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| My Job Scotland logoClaim Online | **How to apply for a job**  All our jobs are on [www.myjobscotland](http://www.myjobscotland) website.  You will need to register with myjobscotland and set up your account. To do this you will need internet access and an email account. |
| Job Description  Person Spec | **Advert and Job Description**  When you see a job you think you might want, you will see:   * The Job Advert * A job description / employee specification |

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| Working hours 4 | The advert will:   * Give you a short explanation of the tasks of the job. * Tell you what you would be expected to do. * Tell you the pay, hours and days you will have to work * Tell you where the job is |
| Form JargonJob Description | This will help you to decide if you want to apply.  The job description/employee specification will go into more detail about the job. It will include:   * The tasks and responsibilities of the job * The skills you need to do the job |
| List 3 | The employee specification will be in 2 parts.   * Part 1: Essential criteria - the things you must be able to do or be qualified for |
| Form Jargon | * Part 2: Desirable criteria – things that would be helpful to do the job   If you do not have the desirable criteria you can still apply for the job. |