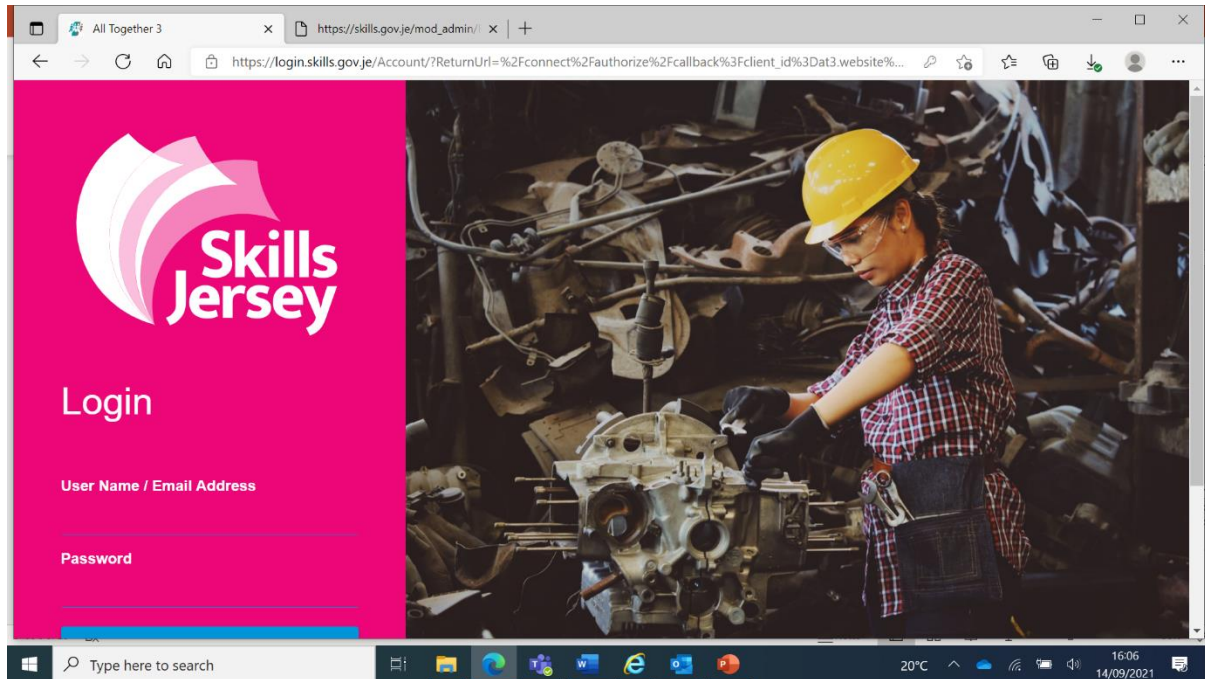
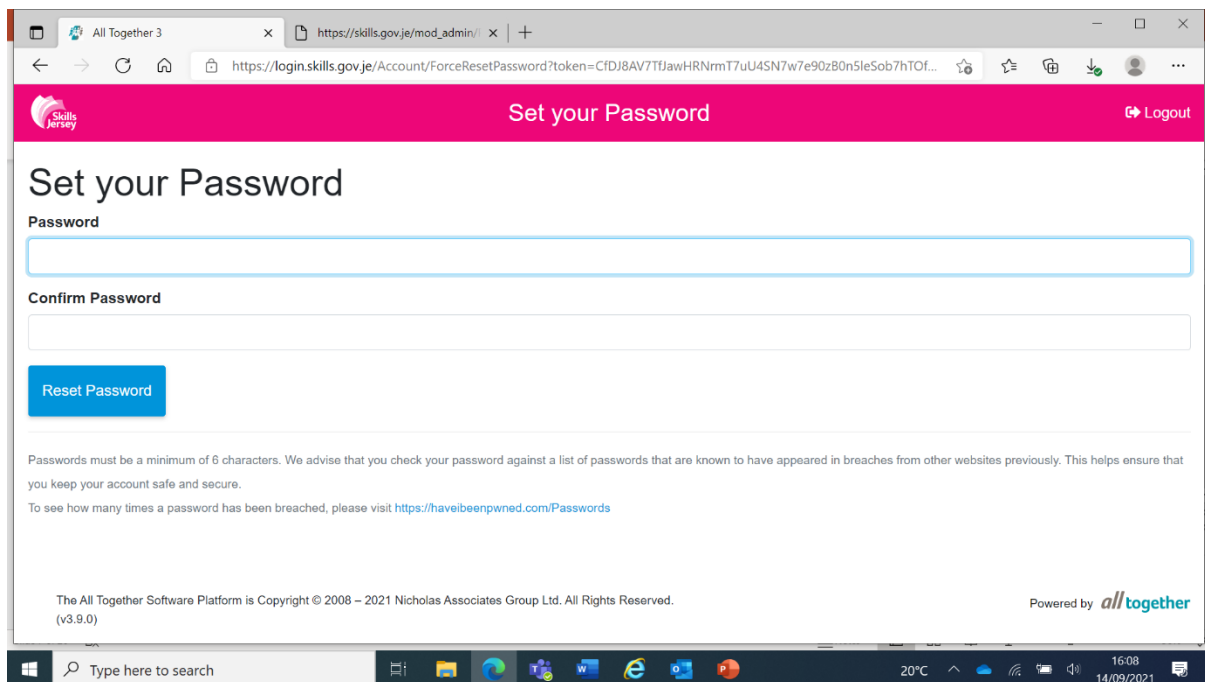


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1. Log on to <https://skills.gov.je> click **Login Here**
2. Input your **Username** and **Password** (written on your letter)



3. Reset your password and write it down so you don't forget it.



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4. Search by **Category**, **Employer** or **Types of Tasks** e.g. involves outdoor work

The screenshot shows the Skills Jersey website interface. At the top, there is a navigation bar with links for Home, Search, My Placements, Resources, and Links. Below this is a search bar with a 'Welcome' message and a 'Search' button. The main content area is titled 'Placements' and includes a sub-section 'Search Details' for 'Retail Sales Shop'. This panel contains several filters: 'Category' (a dropdown menu), 'Employer' (a text input field), 'Accepting Applications' (a checkbox), and 'Types of Tasks' (a list of checkboxes including 'Involves outdoor work', 'Involves using computers a lot', 'Involves skilled practical work', 'A creative role', 'Involves interaction with the public', 'Involves group work/team skills', 'Involves working with animals', 'Involves working with adults in a caring role', 'Involves physical activity', 'Involves working with children in a caring role', 'In a medical health related environment', 'Requires a great level of fitness', and 'Out of the ordinary'). There are also 'Date Preference' and 'Limit' dropdowns. A 'Clear' and 'Search' button are at the bottom of the panel. On the right, a 'Helpful Hints!' box provides advice on spelling and refining searches.

5. A list of work experience opportunities will come up

6. Click on the **magnifying glass icon** for full details

The screenshot shows the search results page on the Skills Jersey website. The browser address bar shows the URL 'https://skills.gov.je/mod_student/Search.aspx#results'. The page displays a table of search results with the following columns: Employer, Emp ID, Opportunity Title, Opportunity ID, Postcode, and Favourites. The table contains 15 rows of job listings. A magnifying glass icon is highlighted in a yellow box in the first row, indicating that clicking it will provide full details for that specific opportunity.

Employer	Emp ID	Opportunity Title	Opportunity ID	Postcode	Favourites
Affinity	26	Sales Assistant	35	JE2 4QB	[Magnifying Glass Icon]
Alfonso Superstore	886	Shop Assistant	1811	JE2 4SU	[Magnifying Glass Icon]
Anderson Ltd	551	Sales Assistant	68	JE2 4WT	[Magnifying Glass Icon]
Bambola Ltd	545	Sales Assistant	120	JE2 3QP	[Magnifying Glass Icon]
Big Maggy's	471	Sales and Maintenance Assistant	153	JE2 3BY	[Magnifying Glass Icon]
Boots the Chemist	135	General Sales Assistant	168	JE2 4WD	[Magnifying Glass Icon]
Boots the Chemist	175	Sales Assistant - King Street	174	JE2 4WE	[Magnifying Glass Icon]
Boots the Chemist	135	Beauty Consultant's Assistant	170	JE2 4WD	[Magnifying Glass Icon]
Boots the Chemist - St Peter	299	Sales Assistant	175	JE3 7AY	[Magnifying Glass Icon]
Cooper & Co	705	Retail Assistant - Halkett Place	1768	JE2 4WG	[Magnifying Glass Icon]
Co-Operative Society Ltd	361	Sales Assistant - Grande Marche (Town)	294	JE2 4TR	[Magnifying Glass Icon]
Co-Operative Society Ltd	361	Sales assistant - Beaumont	297	JE2 4TR	[Magnifying Glass Icon]
Co-Operative Society Ltd	361	Sales Assistant - Georgetown	298	JE2 4TR	[Magnifying Glass Icon]
Co-Operative Society Ltd	361	Sales Assistant - Port...	299	JE2 4TR	[Magnifying Glass Icon]

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7. Read the full description. Remember to check days, working hours, location etc

The screenshot shows a web browser window with the URL https://skills.gov/je/mod_student/PlacementDetails.aspx?id=168&start=21/07/2020. The page displays the following information:

- Opportunity ID:** 168
- Opportunity Title:** General Sales Assistant
- Opportunity Description:** Students are normally able to experience the work of several sections of the store during their three-week work experience the student will be involved in the following:
 - Merchandising and stacking shelves
 - Customer service
 - Counting stock, calculating and writing orders where not computerised
 - Housekeeping and safety precautions for safety of staff and customers
 - Security: Company and branch rules and procedures
 - Other duties as requested by management, e.g.: occasional good checking and storage.
- Opportunity Address:** 23 - 29 Queen Street, St Helier, JE2 4WD
- Department:** Not Specified
- Apply To:** Not Specified
- Directions:** [Get Directions](#)

Below this information is a section titled "Opportunity Information" with the following details:

- Age Range:** Pre 16
- Available Types:** Work Experience
- Available Duration:** Two Week Block, Three Week Block
- Available Months:** January, February, June, August, September, October, November, December
- Start/Finish Times:** Monday - Saturday - Day off varies and will be discussed at interview. 8.45 a.m. - 5.45 p.m. Tuesday only 8.30 a.m. start for staff meeting. One hour for lunch and a 15 minute break in the morning and afternoon.
- Active:** Yes

8. Click on **Apply Now** to add this opportunity as one of your **six** choices

Dress Code / Personal Protective Equipment and Clothing	Not Specified Clothing Notes Smart appearance such as a white shirt and black trousers or skirt. Strictly no jeans. Sensible shoes with no open toes.
Meal Break	Not Specified
Meal Break Duration	Not Specified
Meal Break Notes	Staff restaurant on site.
Travel Expenses Paid	No
Interview Required	Yes
Contact Preferences	Not Specified
Who should the Client contact to arrange their interview?	Not Specified
Should the Client bring any of the following to their interview:	Not Specified
Specific Requirements	Good general education. Good personal appearance, pleasant manner and confidence to talk to customers. Prepared to work hard. Student should be aware that, occasionally, they or their bags may be routinely searched.

Apply Now

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9. If you change your mind, you can delete a choice by clicking on the red circle

The screenshot shows the 'My Applications' page on the Skills Jersey website. The user is logged in as Michael Amore. The page displays a list of six applications. A red circle highlights the delete button (a red circle with a minus sign) for the first application, 'Picture Framing Assistant' at Framing Workshop Ltd.

Employer	Opportunity Title	Start	End	Postcode	
Framing Workshop Ltd	Picture Framing Assistant	21/07/2020	02/08/2020	JE2 4TQ	⊖
St Peter's Garden Centre Ltd	Assistant - Pet and Plant	21/07/2020	02/08/2020	JE3 7BP	⊖
Fitness First Jersey	Trainee Leisure Assistant	21/07/2020	02/08/2020	JE2 3WF	⊖
D'Auvergne School	Teacher's Assistant	21/07/2020	02/08/2020	JE2 3GF	⊖
First Tower School	Nursery Assistant	21/07/2020	02/08/2020	JE2 3SD	⊖
Jersey Post	Office Administration Assistant	21/07/2020	02/08/2020	JE1 1AA	⊖

10. Once happy with your six choices, you need to lock your choices.

The screenshot shows the 'My Applications' page after a confirmation message: 'Your application has been added to your wishlist.' The 'My Wishlist (6)' section is highlighted in pink. A yellow box contains instructions: 'Once you're happy with your choices please use the button below to lock them. Once locked you will be able to print the selection form and get this signed by your parent/guardian. PLEASE NOTE: Once you've locked your choices you won't be able to make any further amendments.' A 'Lock your choices' button is highlighted with a red box at the bottom right of the page.

Employer	Opportunity Title	Start	End	Postcode	
Framing Workshop Ltd.	Picture Framing Assistant	21/07/2020	02/08/2020	JE2 4TQ	⊖
Fitness First Jersey	Trainee Leisure Assistant	21/07/2020	02/08/2020	JE2 3WF	⊖
First Tower School	Nursery Assistant	21/07/2020	02/08/2020	JE2 3SD	⊖
Jersey Post	Office Administration Assistant	21/07/2020	02/08/2020	JE1 1AA	⊖
Cameron's Limited	Introduction to Construction	21/07/2020	02/08/2020	JE2 4TD	⊖
Boots the Chemist	General Sales Assistant	21/07/2020	02/08/2020	JE2 4WD	⊖

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11. You will then be able to **print selection form** (you will be unable to print the form with less than six choices).

Home | Search | My Favourites (0) | My Applications | Resources | Links

Welcome > My Applications

Applications

Applied for a Placement?

Use this page to keep an eye on your placement applications...

Options

- Print the Selection Form

My Applications (6)

My Wishlist (6)

Please print a copy of the selection form (from the left-hand options panel) and get this signed by your parent/guardian.

Rank	Employer	Opportunity Title	Start	End	Postcode
1	Acorn Nursery School	Nursery Assistant	11/03/2019	29/03/2019	JE3 5AN
2	Creepy Valley Activity Centre	Activities Assistant	11/03/2019	29/03/2019	JE3 8FL
3	El Tico Beach Cantina	Trainee Chef	11/03/2019	29/03/2019	JE3 7FN
4	Feel Unique.com	Marketing Assistant	11/03/2019	29/03/2019	JE3 7BY
6	Channel Television	Newsroom Production Assistant	11/03/2019	29/03/2019	JE2 3EH
99	Les Quennevais Sports Centre	Leisure Centre Assistant	11/03/2019	29/03/2019	JE3 8LZ

Don't forget to:

- Write a personal statement (on the back or typed)
- Add in your contact information
- Enter all of your GCSE/Level 2 subjects you are currently studying
- Ensure your parent/guardian has completed the medical declaration and signed the form
- Passed the form to your Tutor prior to the deadline