

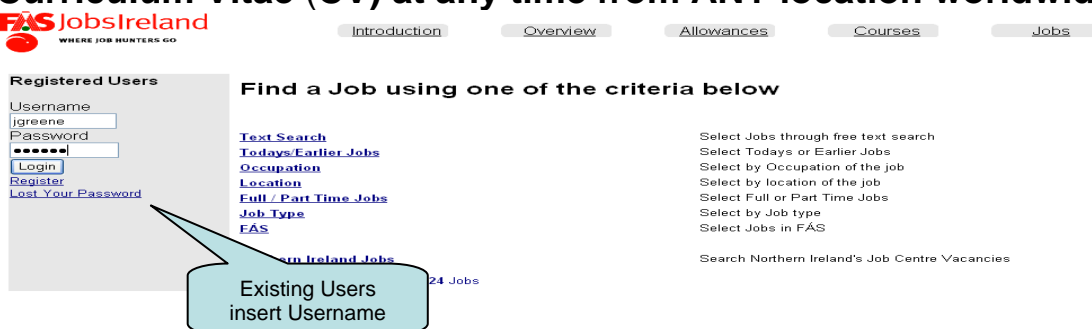
# Guide to Using the Curriculum Vitae (CV) facility on FÁS Jobs Ireland



- Access FÁS Jobs Ireland – [www.fas.ie](http://www.fas.ie)
- Select – Jobseeker
- Select – Find a Job
- Select – Register (on left hand side of screen)  
This is necessary if you wish to use the Curriculum Vitae (CV) facility and send your CV to an Employer.
- You must have an email address to use the service. If you do not have a current email address there is a facility available to set one up.
- You should be aware that registering to use the Curriculum Vitae (CV) service on the web does not imply that you are formally registered with FÁS. To register with FÁS you can call into any FÁS Employment Service Office nationwide.



- Once registered user you can access, modify/change/print your Curriculum Vitae (CV) at any time from ANY location worldwide.



# Guide to Using the Curriculum Vitae (CV) facility on FÁS Jobs Ireland



- Once registered you can now set up your Curriculum Vitae (CV), change your password or details (system issues the same password as the username).

**Welcome Jane to FÁS Jobs Ireland**

FÁS offers you the following possibilities :

- [Overview :](#) Introduction to the System
- [Jobs :](#) Retrieve information on Jobs
- [Courses :](#) Retrieve information on Training Courses
- [Your CV :](#) Enter your Curriculum Vitae into the System, so that it comes available to all the companies and organisations that use the CV database for recruiting.
- [Allowances :](#) FÁS Training allowances
- [User info :](#) Change your password etc...

**To change your password**

**To create/edit your CV**

- Click on your name

**Your CV :**  
Identification Number: 219815      Click on your name for the details of your CV or to change your CV.

[Jane Bloggs](#)      10 The Hill, Swords, Co. Dublin, .

**EXTRA**      Click here for the extra multimedia options (multimedia presentation) for your CV  
**Reaction**      Click here for an overview and management of the reaction(s) on your CV

**Click on your name**

- Complete relevant fields – save regularly

**Remark:** Fields with a **YELLOW background** are **REQUIRED**

**Personal Information**

If the following information is incorrect or incomplete, **please modify your user information.**

**Ms. Jane Bloggs**  
Address : 10 The Hill, Swords, Co. Dublin, Country : Ireland  
Telephone : 01 6070500 Fax : 01 6070600 E-Mail : jane.bloggs@fas.gov.ie  
Language : English  
Date of Birth : 19/01/1960 Place of birth: [DU] [Country]

**Complete your user information with following data.**

CV Location: **Swords - Dublin North County (code=41101)** [Mod] [Del]

How, when and where I can be reached:  
By post, e/mail, mobile 087.1234567 any time

Employment Status: [Unemployed]

**Education**

**List of Educational Qualifications Achieved :**  
Education Level : Leaving Certificate Ordinary  
School/University : Our Lady of Mercy  
From : 09/1975 To : 06/1980 [Update]

Click here to add education [Add Education]

**Training Courses**

Click here to add training [Add Training]

**Work Experience**

Click here to add experience [Add Experience]

**Language Skills**

**Complete relevant fields – save regularly**

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- You must include at least One wanted job

Other Relevant Skills (not mentioned in previous fields) :

Click here to add a new Licence

**You must include at least ONE wanted job**

Employment Sought

Click here to add your job choice

**Important!**  
This information is used by employers as search criteria, please ensure the availability of your CV by entering at least one preferred job.

The region where you want to work :

Additional Information

Information about STRENGTHS :

- To protect your work you should save details regularly

References :

Available from (date) :

Do you have your own transport :

Preview / Save

Click here for an impression of how your CV will be presented to Employers

Would you like your personal information to be saved  Open

Current expiry date for CV is 04/09/2006

New Expiry date for this CV when saved:  (mm/yyyy) **To close your CV, modify the expiry date.**

Your Password :

**To protect your work you should save details regularly**



1800 611 116

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# Guide to Using the Curriculum Vitae (CV) facility on FÁS Jobs Ireland



- **Preview Curriculum Vitae (CV)** – this allows you see how it looks.
- **Expiry date can be set.** If you set an expiry date for your Curriculum Vitae (CV) it will close off the system. If you would like to use this feature insert your password and save Curriculum Vitae (CV).
- **Open** means name and details (not Date of Birth) are visible to Employer. **Closed** they are not.

## Important!

This information is used by employers as search criteria, please ensure the availability of your CV by entering at least one preferred job.

The region where you want to work :

### Additional Information

Information about STRENGTHS :

References :

Available from (date) :

Do you have your own transp

Expiry Date can be set. Insert password and save CV.

Preview CV see how it looks.

Preview / Sa

Preview CV

[Click here for an impression of how your CV will be presented to Employers](#)

Would you like your personal information to be shown on your CV (a so-called OPEN CV) : Closed  Open

Current expiry date for CV is 20/08/2005

New Expiry date for this CV when saved:  (dd/mm/yyyy) To close your CV, modify the expiry date.

Your Password :

Open means name and details (not DOB) are visible to Employer. Closed they are not.

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WHERE JOBSEEKERS GO

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## Recommendations

You are advised:-

- To keep the Username and Password issued safe (need it to log on).
- To change your password.
- Examine the fields required for your Curriculum Vitae (CV) and print a copy of the Template.
- You should prepare the text to be included on the Curriculum Vitae (CV) template avoiding formatting where possible (as the web is written in html code formatting used in Word for example may appear differently when inserted on the web).
- Once you have completed the Curriculum Vitae (CV) offline, you can log onto your account and copy and paste the details into the Curriculum Vitae (CV) template. To protect your work (in case your connection drops to your internet service provider) you should regularly SAVE details within the document before exiting (need your password for this).
- This reduces lengthy sessions on-line and prevents you losing any data.

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## CV is completed and Saved?

- Your Curriculum Vitae (CV) is now awaiting validation (checked) by FÁS staff before being made available to Employers.

FÁS will examine the content of the Curriculum Vitae (CV) for particular areas such as:-

- Wanted job inserted
- Education/work details included
- General issues such as spelling may be advised to you if we feel its creating a poor image of your Curriculum Vitae (CV) (you should spell check it first)

Feedback may be given by e/mail where FÁS feels that work is still required before validation. The Curriculum Vitae (CV) may be temporarily closed by FÁS until you make any amendments. Once you save the Curriculum Vitae (CV) again it returns to FÁS for validation.