



Share:

How to find a job online

[Print this guide](#)

Whether you are looking to return to work after a career break, are looking to earn some extra money on the side or want a whole new career, there are thousands of opportunities online. Indeed, many companies solely advertise on the internet for new staff, so it is well worth familiarising yourself with online job search and application methods.

In this guide, we will be focusing on finding jobs through GOV.UK.

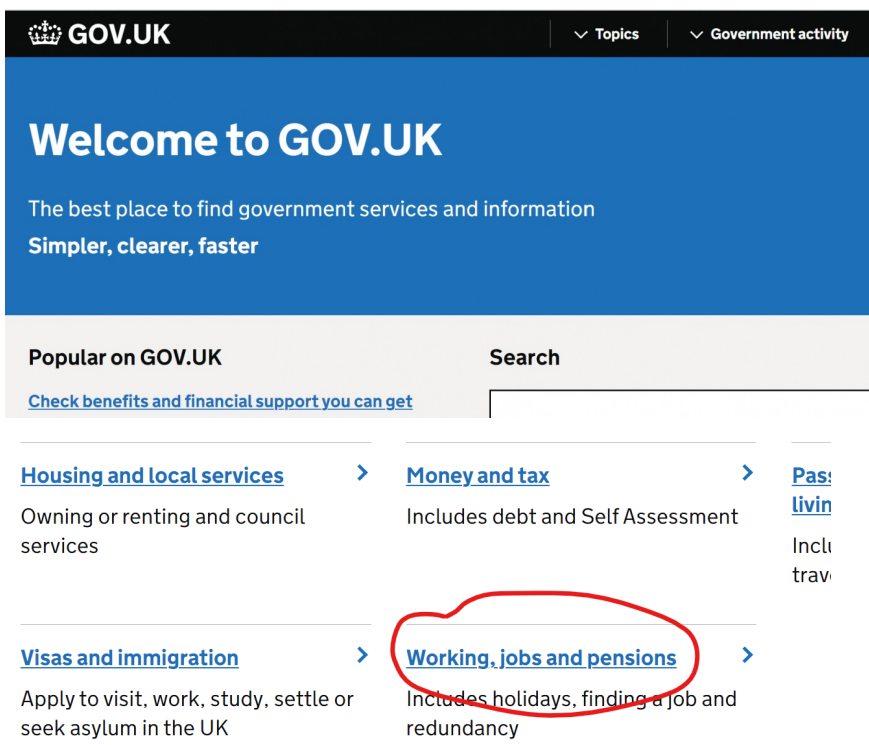
You'll need:

- A computer connected to the internet.

Follow these step-by-step instructions to find a job online

Step 1: GOV.UK

Go to <http://www.gov.uk> . Click on **Working, jobs and pensions** .



Step 2: GOV.UK A-Z

You will be taken to a new page with various options. Click on **Find a job**.

Find a job

Find full or part-time jobs in England, Scotland and Wales.

Use the 'Find a job' service to search and apply for jobs.

This service has replaced Universal Jobmatch.

[Start now >](#)

Step 3: Find a job

Click on Start Now to search and apply for full-time and part-time jobs around the UK.

Find a job

Search and apply for full or part-time jobs in Great Britain.

The 'Find a job' service has replaced Universal Jobmatch.

This page is also available [in Welsh \(Cymraeg\)](#).

Search for [jobs in Northern Ireland](#).

[Start now >](#)

on Find a job

Last updated: 22 June 2018

Step 4: Create an account

Fill in your email address and password and then hit create account. You will then be asked to verify your account through your registered email address. Once you have verified your account you can start signing in to search for jobs.

Related content

[Advertise a job](#)

[Jobseeker's Allowance \(JSA\)](#)

[Find an apprenticeship](#)

[Help with moving from benefits to work](#)

[Become an apprentice](#)

[Find a registered childminder](#)

Explore the topic

[Universal Credit](#)

[Finding a job](#)

Elsewhere on the web

[Safer Jobs: advice on avoiding job scams](#)

Create account

Verify your email address

You're almost finished

We've sent a verification email to petra0power@gmail.com

Check your email and follow the link within 24 hours to finish creating your Find a job account. If you cannot find the email then look in your spam or junk email folder.

Step 5: Managing your account

On your dashboard you can set up email alerts for new jobs, manage your account, CV and your favourite jobs.

[Search for jobs](#)

Search for job adverts in the UK

[Your activity](#)

View the job searches, job ads and job applications you've done in the past

[Your CVs](#)

Manage CVs you have uploaded

[Your email alerts](#)

Manage the email alerts you have set up

[Your favourite jobs](#)

Manage the jobs you favourited

[Manage account](#)

Change your password and delete your account

Step 6: Search for a job

To search for a job hit Search for jobs. If you are looking for a job in content type this into the What? field. You can also refine your geographical search by adding a location into Where?

What?

Where?

[Advanced search](#)[Find a job](#)

153,654 Jobs in UK

You can refine your results to the most relevant job search and choose how many search results you want to appear by clicking the drop down. The search results will display job titles and a little information about the position, for example the 'Location', 'Date posted' and 'Company' that is advertising the job. If you want to apply for a job at a later time you can favourite a job by clicking on the small heart next to each job advert.

Step 7: Apply for a job

Click on a job you want to apply for this will open up a more detailed job spec for you to read. You could print this information off, this is particularly useful if you are looking for a job for somebody else. Click **Print** and choose which printer from which to print.

Once you have read the job spec carefully hit Apply for this job. You will then be taken to the company's external jobs page. If you need help filling in forms have a look at our guide on [How to fill in online forms.](#)

Here are some other job portals that you could look at:

- <https://joblift.co.uk>
- <https://www.reed.co.uk/>
- <https://www.monster.co.uk>

This guide was updated on June 2023

Next steps


- ▶ [Options for finding jobs online](#)
- ▶ [How to find online courses](#)
- ▶ [How to use cashback sites](#)
- ▶ [How to find volunteering opportunities online](#)
- ▶ [6 top tips for new LinkedIn users](#)

See what our learning courses are like

Try our free "Digital Essentials" course



Digital Unite

 [0800 228 9272](tel:08002289272)

 du@digitalunite.com

[Get in touch](#)

[Privacy policy](#)

[Terms of use](#)

[Cookie policy](#)



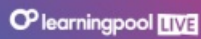
Our learning platforms

[Digital Champions Network](#)

[Inspire](#)



Learning Pool Award
Winner 2023





Our newsletter

Research, resources, insights and offers.