# Civil Service Jobs - account request form (vX system)

**Use this form to request an account for the Civil Service Jobs system as a**

* **Vacancy Holder**
* **Advert Only User**

**Send your completed form to** **accounts.csjobs@cabinetoffice.gov.uk**

If you require a Recruiter, MI/Auditor, or third party account please contact the CS Jobs Support Team: support.csjobs@cabinetoffice.gov.uk

## Section 1 – Individuals that require access

Only include people that have NEVER had an account on the vX system.

Users who already have an account and require a reminder of their username and/or password should contact the support team at support.csjobs@cabinetoffice.gov.uk

\* All questions are mandatory

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| --- | --- | --- | --- | --- |
| First name\* | Surname\* | Email address\* | Organisation\* | Access profile\* Vacancy Holder/ Advert Only User |
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## Section 2 – Declaration

By submitting this form I declare that this request is for genuine business needs. I also declare that the information contained in this form is correct and understand that providing false or inaccurate data may result in disciplinary action.

**Send your completed form to** **accounts.csjobs@cabinetoffice.gov.uk**