

The Design and Technology Association Jobs Board





To Access the jobs board please follow : <u>https://jobs.data.org.uk/jobs/</u> Step One for new companies is to Register: <u>https://jobs.data.org.uk/register/</u>







Click through to advertise vacancies for free



Complete the requested fields

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Click to complete profile







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Click update organisation at the bottom of page

You will receive notification that your organisation is awaiting approval from site administrator (please email <u>amelia.wright@data.org.uk</u> and this will be expedited)





Step Two while waiting for approval please feel free to add your job listing – grey panel on left hand side of page heading My Job Listings

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This will load a page with a green button top right to: Add Job

As the site is currently used to advertise teachers positions some headings will not be applicable, please disregard and just complete those that are relevant to your job listing.

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Application methods, please toggle the methods of application you would prefer and complete the required information.



Application Methods Select the preferred application method(s) from the options, below. Simply click a heading to active / deactivate the options, and provide the information needed.	
Allow direct job board applications	
Allow company website applications	
Allow email applications	
Allow postal applications	
Allow telephone applications	•
Supporting documents If you would like to upload supporting files and documents for this vacancy, please click the "Add document" button below. Add document	
Save for later	
If you are not ready to publish your vacancy, you can save it and return to it later. Save Job Cancel	
Checkout Purchase 30 day listing for 1 credit. You have 25 credits available. Please note: Once you have purchased your 30 day listing for this vacancy, you will no longer be able to edit the Job Title or the Location fields.	

Until your organisation is approved all jobs added will be unpublished.

Once your organisation has been approved you can retrieve the job from My Job Listing and publish.

Please ignore any mention of purchasing credits, our team will ensure that your apprenticeship is published

	Checkout	
	Purchase a 30 day listing for 1 credit. You have 25 credits available.	
	Please note: Once you have purchased your 30 day listing for this vacancy, you will no longer be able to edit the Job Title or the Location fields.	
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Should you require assistance with this process please feel free to contact <u>amelia.wright@data.org.uk</u> and we can arrange a call to run through the process.

