

# Essential Guide to Job Hunting



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Where you see the pen symbol take the opportunity to jot down your thoughts and make some useful notes.

## Essential Guide to Job Hunting

**The Essential Guide to Job Hunting is full of advice to support you with looking for work and applying for jobs and apprenticeships.**

A good CV or application form will get you an interview. Being well prepared for an interview will give you the best chance of success.

Make sure yours is the application that stands out from the crowd!

### If you are at school, when can you leave?

**The Government has introduced Raising the Participation Age (RPA).**

This doesn't mean you have to stay at school or do a full time college course, but you do have to remain "in learning" for longer.

This could be:

- **An apprenticeship**

An apprenticeship is a job with training where you work and learn on the job and take qualifications relevant to the work

- **Traineeship**

A traineeship is the time spent learning a job (or vocation) under a supervisor. You can do a traineeship in just about any workplace, for example in a shop, a fast food outlet or office.

- **Supported internship**

Supported internships are structured study programmes based primarily at an employer. They are intended to enable young people with learning difficulties and/or disabilities to achieve sustainable, paid employment by equipping them with the skills they need for work.

- **A job + part time qualification**

Some employers offer their own training and qualifications

- **Doing volunteer work or being self employed whilst taking a qualification part time**

### Does this apply to me?

RPA means you must stay in learning at least until your 18th birthday.



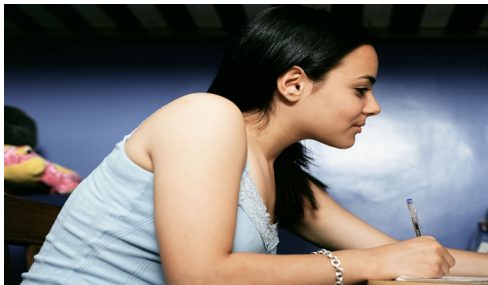
### Your Social Media Profile

**What does yours say about you?  
How do you look online?**

Many employers will check your online profiles, such as Facebook, Instagram and Twitter, to find out more about you.

Have a look at your online presence and think about what you might need to remove. Don't forget to check your email address is appropriate.

Write your 'to do' list



**Top Tip for School Leavers** - start your planning early in your last year at school.

Some large companies start looking for school leavers during the Autumn Term and a lot start in January/February so don't leave it until after your exams.

Things to do in the Autumn Term

- Think about what you can offer. See pages 4 – 7.
- Write your CV. See pages 8 –14.
- Prepare letters of application. See pages 15 –16.
- Build up a list of possible employers. Look at job adverts and use the Internet to find companies you'd like to work for and then contact them. See pages 15 –16.
- Register at [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)
- Think about how you could develop skills for the kind of work you want to do. You could get some work experience; do work shadowing or voluntary work.

First things first - What can you offer?

CVs, application letters and application forms need to include personal details like your name, contact details, qualifications and work experience, but they are also your chance to promote yourself to the employer. So, before you start writing them, think about your skills and experience and what you have got to offer.

Start by thinking about what employers want

This will depend on the company and the type of work, but here are some general things which most employers will look for:

- Communication skills
- Team work
- Problem solving
- Confident with numbers
- Able to use ICT
- Able to learn new skills
- Able to follow instructions
- Able to show initiative (to get on and do things without being asked)
- Able to demonstrate resilience
- Being keen to progress
- Someone who is hardworking, reliable and punctual

Think about your key skills

To work out what your skills are, talk to people who know you well, family, friends, teachers, employers, and think about everything you've done:

- School – special projects, subjects you enjoy
- Interests – listening to music, playing an instrument, films
- Part time work and work experience – babysitting, paper rounds, helping neighbours
- Voluntary work – fund raising, charity events, sponsored activities
- Clubs and societies – school trips, sports, Cadets, Guides, Duke of Edinburgh, drama productions, dance classes
- Practical work using your hands – DIY at home, fixing your bike, gardening, cooking, technology projects
- Responsibilities – prefect, sports captain, helping at home

Here are some ideas:

Experience	Skill Gained
Babysitting	Able to take responsibility
Paper round	Time keeping
GCSEs	Able to organise your work and meet deadlines
Exams	Able to cope with pressure
Sports	Team work, able to stick at things
Gardening for neighbours	Reliability
Fixing your bike	Mechanical ability/able to use tools



Think about everything you've done and ask yourself


**“What skills did I need to do that activity well?”**

These are your key skills.



## Tick the skills that you've got

- ☐ Administration/paperwork
  - ☐ Advising
  - ☐ Analysing
  - ☐ Assembling
  - ☐ Attention to detail
  - ☐ Budgeting
  - ☐ Calculating
  - ☐ Caring
  - ☐ Coaching
  - ☐ Communication
  - ☐ Creating
  - ☐ Customer service
  - ☐ Decision making
  - ☐ Designing/drawing
  - ☐ Evaluating
  - ☐ ICT
  - ☐ Innovating
  - ☐ Instructing
  - ☐ Making things
  - ☐ Managing/supervising/leadership
  - ☐ Methodical
  - ☐ Negotiating
  - ☐ Numerical
  - ☐ Observation
  - ☐ Organisation
  - ☐ Persuading
  - ☐ Practical – using tools and equipment
  - ☐ Prioritising
  - ☐ Planning
  - ☐ Presentation
  - ☐ Problem solving
  - ☐ Repairing machinery/equipment
  - ☐ Researching
  - ☐ Team work
  - ☐ Training/teaching





## List your strongest skills:



.....

.....

.....

## Are there any you need to improve?

.....

.....

.....

## How could you do this?

.....

.....

.....

## Describe and demonstrate your skills

## Here are some ideas to get you started:

## Communication skills

- Excellent communication skills and able to speak to people in a polite and friendly way - developed through part time work in a hairdressers
- Able to communicate with people at all levels – developed through voluntary work in a charity shop
- Excellent telephone manner – developed through work experience in an office
- Excellent customer service skills – developed through work experience in a shop
- Able to build rapport with colleagues and customers – developed through work experience in a garage

## Time management

- Able to prioritise my work and meet deadlines – developed through keeping up to date with school work
- Good organisational skills – developed through business studies at school
- Excellent time keeping and attendance record – evidenced by my school reference
- Able to plan and implement tasks – developed through technology projects

## Working in a team or alone

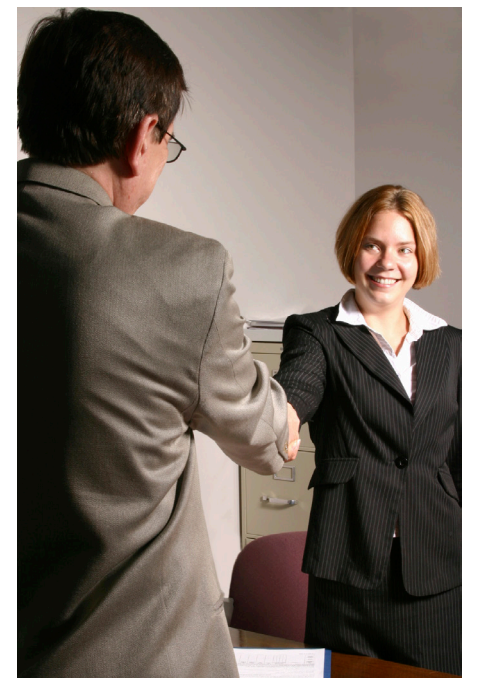
- Reliable and co-operative team member – developed by playing sports
- Able to work as part of a team or alone using my initiative – developed through project work at school
- Able to make active contributions to a team or work without supervision – developed in drama club
- Enjoy working as part of a team or using my own initiative – developed during work experience

## Here are some general phrases you could use:

- Previous experience with animals/children/the public
- Computer literate and able to use Word, Excel ...
- Friendly, polite and outgoing
- Good with my hands
- Able to build and fix things to a high standard
- Able to use a range of tools and equipment including ...
- Quick to learn new practical skills
- Excellent telephone manner
- Able to deal well with the public

## Think about other things which would be useful:

- Own transport
- Live close to main transport links
- Taking GCSEs in the summer




### What are your personal qualities?

As well as your skills, think about the personal qualities you have which would be useful for your CV and interviews.

Tick the ones that apply to you:

- ☐ Active  
☐ Adaptable  
☐ Adventurous  
☐ Assertive  
☐ Capable  
☐ Caring  
☐ Cheerful/happy  
☐ Considerate/thoughtful  
☐ Co-operative  
☐ Courageous  
☐ Creative/artistic/imaginative  
☐ Determined  
☐ Energetic  
☐ Enthusiastic  
☐ Flexible  
☐ Friendly  
☐ Hardworking  
☐ Helpful  
☐ Honest  
☐ Imaginative  
☐ Lively  
☐ Mature  
☐ Motivated  
☐ Observant  
☐ Open-minded  
☐ Organised  
☐ Outgoing  
☐ Patient  
☐ Polite  
☐ Positive  
☐ Practical  
☐ Reliable  
☐ Resourceful  
☐ Responsible  
☐ Presentable  
☐ Sociable  
☐ Supportive  
☐ Trustworthy  
☐ Well presented





#### Here are some phrases you could use:

- Sensitive and understanding towards others
- Responsible and reliable
- Outgoing and confident
- Good sense of humour and a friendly nature
- Fast learner, able to learn new skills quickly
- Able to adapt to new situations
- Good time keeping and attendance
- Able to pay attention to detail
- Practical, active individual, who enjoys problem solving and logical thinking
- Able to remain calm and work under pressure
- Able to stay cheerful whilst working under pressure
- Able to keep self and others calm in difficult situations
- Self-motivated and flexible
- Self-motivated and willing to learn new skills
- Willing to learn new skills and motivated to succeed
- Enthusiastic, energetic and self-motivated

### Writing a CV

Now that you've thought about your skills and qualities, start writing your CV. Look at the CV template on page 13 to see what it should include.

#### Top Tips

- If you give your mobile number, think about how you answer your phone!
- What does your email address say about you? Is it time to change it?
- Personal profile – this doesn't need to be full sentences but should be clear and concise.
- Key skills – explain how you've developed them.
- Work experience/jobs – give the job title and details of the tasks involved and what you had to do.
- References – choose two people who know you well. One should be from school – your tutor, head of year or head teacher. The other could be someone you've worked for or a family friend but not a relative. You can either give their contact details or put;  
*I would be pleased to provide references on request.*

#### Personal profile

Your personal profile should summarise, in a couple of sentences, your main skills, qualities and what you're looking for. Be positive and honest and think about the kind of work you want.

#### Here are some ideas:

##### Beginning of personal profile:

- A practical, hard working and reliable person ...
- A punctual and dependable school leaver ...
- A reliable and confident school leaver ...
- A caring individual with good listening skills ...
- A self-motivated, hard working and enthusiastic young person ...
- A sociable and outgoing person ...
- An artistic and creative person ...



##### Middle of personal profile:

- with previous experience of working in the .... industry
- with proven administrative and ICT skills
- with excellent communication skills
- who enjoys practical tasks
- who enjoys a challenge and is keen to progress
- with good communication skills
- who is a quick learner, flexible and enjoys working in a team
- who is used to working to deadlines and who enjoys a challenge
- who is a good listener and sympathetic to others
- who works well with others and can keep calm under pressure
- with leadership experience



Writing a CV

Endings for personal profile:

- seeking full time employment in ...
- seeking a full time position with the opportunity to develop further ...
- seeks the opportunity to gain new skills and build upon previous experience.
- seeking employment/training in ...

Examples of sentences for your personal profile:

- A hard working and reliable individual who pays attention to detail. Enjoys working in a team and can also work well on own initiative.
- A reliable and honest school leaver, willing to learn new skills. Seeking practical, active employment.
- A hard working and determined individual keen to develop a career in ... Seeking an opportunity offering good prospects and further training.
- A caring individual with excellent listening skills who enjoys working with children, seeks the opportunity to gain an apprenticeship in childcare.

Other useful words and phrases:

- Accomplished
- Co-ordinated
- Demonstrated
- Effective at
- Excellent
- Experienced in
- Good at
- Negotiated
- Participated in
- Persuaded
- Proven ability in
- Strong
- Successful
- Successfully achieved



Other Information

Include skills and qualities you haven't already mentioned and practical information such as – you have your own transport; you live near transport links; you have a provisional driving licence; first aid qualifications; interests; places you've travelled to.

Example CV

Sam Butler  
1 The Green  
New Town  
BH41 1XX  
01202 111122  
07777 777777  
s.butler@googlegoogle.com

Enthusiastic and outgoing with excellent communication skills.  
Well presented and able to work as part of a team or on my own initiative.  
Now seeking an apprenticeship as a receptionist.

Key Skills

- **Communication Skills** - Developed through my part time job in a shop
- **Organisational Skills** - I always meet my course work deadlines
- **ICT Skills** - I can use Word, Windows, Excel and databases
- **Self Motivated** - I organised a charity cake bake at school

Education

2014 – 2019	High School	GCSEs
	Maths	5
	English Language	3
	English Literature	D
	Double Science	D/D
	Food Technology	D
	Sociology	D
	History	D
	French	D
	RE	E
	PE	F

Work Experience

Aug 2018 - Present	The Bakery, New Town, Sales Assistant. Duties: serving customers, stocking shelves, cleaning, taking payments, cashing up
May 2019	Tesco, New Town, Work Experience. Duties: office work, filing, photocopying, answering the telephone
Ongoing	Babysitting for cousins aged 4 and 7

Other Information

I am punctual and reliable, often volunteer to help at events at school and can take responsibility.

I can work well with other people and help motivate a team but can also focus when I need to work alone.

In my spare time I enjoy socialising, taking dance classes and going to the cinema.

References

Mrs Smith Head Teacher High School New Town BH41 1XX	Mrs Bun Manager The Bakery New Town BH41 2XX
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Example CV

Bipin Singh  
2 New Road  
Townsville  
DT51 1LL  
01305 111111  
05555 555555  
bipin.singh@hotmail.com

With excellent practical skills, I am able to use a range of tools and equipment, follow plans and instructions and produce work finished to a high standard. I am very keen to train as a motor mechanic.

Key Skills

- **Practical Skills** – have used a range of tools and equipment in my work experience and for Resistant Materials projects
- **Active** – my part time job is very active and I play a lot of sport
- **Customer Service** – able to deal well with customers – developed through my part time job in a bike shop
- **Hardworking** – I get very positive comments from my employer

Education

Townsville High School 2014 – 2019

GCSEs	
Resistant Materials	B
English Language	3
English Literature	D
Maths	6
Double Science	D/D
PE	D
French	E
Art	E

Work Experience

Sept 2018 - Present	Bikes are Us, Sales Assistant. Duties: serving customers, advising on bikes and accessories, doing basic repairs
June 2019	Motor Garage, Work Experience, Mechanic. Duties: keeping garage tidy, helping with basic repairs like changing tyres, making tea
Ongoing	Gardening and car washing for neighbours

Other Information

I have a moped and have passed my Compulsory Basic Training. I maintain and fix my moped and have re-built my push bike. I enjoy helping with DIY at home. I am fit and active and enjoy sports including swimming and football.

References

I would be pleased to provide references on request.

Example CV

Jo Cool  
2 Rocks Way  
Anytown  
SP11 1LL  
01747 111111  
07555 555555  
jo.cool@hotmail.com

I enjoy studying maths and using numbers to solve problems. I am self-motivated and keen to take responsibility and always work to high standards. I would like to build a successful career in finance.

Key Skills

- Numeracy Skills – predicted A\* in maths GCSE
- ICT Skills – I am confident using the Internet and a range of programs
- Team Work – as a member of a cheer leading squad I have to work closely with other team members
- Organised – during work experience I rearranged the filing system

Education

2014 – 2019 North High School

GCSEs (predicted)	
Maths	8
English Language	7
English Literature	A
Double Science	A
French	A
Spanish	A
Art	A
Food Technology	B

Work History

Sept 2018 - Present	Newsagent, Part-Time Sales Assistant. Duties: checking stock, serving customers, answering queries
May 2019	Employability, Work Experience, Office Junior. Duties: rearranged filing system, answering the telephone, dealing with post, updating spreadsheets, typing letters
Summer 2018	Brownies, Helper at Summer Camp. Duties: helping Brownie leaders organise activities and entertainment

Other Information

I have been a cheer leader for five years, I am Vice Captain of my squad and we have won regional and national medals. I love dancing, swimming and socialising. I also volunteer at Brownies and have first aid qualifications.

References

I would be pleased to provide references on request.

Now start writing your own CV



Name  
Address  
Postcode  
Telephone Number  
Mobile Number  
email

(Personal Profile)

Key Skills

Education

Now start writing your own CV

Work Experience

Other Information

References



## How to write your letters of application



You'll need two versions of your letter (see examples):

1. To send with a CV or application form in response to a job advert.
2. To send to companies, with a copy of your CV, to ask if they have any jobs (even if they are not advertising vacancies).

Both should highlight your relevant experience without repeating too much of the information on your CV/ application form.

### Top Tips

- Do your letter on a computer
- Keep to one side of A4
- Start by saying what type of work you're looking for. If you are responding to an advert put the name of the job and where it was advertised in the first line
- Say why you're interested in the job and the company
- If you don't know the person's name, address the letter to the Manager or Human Resources Manager and start Dear Sir/Madam
- If you start Dear Sir/Madam, finish with Yours faithfully
- If you start with Dear Mr/Ms ... finish with Yours sincerely



## Example letters

### Example 1

Ms Jones  
Top Fashion  
1 The Avenue  
Newtown  
Northshire BH53 2BB

123 High Road  
Newtown  
Northshire BH53 1XX

16 March 2019

Dear Ms Jones

I am writing to apply for the job of Sales Assistant advertised in the local Echo today.

Please find a copy of my CV enclosed. I did my work experience in a clothes shop in Newtown so have experience of dealing with customers, arranging stock and working as part of a team.

I am well presented, friendly and outgoing with an interest in fashion and am keen to start a career in fashion retail.

I would be happy to come for interview at any time and look forward to hearing from you soon.

Yours sincerely

Alex Good

### Example 2

Human Resources Manager  
The Company  
1 Street Road  
Townsville  
DT51 1LL

19 Crescent Street  
Townsville  
DT51 7PK

16 March 2019

Dear Sir/Madam

I am looking for a job or apprenticeship as an IT Technician and am writing to ask if you have any vacancies. I have enclosed a copy of my CV.

I am taking GCSEs including ICT and Business Studies. I have excellent IT skills and can use a range of programs and packages including Word, Excel, PowerPoint and Outlook. I am also confident using the Internet.

My GCSEs include doing projects with other students and I work well as part of a team but can also motivate myself to work alone and use my initiative. I work well to deadlines and have an organised approach to my work.

I would be grateful if you could let me know of any vacancies you may have and look forward to hearing from you soon.

Yours faithfully

Chris Stone



## How to complete an application form

- Start by photocopying the form so that you can do it in rough first
- Use black ink
- Answer all the questions
- Give details of work experience and include voluntary and part time or holiday work
- Keep a copy of the completed form so you can copy bits out next time and to help you prepare for an interview
- Start by going through the Job Advert and/or the Job Description. Highlight the skills and experience the job needs and use the application form to demonstrate that you've got them
- Use positive language
- Don't just describe what you've done but say what you learnt from it and what you enjoyed about it
- Check your spelling, check the form over and get someone else to check it
- Attach a covering letter
- If you apply online, don't forget to save a copy and make a note of your password
- Keep a list of applications you've made, including dates

## What if there's a question about ...

**health or time off school or work?**

It's usually best to be honest as the information may come out in your reference. If you're not sure what to put get advice from your Tutor or Careers Adviser. Ask the person who is writing your reference what they are going to say about the issue.

**criminal convictions?**

If there's a question about criminal convictions, ask your Youth Offending Team Worker/Probation Officer, Tutor or Support Worker for advice about what to put. For some jobs, for instance working with children or in a caring role, employers have to do a criminal record check with the police before you can start.



## Why are they asking about ...

**gender, ethnicity, disability and age?**

Lots of organisations ask for this information so that they can make sure that they are treating everyone fairly and that the post is open to everyone who is interested and able to do the job.

## Preparing for an interview

## Top Tips

- First impressions count
- Think about what to wear
- Don't wear jeans or trainers even if that's what you'd wear if you got the job
- A plain dark skirt/trousers and a white blouse/shirt works well
- Take out facial piercings
- Iron your clothes and clean your shoes!
- Check the date and time
- Work out how to get there/where to park
- Get there a bit early. Don't miss the bus!
- Think about how you come across
- Be polite to everyone you meet including other applicants
- Make eye contact with the interviewer
- Introduce yourself
- Speak clearly and look at whoever asked the question
- Don't use slang
- Smile and look interested
- Sit in a relaxed way and don't fidget or fiddle with your hair or jewellery – you'll look more confident
- It's fine to be nervous, the interviewer will expect that (and they could be nervous too!)
- It's fine to take a minute to think before you answer a question
- Don't be critical of school or previous employers, it could look like you were at fault

## Be prepared

- Find out about the company – look at their website
- Re-read the job advert – make sure you know exactly what you're applying for
- Re-read your application form or CV
- Be prepared to talk about anything you've written on your CV or application form
- Take any exam results, references, National Insurance number
- You might be interviewed by one person or several, on your own or in a group
- You might have to take an assessment or do a group activity
- Practise your answers to possible interview questions
- If you are worried about something like an exclusion from school or losing a part time job, prepare for it. Think about a way to describe what happened, but keep it short and move on as soon as you can
- Think of questions you want to ask them – this is important, it will make you look interested. Don't ask about things like pay or holidays but think about things like training and prospects



## Finally

- Ask when and how you'll hear if you've got the job
- Thank them
- Afterwards, write down all the questions they asked so that you can practise your answers for your next interview

# Interview Questions

## Preparing for interview questions

- Read over your CV or application form. Think of one or two sentences to say about everything you've written
- Think about everything you've done that's relevant to the job and prepare one or two sentences to explain what you did, what you enjoyed about it and what you learnt
- Think about the skills and qualities you identified on pages 4 – 7. Prepare a couple of sentences to say about each one
- Be positive about yourself, the job and the company
- Be honest!

### Be a STAR

When you are practising interview questions, prepare your examples by thinking **STAR**

- S** – explain the **Situation**
- T** – what was the **Task?**
- A** – describe the **Activity**
- R** – what was the **Result?**

## Here are some common interview questions, how would you answer them?



### Why do you want this job/to work for this organisation?

This is a vital question. Talk about how the job fits your strengths and personality, and mention things like opportunities for progression, responsibilities, the reputation of the company.

### What do you think this job will involve?

Make sure you've done your research.

### Tell me about yourself.

Talk about school, qualifications, subjects you liked/were good at, hobbies, interests, work experience and your personality.

# Interview Questions

## Preparing for interview questions

### What are your strong points?

Think of 2 or 3 positive skills or achievements which relate to the job.

### What are your weak points?

This is a hard one, but the key is to explain how you recognise and deal with any weaknesses.

### Why do you think you're suitable for this job?/Why should we give you this job?

Make 4 or 5 statements about your skills and personality which fit with the job and the company.

### Which parts of the job do you think you might need support or training in?

Be honest about this but stress how much you would enjoy developing your skills.

### What can you do?

A vital part of a job interview is demonstrating what you can do by giving examples.

### Give an example of a problem you've solved.

This could be a practical project at school, or how to raise money for charity.



# Interview Questions

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## Preparing for interview questions

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**Talk about a situation where you’ve worked as part of a team.**  
This could be sports, drama, school projects. Explain your role in the team – did you have creative ideas? Get things done? Provide practical solutions?

**Describe a situation where you have influenced/persuaded someone to do something.**  
Give positive examples of how you did this.

**Describe a situation where you’ve been in contact with the public.**  
Think about work experience, school fairs, helping at school events. Explain how you provided a high level of service.

**Describe a situation where you’ve coped with pressure.**  
This could be exams or meeting deadlines.

**Describe a situation where you’ve shown initiative or willingness to learn new things.**  
Think about school work, work experience, things at home like cooking or fixing things.

**How do you make sure you meet all your school deadlines and other commitments?**  
Talk about using a diary, keeping lists, revision plans, not leaving things to the last minute.

# Interview Questions

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## Preparing for interview questions

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**What are your favourite/least favourite subjects and why?**  
Explain what you've learnt and don't be too negative about things you don't like, for example, I prefer to do practical tasks or I learn best by doing things for myself.

**What positions of responsibility have you held?**  
This could be at school or in your interests or at home, things like babysitting or cooking.

**What have you done that you’re proud of?**  
This can be anything as long as you can say why you felt it was an achievement.

**Describe yourself in three words.**  
Think about your skills and personality and ask people who know you well for ideas.

**What do you do in your spare time?**  
This can include jobs and interests. If your main interest is socialising, link it with the job, perhaps by saying – I enjoy meeting new people.

**Difficult questions.**  
If you have been excluded from school, had a lot of time off, aren't taking exams or have other special circumstances which you feel may look bad to an employer, prepare carefully. Start by asking your tutor what s/he is going to put in your reference. Get advice from your Tutor, Youth Offending Team Worker/Probation Officer, Support Worker or Careers Adviser about what to say and how. It's best to be straightforward and honest but brief and to the point. Stress your good points and explain how things will be different at work.

Apprenticeships

An apprenticeship is a job with training where you gain NVQs (National Vocational Qualifications) and professional qualifications, whilst you work. The qualifications you gain can be up to university level. You may have to pass an aptitude test which will assess your maths and English skills as well as your technical skills related to the job area you are applying for. Some employers may ask for particular GCSE grades. You can apply for apprenticeships when you are 16 years old or after College or Sixth Form.

Apprenticeships are available in around 1500 different job roles across more than 170 industries. Here are some examples: Accountancy; Agriculture; Animal Care; Business Administration; Carpentry; Child Care; Design; Engineering; Events Promotion; Finance; ICT; Leisure Management; Plumbing; Retail; Social Care; Youth Work.

Find out everything you need to know about apprenticeships and register for vacancies at [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

Volunteering

Volunteering can be a great way of gaining some of the skills employers look for, it will look good on your CV and give you some really positive things to talk about at interviews.

Your volunteer work could be related to your career aims or to something you're interested in.

Volunteer Ideas

- Brownies/Sunday school
- Maths club at school
- Charity shop
- Cake bakes
- Theatre group
- Conservation work
- Animal charity



Related Careers

- Child care/Teaching assistant
- Finance careers
- Customer service/Retail
- Catering
- Events management
- Agriculture
- Animal Care



Get ideas at [www.do-it.org.uk](http://www.do-it.org.uk)

Traineeships

If you need to improve your maths and English, or really don't know what you want to do, a Traineeship could be the answer. Offered by Colleges and Learning Providers a Traineeship will give you the opportunity to build your skills ready for work. You will work on maths, English and ICT, try different job areas and build your confidence. You'll also work on things like interviews, CVs and application forms. For more information look at local college websites and go to: [www.apprenticeships.org.uk/employers/traineeships.aspx](http://www.apprenticeships.org.uk/employers/traineeships.aspx)

Supported internship

Supported internships are structured study programmes based primarily at an employer. They are intended to enable young people with learning difficulties and/or disabilities to achieve sustainable, paid employment by equipping them with the skills they need for work.

Don't forget

Research

Do you need to know more about the career you're interested in? Think about related careers as well, you may discover something you've never heard of. Browse the Job Profiles at <https://nationalcareersservice.direct.gov.uk>

Experience

Test out your career ideas, make useful contacts and gain relevant skills and knowledge by doing work experience or work shadowing. Start by contacting anyone you know in your chosen field and approach companies direct. Check their websites first so that you're clear about what they do and to find the right contact. Make sure you are covered by the employer's insurance.

Functional skills

Do you need to improve your maths, English or ICT skills? Contact your local college and go to [www.learndirect.com](http://www.learndirect.com) to find part time courses. Some courses may be free.

Benefits

If you're over 18 and have left full time education, you may be entitled to claim Jobseekers Allowance whilst you're looking for work.

Find out more at [www.gov.uk/jobseekers-allowance](http://www.gov.uk/jobseekers-allowance) or ring Job Centre Plus on: 0800 055 6688.

Get organised!

Make sure you keep track of all your applications. Make up a file or virtual folder and make a note of:

- Job title
- Employer
- When and where you saw the job advert
- How you applied
- When you applied
- When you are going to follow up your application
- Details of interviews

Not this time?

If you're not shortlisted for a job or if you are unsuccessful at interview, ask for feedback. Ring or email the employer and ask what you did well and what areas you need to improve on. Ask what the successful candidate was offering that you weren't. Be polite but persistent, most employers are happy to give feedback and it will help you prepare for your next application.





Where to get help and advice



Help and Advice

- Ansbury Guidance  
[www.ansbury.co.uk](http://www.ansbury.co.uk)
- National Careers Service  
<https://nationalcareersservice.direct.gov.uk>
- Apprenticeships  
[www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk)
- [www.icould.com](http://www.icould.com)
- [www.careersbox.co.uk](http://www.careersbox.co.uk)

Where to look for job adverts

- The Job Centre [www.jobseekers.direct.gov.uk](http://www.jobseekers.direct.gov.uk)
- <https://jobs.dorsetforyou.gov.uk/>
- <https://jobs.bcpccouncil.gov.uk/>
- [www.poole.gov.uk/jobs-training-and-volunteering/](http://www.poole.gov.uk/jobs-training-and-volunteering/)
- [www.totaljobs.com](http://www.totaljobs.com)
- [www.indeed.co.uk](http://www.indeed.co.uk)
- [www.fish4.co.uk/iad/jobs](http://www.fish4.co.uk/iad/jobs)
- [www.allthetopbananas.com](http://www.allthetopbananas.com)
- [www.monster.co.uk](http://www.monster.co.uk)
- [www.jobsite.co.uk](http://www.jobsite.co.uk)
- [www.gumtree.co.uk](http://www.gumtree.co.uk)
- [www.reed.co.uk](http://www.reed.co.uk)



**Remember.** Don't just wait for jobs to be advertised, approach employers direct. This is vital for very competitive jobs like plumbing and construction. Call into employers' premises and leave a copy of your CV, or send them one through the post. Follow this up by phoning them a week or so later. Don't worry about looking pushy, you'll just seem motivated.

Where to get help and advice

Local papers

Find out when job vacancies are advertised in your local papers and free papers. The vacancies will also be available on their websites. Find the newspaper's website and click on the 'jobs' link to access the vacancy pages.

To find employers in your area

- [www.google.co.uk](http://www.google.co.uk)
- [www.yell.com](http://www.yell.com)
- [www.business-directory-uk.co.uk](http://www.business-directory-uk.co.uk)

Recruitment agencies

Find accredited recruitment agencies at [www.rec.uk.com](http://www.rec.uk.com)  
Keep your personal details safe; check out the agency with the REC before uploading your details or CV to their site.

Additional needs

- Jobcentre Plus [www.gov.uk/looking-for-work-if-disabled](http://www.gov.uk/looking-for-work-if-disabled)
- [www.gov.uk/access-to-work](http://www.gov.uk/access-to-work)

National Minimum Wage

The National Minimum Wage depends on your age and is different for Apprentices.  
To find the current rates go to:  
[www.gov.uk/national-minimum-wage-rates](http://www.gov.uk/national-minimum-wage-rates)

National Living Wage

The government's National Living Wage (NLW) is the minimum pay per hour most workers aged 25 and over are entitled to by law. The rate will depend on a worker's age and if they are an apprentice. Find out more at: [www.gov.uk/national-minimum-wage-rates](http://www.gov.uk/national-minimum-wage-rates)

National Insurance Number

You should receive your National Insurance number just before you are 16. If you don't or have lost it, phone the Helpline on 0300 200 3500.  
[www.gov.uk/lost-national-insurance-number](http://www.gov.uk/lost-national-insurance-number)





**Connect with us...**

**[www.ansbury.co.uk](http://www.ansbury.co.uk)**



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