

Advice and Information for Applicants

Setting up an account

To set up an account for the first time, go to www.gov.je and click on "Apply online" on the job you wish to apply for. Accept the data protection statement. Complete the box on the right hand side, making sure all the details are correct.

Please use your correct name as this will be seen on the system by recruiting managers. Your login and password can be anything you wish.

You must put your email address in correctly. If you don't you will not receive the activation email and therefore won't be able to submit any applications. Once you have checked the details, click on "Create Candidate Homepage" in the red box.

The system will then take you in to the application form for the job. Scroll down to the bottom and click "Save"

Then go in to your email account and you will have received an email from Noreply@gov.je with your login details on and there will be a link to activate the account.

Click on the activation link and you will see this screen:

View or update your job application

If you have already registered and applied for a States of Jersey job you can log into your candidate homepage here. If you have not yet registered, you will be able to do so when you apply for a job. Note both login and passwords are case sensitive.

Your Candidate Homepage has been activated.

[Click here](#) to login.

Click on the red link above and login to your candidate home page, using the details in your activation email. You will then be in your Candidate home page and it will look like this:

Candidate home page

Welcome Claire Test

[Update your personal information](#)

[Change your password](#)

Your confirmed meetings	Filter by	<input type="text" value="All events"/>
Meeting date	Meeting Information	Actions

Application history

Application date	Job title
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List of applications not yet submitted

Application date	Job title	Application status	
25-Apr-2014	Senior Physiotherapist - Maternity Services	continue application	withdraw application

[Log out / back to jobs](#)

Your candidate homepage looks like this and has been successfully created and activated. At the top you can update your personal details at any time and change your password.

Click on "continue application" and you then can continue completing the application form.

Remember these things!

- ✓ Input your email address correctly or you won't receive the activation email
- ✓ Check your junk mail – emails from the system may be seen as spam by email providers, especially hotmail accounts
- ✓ Activate the account
- ✓ Keep any emails from the system in a folder in your inbox so you can check your login details if you forget them.
- ✓ You can always phone the Recruitment Team on 440040 or email recruitment@gov.je