

How to create an account and register for internal only vacancies

⇒ **To create an account**, go to the [Register](#) page and enter your details. You will be asked for your name, email address, a password and a secret question and answer. You will then receive a verification email to confirm your email address within 30 minutes. Once you have done this, you can create your personal account.

Please note: your verification email and other emails from North East Jobs may be viewed as spam or junk email by some email clients - please check these folders before seeking assistance. To help overcome this, we suggest you add donotreply@northeastjobs.org.uk to your "safe senders" list.

⇒ **To apply for internal vacancies**, you need to register Stockton-on-Tees Borough Council as your organisation. This is done on the 'My Details' page. Once you have selected us as the organisation, a request is sent through to the Talent Acquisition Team to check you are an internal candidate. Once the request is approved, you will be able to log into North East Jobs again and the 'apply now' button will appear for any internal only vacancies. The verification process only needs to happen once so after that you will be able to view and apply for internal only vacancies.

Agency workers can also apply for internal jobs and they should contact the Talent Acquisition Team at recruitment@stockton.gov.uk to discuss how we can verify their eligibility to apply for internally restricted posts.

Please note that the Talent Acquisition Team are unavailable to verify internal user requests outside of usual working hours and during weekends. We recommend allowing sufficient time for the verification process to be completed ahead of the job's closing date.

Frequently Asked Questions

1. I have forgotten my password, what should I do?

Please click on the '[Forgotten Password](#)' link and a new password will be sent to your registered email address.

2. I have submitted an application, but I need to make an amendment, what should I do?

If after you submit an application you need to make an amendment you should contact recruitment@stockton.gov.uk for advice. Do not click on the 'withdraw' button as you will not be able to apply again for this job.

3. I have registered myself as an internal candidate, but I am not able to view the internal vacancies, why is that?

When you register as an internal candidate, the Talent Acquisition Team will automatically receive an email notification. They will confirm your employment with Stockton-on-Tees Borough Council before granting you access to internal vacancies. Once your request has been approved, please log out and back in to continue.

If you have any questions, please contact the Talent Acquisition Team at recruitment@stockton.gov.uk