

Find **your** way back to work (A step by step guide)

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From the start page on the Internet 'click' on the Direct Gov option (This is a left mouse-button click)

Direct Gov

Directgov The official UK government website for citizens. Click here for information and practical advice about public services, including Jobcentre plus, money, tax and benefits...

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Click on either of these links to look for jobs, the following option (3) will be displayed on the left of the next screen

Back to work

Find your way back to work

Find help with job seeking and new skills

▶ Find your way back to work

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Click on this link to take you to the next screen

Jobsearch



Find out about the latest jobs using our **job search** tool and get online advice on **how and where to look for jobs** and **how best to approach employers**.

▶ Where to look for jobs - advice from Jobcentre Plus

▶ Search for a job now

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Click on this link, the following page will be displayed

Jobs and Skills search

Search for jobs, careers, childcare or voluntary work.

Quick search

For quick results, input a vacancy reference number or enter what you are looking for and where e.g. 'I want to see **all jobs in Coventry**'.

Search →

▶ [Quick search help](#)

Advanced search

Use this option if you have specific search requirements such as the hours you want to work.

- ▶ [Jobs](#)
- ▶ [Careers](#)
- ▶ [Childcare](#)
- ▶ [Voluntary work](#)

Popular job searches

- ▶ [Administrative assistant](#)
- ▶ [Shop worker](#)
- ▶ [Call centres](#)
- ▶ [Cashier](#)
- ▶ [Manufacturing assembly](#)
- ▶ [Nursery nurse](#)
- ▶ [Bar staff](#)
- ▶ [Other job types](#)

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Click on this link to look at all available jobs

Jobs and Skills search

What type of job would you like?

Enter a type of job.

Continue →

Or search for all types of job.

Use this option to [search for all types of job](#)

Or choose one of the following:

Office
[administrative assistant](#), [call centres](#), [data inputter](#), [receptionist](#), [secretary](#) or [other office jobs](#)

Retail & sales
[cashier](#), [retail display designer](#), [retailing and wholesaling](#), [sales](#), [shop worker](#) or [other retail & sales jobs](#)

Transportation & distribution
[car and van driver](#), [forklift truck operator](#), [LGV driver](#), [postal services](#), [warehousing and stock control](#) or [other transportation & distribution jobs](#)

Or you can click on one of the links in this section, to search for certain types of jobs

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If you know the location you want to search by, enter it here

Then click this to go to the next step

Jobs and Skills search

Where do you want to search for jobs?

Enter a location or postcode.

Wakefield →

Or choose one of the following:

Yorkshire and the Humber
[Bradford](#), [Doncaster](#), [Hull](#), [Leeds](#), [Sheffield](#)
 or [other locations in Yorkshire and the Humber](#)

Or you can click on one of the links in this section, to search in particular cities or towns

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Jobs and Skills search

Job search options Back

Search for the following:

Current subject: all ▶ Change your subject
 Current location: Wakefield (West Yorkshire) ▶ Change your location

→

Or change your search preferences.

Search radius

1 mile 2 miles 5 miles 15 miles

Permanent/temporary (less than 6 months)

Permanent Temporary Both

Hours per week

1 - 16 hours 16 - 30 hours 30+ hours Any hours

Age of vacancy

Today's jobs Last 2 days Last 3 days Last 4 days
 Last 5 days Last 7 days Last 14 days All jobs

Job source

Jobcentre Plus Other

→

This shows what information you have already put in

Or change your search preferences.

You can click in the circles to make your job search more specific (they will have a green dot in when selected)

When you are happy with your choices, press either of these to search for jobs

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You can sort the order that the jobs are shown by clicking in one of these circles

After selecting the type of order you want the jobs to be shown in, click on this

Jobs and Skills search

Job search results

There are 100 results from your search for all jobs in Wakefield (West Yorkshire).
Your search has returned a large number of results. You may want to [refine your search](#).

The list is currently ordered by **Relevance**. Find out more information about [ordering your results](#).

Relevance
 Job title
 Wage
 Location
 Date posted
 [Sort](#)

Page 1 of 5

| Job title | Wage | Location | Date posted |
|--|----------------------------|---------------------------|-------------|
| 2X CANVASSEER SALES Permanent Job No: WAB/88685 | £12500 to £30000 Per Annum | WAKEFIELD, WEST YORKSHIRE | 16/09/2010 |
| Administration Assistant Temporary Job No: WAB/88764 | Exceeds Nat Min Wage | Wakefield, West Yorkshire | 21/09/2010 |

Click on the **Orange** text to view more details about that job

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Click these to go either up or down the jobs list shown on the previous page

Click this to go back to the jobs list

Jobs and Skills search

Job details

These are the details of the job selected

[Previous job](#)
[Next job](#)

Administration Assistant
Job No: WAB/88764

Wage: Exceeds Nat Min Wage
 Hours: 16-40 per week Monday-Friday 9am-5pm
 Location: Wakefield, West Yorkshire WF1
 Duration: Temporary
 Date posted: 21 September 2010
 Pension details: No details held

Description
 This Vacancy is being advertised on behalf of A A Agency who is operating as an employment business. This position is temporary ongoing. Previous experience in a similar role is preferred. Must have experience of Microsoft Packages. Duties will include filing, data entry, updating systems, customer service and any other duties as required. .

How to apply
 You can apply for this job by sending a CV/written application to Sarwar Hussain at A A Agency, recruitment@aaagency.co.uk.

Employer:
A A Agency

Printer friendly

This is very important information about how to apply for the job shown