

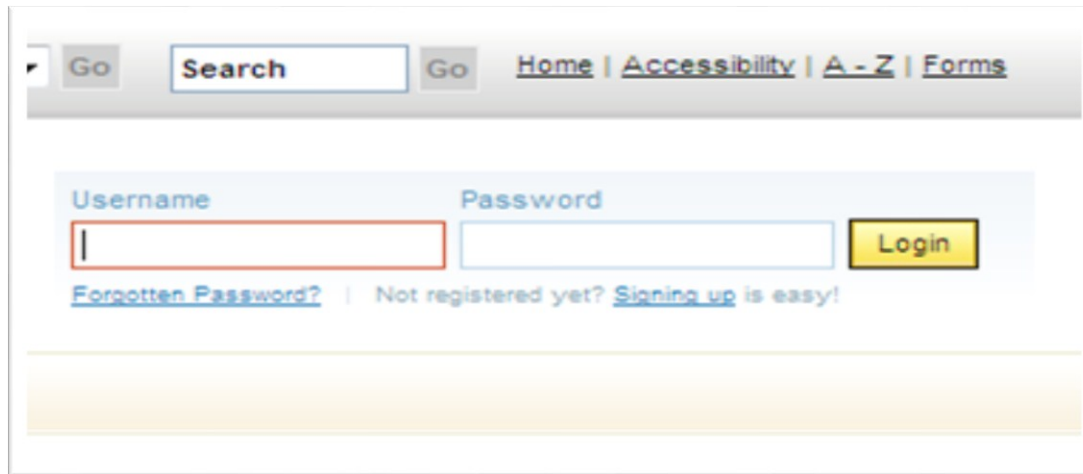
Step by Step Guide to Using the CV facility on Jobs Ireland

Where can you access the CV Service?

- The CV service is available online on the Jobsireland.ie website

Registering to Use the Service

- Use the Username / Password fields on the Jobsireland.ie site to log in
- If you have not logged in before, click on “signing up” to register.

A screenshot of the Jobsireland.ie website's login interface. At the top, there is a search bar with a 'Go' button and a 'Search' input field. To the right of the search bar are links for 'Home', 'Accessibility', 'A - Z', and 'Forms'. Below this, the login section features two input fields: 'Username' and 'Password'. The 'Username' field is highlighted with a red border. To the right of these fields is a yellow 'Login' button. Below the input fields, there are links for 'Forgotten Password?' and 'Not registered yet? Signing up is easy!'. The entire login section is set against a light blue background.

- You need to register to use the Curriculum Vitae facility on Jobsireland or send your CV to an Employer.
- You must have an e/mail address to use the service. If you do not have a current e/mail address there is a facility on our website to set one up.
- You should be aware that registering to use the CV service online does not imply that you are formally registered with the Department. To register with the Department you can call into any DSP Employment Service Office nationwide.

How to Use the Service

- Use the Username / Password fields on the Jobsireland.ie site to log in

Registered Users

Username

Password

[Register](#)

[Lost Your Password](#)

Find a Job using one of the criteria below

[Text Search](#) Select Jobs through free text search

[Todays/Earlier Jobs](#) Select Todays or Earlier Jobs

[Occupation](#) Select by Occupation of the job

[Location](#) Select by location of the job

[Full / Part Time Jobs](#) Select Full or Part Time Jobs

[Job Type](#) Select by Job type

[FÁS](#) Select Jobs in FÁS

[Northern Ireland Jobs](#) Search Northern Ireland's Job Centre Vacancies

The system has a Total of **5824** Jobs

- Once logged in you can create, access, modify or print your CV at any time from ANY location worldwide.
- You can set up automatic notification of vacancies to your email or system account (setup robot).
- As a non-registered user you can access all job vacancies, course information, allowances etc. but cannot set up your CV.

The Registration Form

New Jobseeker Registration Form

General Jobseeker information	
Please note that the fields highlighted in yellow are required	
Forename :	Jane
Surname :	Bloggs
Gender :	Male <input type="radio"/> Female <input checked="" type="radio"/>
Country of Origin :	Ireland
Date of Birth:	19/01/1960
Address :	10 The Hill
	Swords
	Co. Dublin
Country :	Ireland
Telephone :	01.6070500
	Fax : 01.6070600
E-mail :	jane.bloggs@eircom.net
	Click Here to get a FREE E-Mail Address

Request Registration

- The “Gender” and “Date of Birth” fields are used for statistics purposes only and are not displayed online.
- Click on “Request Registration” when the fields are completed.



Confirmation

- When the details are saved, you will see the following confirmation screen:

CONFIRMATION OF REGISTRATION

The system has processed your registration and has generated the following user name and password for you :

User name : JBLOGG17

Password : JBLOGG17

You can change this password by selecting the option User Info in the system.

The system has also created a CV for you, containing a minimum of information.

*The identification number of your CV within IRELAND JOB-BANK ONLINE is **219815***

If you wish to add more information to your CV, please select the option Your CV in the system.

Click here to enter the system ➡

Job-Bank

- You will then be assigned a username and password.
- Please also take note of the job-bank identification number displayed.
- Click on “job-Bank” to display the CV.



The Welcome Screen

- When the details are saved, you will see the following confirmation screen:

[Introduction](#)

[Overview](#)

[Jobs](#)

[Courses](#)

[Your CV](#)

[Allowances](#)

[User info](#)



Welcome Jane to FÁS Jobs Ireland

FÁS offers you the following possibilities :

[Overview :](#)

Introduction to the System

[Jobs :](#)

Retrieve information on Jobs

[Courses :](#)

Retrieve information on Training Courses

[Your CV :](#)

Enter your Curriculum Vitae into the System, so that it comes available to all the companies and organisations that use the CV database for recruiting.

[Allowances :](#)

FÁS Training allowances

[User info :](#)

Change your password etc...

- Click on “Your CV” to create or edit your CV
- Click on “user info” to change your password



The CV Screen

- Enter your details on the CV screen:

Personal Information	Education	Training Courses	Work Experience
Language Skills	Employment Sought	Additional Information	Preview / Save - CV

Complete or modify the following information on your CV, and then press the SAVE button.

Remark: Fields with a **YELLOW** background are **REQUIRED**

Personal Information

If the following information is incorrect or incomplete, **please modify your user information.**

Ms. Jane Bloggs
Address : 10 The Hill, Swords, Co. Dublin, **Country** : Ireland
Telephone : 01.6070500 **Fax** : 01.6070600 **E-Mail** : jane.bloggs@eircom.net
Language : English
Date of Birth : 19/01/1960 **Place of birth:**

Complete your user information with following data.

CV Location: **Swords - Dublin North County** (code=41101)

How, when and where I can be reached:
By post, e/mail, mobile 087.1234567 any time

Employment Status:

Education

List of Educational Qualifications Achieved :
Education Level : Leaving Certificate Ordinary
School/University : Our Lady of Mercy
From : 09/1975 **To** : 06/1980

[Click here to add education](#)

Training Courses

[Click here to add training](#)

Work Experience

[Click here to add experience](#)

Language Skills

[Click here to add a new language](#)

- Use the “Preview/Save-CV” button regularly to make sure that the text entered is saved.



The CV Screen

- Make sure to save your entries using the “Save CV” button.

Licence : EB - (EB) Car + Trailer
[Click here to add a new Licence](#)

Employment Sought

Overview of wanted jobs :
Function : MANAGER - ADMINISTRATION - 28102 **Job Label:**

Function : **Job Label:**

[Click here to add your job choice](#)

Important!
This information is used by employers as search criteria, please ensure the availability of your CV by entering at least one preferred job.
The region where you want to work :

Additional Information

Information about STRENGTHS :

References :

Available from (date) :

Do you have your own transport :

Preview / Save

[Click here for an impression of how your CV will be presented to Employers](#)

Would you like your personal information to be shown on your CV (a so-called OPEN CV) : Closed ☐ Open ☒

Current expiry date for CV is **20/08/2005**
New Expiry date for this CV when saved: (dd/mm/yyyy) **To close your CV, modify the expiry date.**

Your Password :

- If the CV status is “Open” the name and details (not DOB) are visible to Employer. When the CV status is “Closed” the details are hidden.



Recommendations

- Change your password after registration
- Keep the Username and Password issued safe (you need it to log on).
- Examine the fields required for your CV and print a copy of the Template.
- Prepare the text to be included offline. Once you have completed the CV offline, log onto your account and copy and paste the details into the CV template.
- Use plain text and avoiding special formatting where possible (formatting used in Word for example may appear differently when inserted on the web).
- You should regularly **SAVE** details within the document while editing (need your password for this). This prevents you losing any data.

When CV is Completed and Saved

Your CV is now awaiting validation by DSP staff before being made available to Employers. DSP will examine the content of the CV for particular areas such as:

- Wanted job inserted
- Education/work details
- General issues such as spelling (you should spell check it first)

Feedback may be given by email where DSP feels that work is still required before validation. The CV may be temporarily closed by DSP until you make any amendments. Once you save the CV again it returns to DSP for validation.

Employer Access

Employers can also save their selections and use this to search for CV's

Find a CV using one of the criteria below

Text Search:

Select CVs through free text search

Occupation

Select by Occupation

Educational level

Select through the educational level of the candidate

Driving Licence

Select through the driving licence of the CV

Location

Select through the location of the Jobseeker

The system has a Total of **2141** CV's

List of your personal selections : Click on selection to execute

[Occupation=Bar, Location=Dublin](#)

[Occupation=Professional, Location=Cork, Kerry](#)

[Occupation=Professional, Location=Cork City](#)

[Job wanted=bar](#)

[remove] = remove the personal selection from the list of your personal selections



Overview of CVs Selected

- Employers tend to prefer 'Open' (Name & Details available) CV's
- By selecting a CV, Employers can view and make contact directly with job seeker
- This is an example of a "closed" CV:

Overview of CVs selected

[Save selection](#) Click here to save the current selection in your list of personal selections

Occupation= Bar

Location= Dublin

Results : 56 CV's

1. [Agata Karolczuk](#)

Job Wanted

- teacher - music - public service
- child care worker
- manager - launder / dye / dry clean
- receptionist - hotel
- sales assistant- general
- sales assistant - fashion
- barperson - head
- fast food / fryer
- waiter / waitress - silver service
- waiter / waitress - plate service
- barperson I would like to work in such professin, because I am intereting in job in bar,pub or restaurnt and I could more experience to get.
- assistant - catering
- child minder / nanny I have many experience in work with children and I like this job.
- accommodation assistant
- porter - hotel
- cleaner / janitor

2. [Anonymous CV](#)

Job Wanted

- sales assistant - fashion
- merchandiser
- waiter / waitress - plate service
- barperson
- assistant - taylor

3. [Agnieszka Gralewska](#)

Job Wanted

- fast food / fryer
- waiter / waitress - silver service I would like working like waitress but also Im interested to work in a bar like barperson lub catering assistant.
- waiter / waitress - wine
- waiter / waitress - plate service
- barperson
- assistant - catering

Overview of CVs Selected

An Employer can make direct contact with the CV owner and arrange an interview.

Send message :

CV :

Agata Karolczuk

From:

FÁS

Address:

27 - 33 Upper Baggot Street
Dublin 4

Ireland.

Telephone:

01

Fax:

01

E-Mail:

jane.bloggs@fas.ie

Text:

Please provide the required information and click the Send button