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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 DescriptionPerson 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
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| 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
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| 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
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| 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. |