

# Top tips for safe online job hunting

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Searching online for the type of job you want is fast and easy, and you can see new jobs as soon as employers and agencies post them. However, like all online activity, job hunting carries certain risks so take in order to stay safe.

## Never share personal information online

Only give information that would normally appear on your CV. This would **not** include National Insurance number, driver's licence number, passport number or date of birth. Do not give your full postal address, and never give bank account details until you have been successful in your application, and are satisfied that your employer is legitimate.

## Search and apply online with reputable, well-known organisations

Make sure that the site is reputable and has a physical address and landline phone number. Never submit your CV to a site that does not provide a privacy policy. Take care when clicking on links and ensure they go to a legitimate job posting. Warning signs include poor spelling and grammar, recruitment websites that are registered abroad, and email addresses with free providers. SAFERjobs ([www.safer-jobs.com](http://www.safer-jobs.com)) has a list of reputable recruiters.

## Do not share passwords

You will have your own logins to the systems, portals or tools of a recruiter or job board. Keep all login details private. If a potential employer asks for your LinkedIn or other social media account login details in order to verify your employment history then always decline.

## Do not pay for anything upfront

Be very wary of any scheme or job which asks for upfront payment. As a jobseeker you do not pay for the services of a recruiter; it is an employer who pays the recruiter to find the right person for their role.

## If it seems too good to be true it probably is

If you have any suspicions check with SAFERjobs ([www.safer-jobs.com](http://www.safer-jobs.com)) who offer a free advisory service and the facility to report suspicious activity.

If you would like to book a careers appointment please visit:

<https://worchester.targetconnect.net>

**myCareer**

Date updated: 22/07/20 (information correct at time of going to print)