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

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

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

**Send your completed form to** [**accounts.csjobs@cabinetoffice.gov.uk**](mailto:accounts.csjobs@cabinetoffice.gov.uk)

If you require:

* your account to be reactivated
* a reminder of your username or password
* a new Recruiter, MI/Auditor or third party account

contact [support.csjobs@cabinetoffice.gov.uk](mailto:support.csjobs@cabinetoffice.gov.uk)

## Section 1 – Individuals that require access (new users only)

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

\* All questions are mandatory.

| First name\* | Surname\* | Email address (work address)\* | Which organisation’s vacancies do you need to access?\* | Account profile\* Vacancy Holder/  Advert Only user For panel member, enter Vacancy Holder |
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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**](mailto:accounts.csjobs@cabinetoffice.gov.uk)