


Searching for Vacancies



- Log on to www.prospectsonline.co.uk
- Choose the type of vacancy you are interested in, using the drop down category lists. This will bring up a list of all the vacancies in that category.
- If you find a vacancy you are interested in and would like to view the full advert click the more button. 
- The advert will state how to obtain further information regarding the post. For most vacancies you will be able to download a copy of the application pack, including a job description. Click where indicated on the advert.

[Download Further Information](#)
[View School Ofsted Report](#)

[Apply now >](#)

Applying for Vacancies

- If you meet the criteria of the person specification, and you would like to apply for the position click the 'apply now' button

[Apply now >](#)

- You will be prompted to log in.

Candidate Login & Registration

If you require any assistance with registration or you would like to speak to someone regarding an application for a vacancy please contact the Advertising Team at education.advertising@bradford.gov.uk or by telephone on 01274 435420 or 01274 435419

Don't miss out on the perfect job

Make job hunting quicker and easier by registering your details here. You will be able to:

- view your present and past job applications
- register for email alerts of suitable vacancies that have been added

Registered candidate

Remember these details?

[Forgotten your password?](#)

[Login >](#)

New candidate

[Need to Register](#)

[Back to top](#)

- Log in using your email address and password
- If this is the first time you have used the site to apply for a vacancy you will need to register an email address and password. Click the 'Need to Register' button

[Need to Register](#)

- Complete the details requested. If you wish you can choose to receive email alerts of relevant vacancies by ticking the categories you are interested in. When you have completed the form click the 'Register' button.

[Register >](#)

- You will receive a message box to confirm your registration has been successful.
- You will now be able to return to the vacancy application process.



Download Application Form

To apply for this position please download and complete an application form, using the button below.

You are advised to refer to the job description and person specification when completing your application (available in the application pack).

Please note: we cannot accept CVs - please ensure you download and complete a new application form for each vacancy to ensure you are using the most up to date version.

Applications that are submitted incorrectly will not be assessed.

Download

- This will open a Microsoft Word document
- Complete the application form, rename it and save to your own pc and close the document.
- Return to the application page and upload your application form using the 'choose file' button to locate your file.
- Tick the terms and conditions box
- Click the 'apply now' button

Upload Application Form

When your application is complete, please upload using the 'Browse' button below:

Before uploading, please note the following:

- Please check the box below to confirm that you accept the Terms and Conditions.
- Ensure the document you are wishing to upload is closed on your desktop
- The system will only allow one document to be uploaded so please ensure any accompanying information is copied and pasted onto the application form itself where indicated
- You will be unable to amend your application after it has been submitted

You will then be notified to confirm your application has been successfully received.

Upload Application

Choose File No file chosen

I Accept the Terms and Conditions

Apply now >

- A message pop up box will appear on screen to confirm your application has been submitted successfully.

Your Registration

- You can log in to your candidate homepage to change your details or select other choices for email alerts. You can unsubscribe to alerts if you no longer require them.
- Applications you have submitted will be saved, and you can log in to view these at any time. (Please note however that once submitted you will not be able to make changes to an application).

Candidate account

- [Update your details](#)
- [Change your password](#)
- [View your applications](#)
- [Logout](#)

Recruitment & Advertising Service – Tel: 01274 435420 / 435419

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