

Wakefield Council Jobs & Careers Technical Support Guidance

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Web Recruitment Tip: Look out for hints and tips throughout this user guide

New User Registration

To register for a Wakefield Council web recruitment account, please complete the following steps:

At the Job Search menu enter your search criteria and click Search

wakefieldcouncil *working for you* **Jobs & Careers**

Search for job

Existing user login

Forgotten password

My applications

My profile

Contact us

Job Search

Please enter your search criteria below and select Search. To search for more than one item in a list, select the multiple criteria required using the keyboard keys 'Ctrl' or 'Shift'.

Job title

Example: Analyst, Manager, Designer

Search

Web Recruitment Tip: You can search for all Council job vacancies by simply clicking only the Search button at the Job Search menu.

The search results page will return all job vacancies which matched your search criteria.

Click the Apply online button

Search results
Results 1-10 of 21 suitable matches

[Children's Residential Worker](#)

We are seeking to appoint a suitably skilled and motivated person to work with Children and young people in Wakefield MDC at the Benson Lane Residential Children's Home in Normanton.

[more details](#)

• Location: Normanton • Salary: £22,221-£24,646 • Job reference: 216701 • Application closing date: 11/01/2013 • Package: 119 Benson Lane Childrens Home Normanton WF6 2HS. 37 hours per week

[Apply online](#)

Web Recruitment Tip: You can view additional details about a job vacancy including the Job Description by clicking the more details link.

Next, select new user registration



Jobs & Careers

Apply for job

Please enter your username and password. If you are an internal applicant with an ePIP or mPIP account you can access the Web Recruitment system with your PIP login details. If you have forgotten your password please use the link below. Please be advised that your account will lock after five failed password attempts. If you are a new user, select the New user registration link below.

User Name *

Password *

[New user registration](#)

[Forgotten your password?](#)

[Log in](#) [Back](#)

Complete the registration form and click the Submit button.

An automated e-mail will be generated to confirm that you have successfully registered with Wakefield Council's web recruitment service.

New user registration

Please enter your details below in order to register. Your user name must be a minimum length of six characters and contain at least one numeric character. Your password must be a minimum length of five characters.

Title *

Forename *

Surname *

Email address *

Confirm email address *

User Name *

Password *

Confirm password *

Forgotten Password

If you become locked out of your web recruitment account you can gain access to your account by selecting the Forgotten Password link.

Next enter your E-mail address, Forename and Surname and click submit.

The screenshot shows a web interface with a green sidebar on the left containing navigation links: 'Search for job', 'Existing user login', 'Forgotten password' (highlighted with a red box), 'My applications', and 'My profile'. The main content area has a purple header 'Forgotten password' and a blue instruction box: 'Please enter the details below and select 'Submit'. You should receive an email within the next 15 minutes containing a link that will enable you to reset your password.' Below this is a form with three input fields: 'Email address', 'Forename', and 'Surname', each with a red asterisk to its right. At the bottom of the form are two buttons: 'Submit' and 'Back', both highlighted with red boxes.

If your request has been successful the following message will appear

'An email containing a link to reset your password has been sent to the address provided and should be received within the next 15 minutes.'

Next, when the e-mail arrives you will need to select: To reset your password please '[click here](#)'

You will be automatically transferred to the Jobs & Careers site to reset your password.

Finally enter and confirm a new password and click submit to complete your password reset.

The screenshot shows a web interface with a green sidebar on the left containing navigation links: 'Search for job', 'Existing user login', 'Forgotten password' (highlighted with a red box), 'My applications', and 'My profile'. The main content area has a purple header 'Reset password' and a blue instruction box: 'To continue with your password change, please enter a new password and select 'Submit''. Below this is a form with two input fields: 'Password' and 'Confirm password', each with a red asterisk to its right. Above the 'Password' field, the text 'User Name PIPSUPPORT' is displayed. At the bottom of the form is a 'Submit' button, highlighted with a red box.

Web Recruitment Tip: Please be advised that your web recruitment account will lock after 5 failed password attempts. Should this occur please contact the HR Systems team via e-mail at HRSystems@wakefield.gov.uk