

## Applying for Jobs on MyJobScotland

All East Lothian Council vacancies are advertised on  
[www.myjobscotland.gov.uk](http://www.myjobscotland.gov.uk)

You should only apply for jobs via this website as we cannot verify information on other websites

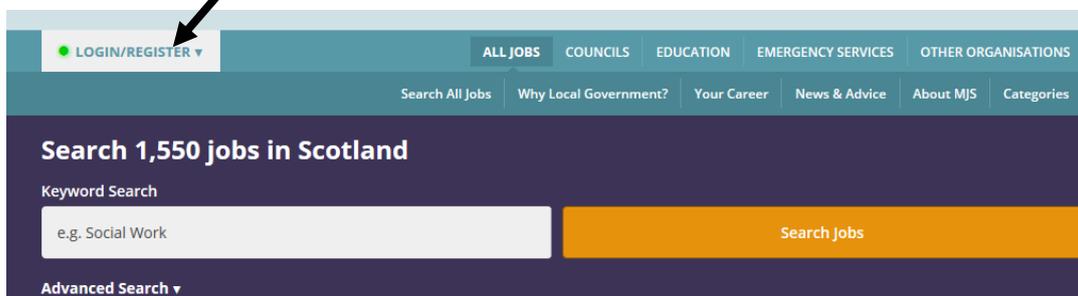
Click on the link above which will take you to the home page of MyJobScotland.

### LOGGING IN/CREATING AN ACCOUNT

Before you can apply for any jobs you will need to create an account:

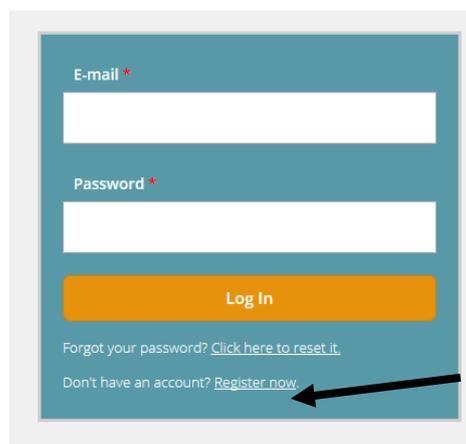
- If you already have an account click on the **LOGIN/REGISTER** button and enter the email address and password you used when you created the account. Move the **VIEWING VACANCIES** section of this document.
- If you do not already have an account click on the **LOGIN/REGISTER** button and follow the instructions below carefully.

Click on the Login/Register button on the home page:



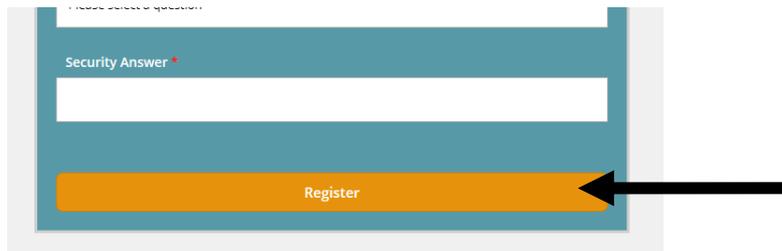
The screenshot shows the MyJobScotland homepage. At the top left, there is a green button labeled 'LOGIN/REGISTER' with a downward arrow. To its right are navigation links: 'ALL JOBS', 'COUNCILS', 'EDUCATION', 'EMERGENCY SERVICES', and 'OTHER ORGANISATIONS'. Below these are search filters: 'Search All Jobs', 'Why Local Government?', 'Your Career', 'News & Advice', 'About MJS', and 'Categories'. The main content area features the text 'Search 1,550 jobs in Scotland' and a 'Keyword Search' box containing 'e.g. Social Work' and a 'Search Jobs' button. An 'Advanced Search' link is visible at the bottom left.

**DO NOT COMPLETE YOUR EMAIL ADDRESS ETC AT THIS STAGE - Click on the Register Now link as shown below:**

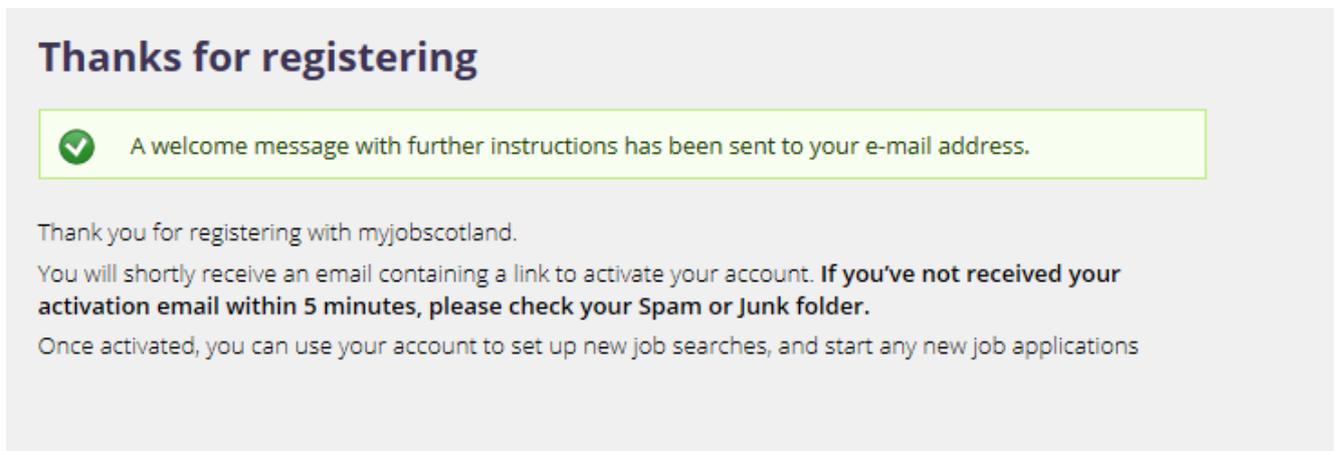


The screenshot shows a login/register form. It has two input fields: 'E-mail' and 'Password', both with red asterisks. Below the fields is an orange 'Log In' button. At the bottom, there are two links: 'Forgot your password? Click here to reset it.' and 'Don't have an account? Register now'. A black arrow points to the 'Register now' link.

Complete all the fields on the registration page and click on the orange register button:

A screenshot of a registration form. The form has a teal header and a white input field labeled "Security Answer" with a red asterisk. Below the input field is an orange button labeled "Register". A black arrow points to the "Register" button from the right.

You will see the following message:

A screenshot of a confirmation message. The message has a teal header with the text "Thanks for registering". Below the header is a green box with a white checkmark icon and the text "A welcome message with further instructions has been sent to your e-mail address." Below the green box is the text "Thank you for registering with myjobscotland. You will shortly receive an email containing a link to activate your account. **If you've not received your activation email within 5 minutes, please check your Spam or Junk folder.** Once activated, you can use your account to set up new job searches, and start any new job applications".

You now need to open the activation message which has been sent to the email address you registered with and follow the instructions contained in the email to verify your account.

Clicking on the verification link contained in the email will take you to a '**Personal Details**' page on **MyJobScotland**.

Complete your personal details and **SAVE**. These details will now be stored and will be pulled through when you apply for any jobs.

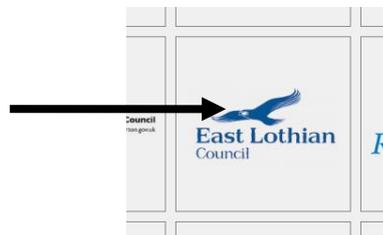
Your account is now successfully created.

## VIEWING VACANCIES

To view all current vacancies click on 'COUNCILS' on the Header



This shows all local authorities across Scotland. To view vacancies at East Lothian Council, click on the logo:



You will be taken to all East Lothian Council's vacancies.

Filter these jobs [reset all filters](#)

**Job Category** [reset](#)

- Administration / Clerical / Secretarial (3)
- Cleaning and Caretaking (2)
- Education (9)
- Social Services / Housing / Childcare (3)

[More](#)

**Contract Type** [reset](#)

- Casual/Relief (3)
- Fixed Term (1)
- Permanent (19)
- Supply (1)
- Temporary (9)

**Position Type** [reset](#)

- Casual/Relief (3)
- Full Time (20)
- Part Time (7)
- Supply (1)
- Term Time Part Time (2)

**Salary Range** [reset](#)

- £10,001 - £20,000 (9)
- £20,001 - £30,000 (16)

[More](#)

**Postcode Search** [reset](#)

e.g. 10 miles from G2 1NQ

**Keyword Search** [reset](#)

e.g. Social Work

Showing all jobs with East Lothian Council [S](#)

Showing 1 - 10 of 33 available jobs [Sorted by:](#) Date published (New - Old) [v](#)

**Teacher of Business Studies - Knox Academy** (EAL01362) [★](#)

Contract Type:	Position Type:	Salary:	Closing date:	
Permanent	Full Time	£22,416 - £35,763 per year	16/10/2016	

Location: Knox Academy, Pencaitland Road, Haddington

**Customer Service Assistant - Prestonpans** (EAL01456) [★](#)

Contract Type:	Position Type:	Salary:	Closing date:	
Permanent	Part Time	£15,858 - £17,355 per year Pro Rata	16/10/2016	

Location: Prestonpans Area Office, Aldhammer House, High Street, Prestonpans

**Class Teacher - King's Meadow Primary School** (EAL01539) [★](#)

Contract Type:	Position Type:	Salary:	Closing date:	
Permanent	Full Time	£22,416 - £35,763 per year	16/10/2016	

Scroll through the pages of jobs or search for a particular job by using the search boxes

Click on the job you are interested in:

Job Share (1)  
 Part Time (23)

**Salary Range** ▲ [reset](#)

£10,001 - £20,000 (30)  
 £20,001 - £30,000 (25)  
 £30,001 - £40,000 (4)

**Postcode Search** [reset](#)

e.g. 10 miles from G2 1NQ

**Keyword Search** [reset](#)

**Location:**  
Randall House, Macmerry Business Park, Macmerry, Tranent (EAL00883)

**Information Systems Administrator**

**Contract Type:** Temporary    **Position Type:** Full Time    **Salary:** £22,793 - £24,928 per year    **Closing date:** 07/02/2016

**Location:**  
Randall House, Macmerry Business Park, Macmerry, Tranent (EAL00881)

**Senior Business Support Assistant - Adult Wellbeing**  
INTERNAL APPLICANTS ONLY

This will take you into the full details for that particular vacancy where you can read all the information regarding the job and download the job outline and person specification.

If you wish to apply for the job click on the orange 'Apply Now' button on the left of the screen:

[Apply Now](#)

[Back to Search Results](#)

[Previous Job](#)

[Next Job](#)

[Oliver's Travels](#)

**Information Systems Administrator**

**Ref no:** EAL00881  
**Closes:** Sunday, 7th February 2016  
**Published:** Friday, 22nd January 2016

**Location:** Randall House, Macmerry Business Park, Macmerry    **Organisation:** [East Lothian Council](#)  
**Salary:** £22,793 - £24,928 per year    **Category:** [Administration / Clerical / Secretarial](#)  
**Hours:** 35.00 hours per week    **Sub-category:** [Senior Administration Assistant](#)  
**Contract Type:** Full Time  
**Position Type:** Temporary

Your personal details will already be completed (as entered at registration) and you should now complete the rest of the application form.