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

This form is to request a new **Vacancy Holder** or **Advert Only** user account.

Complete the form and email it, as an attachment, toaccounts.csjobs@cabinetoffice.gov.uk

If you want:

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

this form is not required and you should email support.csjobs@cabinetoffice.gov.uk

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

You can use the table below for multiple requests, but **only include people who do not already have 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? (Your department, such as Cabinet Office or HMRC) | Account profile(Only enter Vacancy Holder or Advert Only user) |
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Once your Vacancy Holder account has been created you will only be able to see vacancies specifically assigned to you. If you can’t see your vacancy, you may need to ask your recruitment team to add you as a panel member.

## 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**