

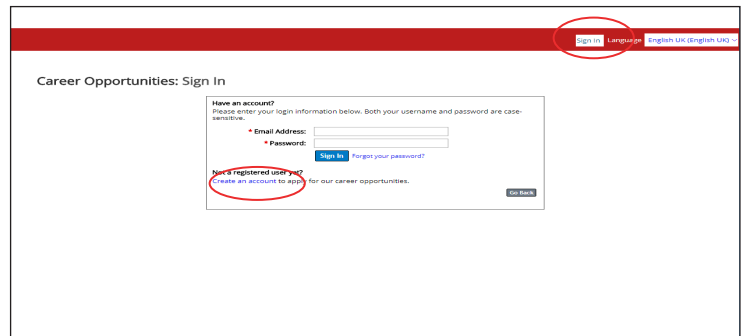
Getting started

Applications are only accepted online, to search for jobs please visit our website www.serco.com/jobs. You will not be able to apply for a job until you create a profile. Remember you can create a profile and upload your CV even if there are not any jobs currently available so you can be notified of future opportunities.

Registering to create an account

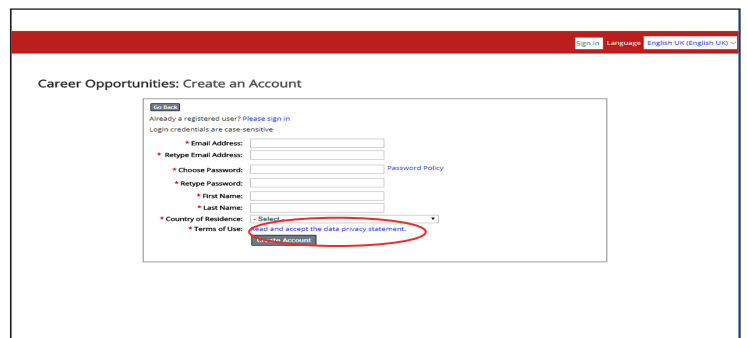
Please follow the steps below:

1. Select **Sign In** OR if you are already on the login page select **Create an account**.

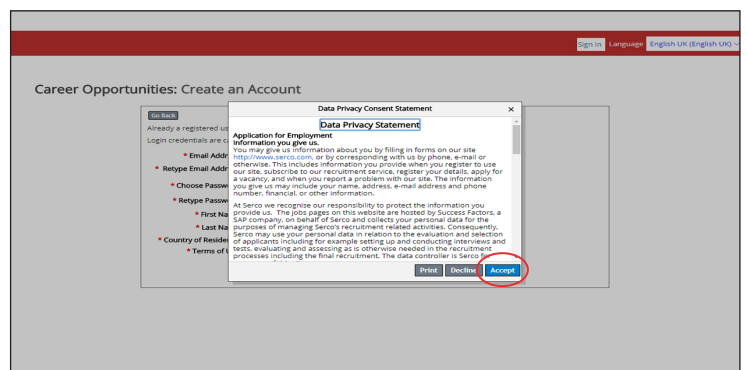


2. Complete all mandatory fields marked with *.

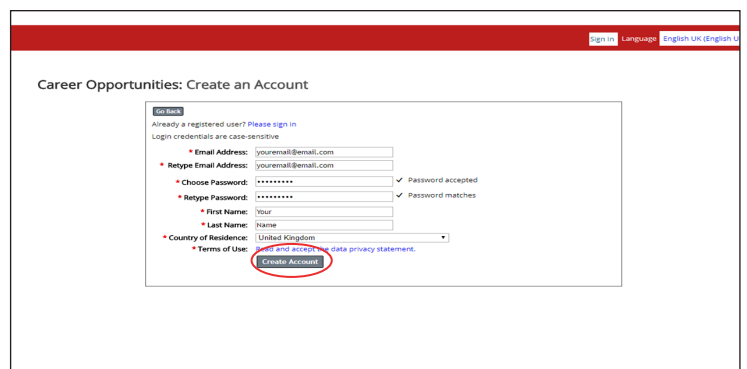
Once you have completed these fields you will need to select the **Read and accept the data privacy statement** under Terms of Use.



3. Select **Accept** or Decline the terms of use, by selecting decline you will not be able to set-up a profile.



4. Select **Create Account**.



Creating your candidate profile

1. To create your candidate profile select **My Profile**.

By completing this section not only can you move onto apply for the specific job you are interested in but you also join the Serco talent pool.

Complete the fields and select **Click here to attach your CV** attach your C.V.

Note: fields with a * next to them must be completed.

2. Scroll down and enter the mandatory details that are required in **More Information**.

Complete the other sections of the candidate profile to give a full picture of your skills and abilities. Be sure to select **Save** to save your information.

Note: If you no longer want a profile on the site you can delete it at any time by selecting **Delete Profile**.

HOME JOB SEARCH JOB MANAGEMENT PASSWORD MANAGEMENT MY PROFILE Welcome, Your Name Sign Out Language English UK (English UK)

My Candidate Profile

YOUR NAME [Cancel] [Delete Profile] [Print Preview]

First Name* Your
Middle Name*
Last Name* Name
Candidate ID: 451950
Phone*
Email*

Welcome to your Serco profile. The more information you provide here, the more it will enable the Serco Recruitment Team to assess your suitability for current and future vacancies. Once you have completed your profile you can apply for any of our advertised vacancies and create job alerts for future opportunities. Your profile information will automatically appear in your job applications.

Only fields marked with * must be completed.
Your CV is not on file.
Click here to attach your CV

Employment History + Add Documents
Education + Add More Information
Languages + Add
Job Preferences + Add

Preferred Name
Title* No Selection
Address Line 1*
Address Line 2
City*

Managing Jobs

1. When you apply for jobs you will be able to see the status of your application by clicking on **Job Management**.

2. There are four sections under Job Management:

- **Job Applied:** View the jobs you applied for as well as searching for more vacancies by selecting **Find More Jobs**.
- **Saved Searches/Alerts:** (see page 3) Set up job alert notifications by entering information about what sectors and job opportunities you are interested in.
- **Saved jobs:** View jobs that you are interested in and have saved but have not applied for yet.
- **Saved Applications:** From here you can check on your job applications and the status of the application.

Note: If requested to confirm an interview time an additional tab will appear **My Interviews**.

HOME JOB SEARCH JOB MANAGEMENT PASSWORD MANAGEMENT MY PROFILE Welcome, Your Name Sign Out Language English UK (English UK)

JOBS APPLIED SAVED SEARCHES/ALERTS SAVED JOBS SAVED APPLICATIONS

Career Opportunities: Jobs Applied

Items per page: 10 | Displaying 0 records

Job Title	Actions	Req ID	Date Applied	Status	Status Date	Next Step	Country	Location	Job Category	Contract Type
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Find More Jobs

How to Set Up Job Alerts

You can use the job alert feature to keep you informed about job opportunities at Serco that you may be interested in.

1. To set up job alerts select **Saved Searches/Job Alerts** then select **Create New Job Alert**.

2. Complete the mandatory fields in the pop up box.

In the **Name of Saved Searches/Job Alerts** you must fill in for your job alerts. For example if you are interested in working in the military you could name these alerts **Military Jobs**.

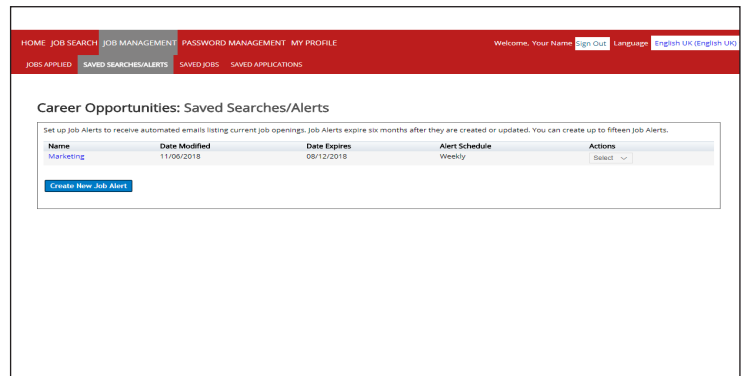
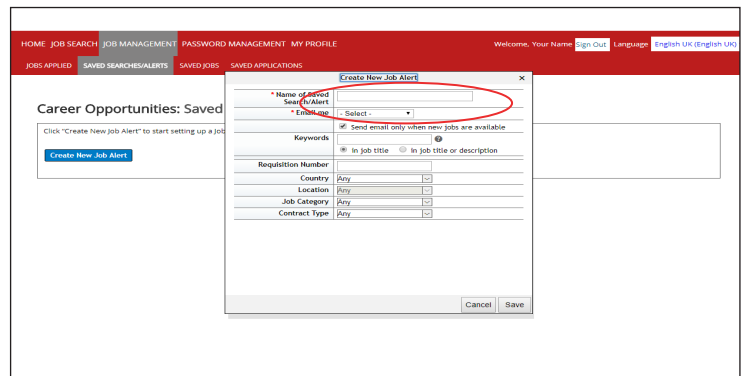
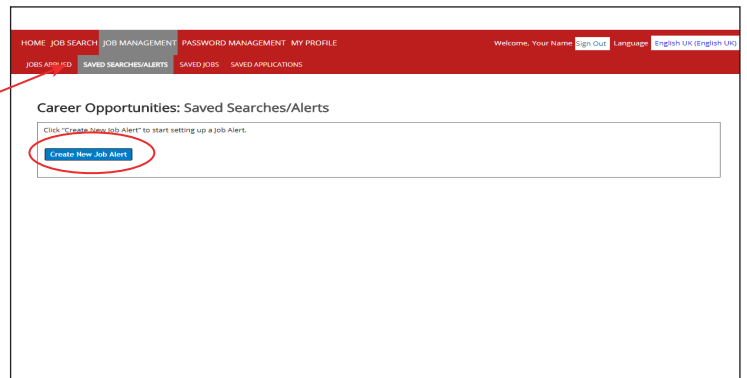
Select the **Email me** drop down box to select the number of times you would like to receive email job alerts.

Enter the **Keywords** for the jobs you are looking for (e.g. Air Force, Education will bring up alerts for jobs in the Air Force with an Education focus).

Select **Save**.

3. Once you have saved your Job Alert, this will appear in your **Saved Searches/Alerts** tab.

You can create as many Job Alerts as you like.



What can I do if I forget my Password?

You can reset your password by clicking on **Forgot your Password**.

Enter your email address for this account in the pop up box and select **Submit**.

You will receive an email with a link that will allow you to reset your password.

Note: Do check your junk/spam folder in case the email has been directed to one of these folders.

