGHAM'. The details include: Location (NOTTINGHAM), Hours (45 HOURS OVER 5 DAYS), Wage (£15,000 PER ANNUM), Work Pattern (Days), Employer (The Group Holdings Ltd), Closing Date, Pension, and Duration. The Description section contains text about the job role and application process. A large, semi-transparent watermark 'Example vacancy' is overlaid on the page. The 'How to apply' section includes a bulleted list of instructions.

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Here are the job details

Job Title MULTIDROP
Location NOTTINGHAM
Hours 45 HOURS OVER 5 DAYS
Wage £15,000 PER ANNUM
Work Pattern Days
Employer The Group Holdings Ltd
Closing Date
Pension
Duration

Description

This Local Employment Partnership employer shares information about new starters with Jobcentre Plus, for statistical purposes only. See www.dwp.gov.uk for more information. Applicants must have a driving licence to drive vehicles up to 3.5 tonne. Must have previous experience working in a multidrop delivery driver role (70+ drops a day). Duties include collecting & delivering within a region, scanning and logging equipment in the warehouse. Employer states that on target earnings of £20000-£30000 are possible. Temporary position which could lead to permanent employment. We will only be accepting applications via email due to admin constraints. Email an up to date CV including your current Address, email Address, age, contact number, previous job information, reference info etc, to [redacted] or [redacted] by [redacted] at [redacted] or [redacted] at [redacted].

How to apply

- If you are looking for work, Tax Credits could top up your earnings
- This vacancy meets the requirements of the National Minimum Wage Act
- If you are unable to apply for the job advertised by the method displayed, due to a health condition or disability, please contact Jobcentre Plus for further assistance.

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