



Department  
for Education

## DWP Find a Job instructions

Follow the below steps to help you create an employer account and post your vacancies to Find a Job.

### How to create an employer account

1. Go to [DWP Find a Job](#) and click the '[employers](#)' button, along the top.
2. Click '[create account](#)'.
3. Enter your email address and create a password.
4. Click 'create account'.
5. Click the link in your verification email – make sure to check your junk folder.
6. Fill in your company details, we recommend that you select '**Education**' as your company type.  
To help with the verification process, include as much information as possible under the 'Additional company information' section, such as your website and Companies House registration details.
7. Click 'create company'.
8. Wait for DWP to approve your account. This usually takes one working day.

If any of these steps are unclear, visit [employer help and advice](#).

### How to post a job

1. Go to [DWP Find a Job](#) and click the '[employers](#)' button, along the top.
2. Sign in to your account.
3. Select your company
4. Click 'post job'.
5. Fill in each box with the relevant job details. You should:
  - Use the term '**Early Years**' in the job title.
  - Select '**Education jobs**' for the job category
6. Click 'post job', at the bottom of the page.

Your job vacancy will now be live for 30 days. To extend this period, you must re-post the vacancy. If these steps are unclear, visit [employer help and advice](#).

## How to re-post a job

1. Go to [DWP Find a Job](#) and click the '[employers](#)' button, along the top.
2. Sign in to your account.
3. On the employer's dashboard, click 'edit' on the job you want to repost.
4. Scroll to the bottom of the page and click 'create a copy'.
5. The page will then refresh.
6. Scroll to the bottom of the page again and click 'post job'.

You will then be redirected back to the employer's dashboard, and a copy of your job will appear in the list.

### If you need help

If you experience any issues, [contact DWP](#) and select "I'm an employer and I need help posting my job adverts". They aim to respond within one working day.

The [Find a Job YouTube channel](#) also provides helpful video tutorials on how to post job adverts and manage your employer account.