

# Looking for work

**You'll find permanent, temporary, seasonal and part-time vacancies in lots of places:**

## Careers and job centres

Jobcentre Plus centres have many local job opportunities, some of which may be suitable for you. Or you may have a careers office in your local area.

## Newspapers and magazines

Local newspapers can be a good source of job vacancies. National newspapers carry some trainee roles and have online job searching too.

## Recruitment agencies

A recruitment agency will look at your skills and experience and then match you to a suitable job which may be a temporary or permanent position. Use the websites on the inside cover to search for local and approved agencies.

## The Internet

The Internet is a great source of job vacancies. Most companies have their own website which often has a careers or jobs section. Lots of companies also advertise positions through social media such as LinkedIn, Facebook or Twitter. Or try a job search site which allows you to search within a particular work area or location.

## A bit of local knowledge

Next time you're in a shop look on the walls around you. Shops, cafes and other businesses sometimes advertise positions within the shop itself. Find out how you can apply by asking someone.

As well as the shops and businesses in your local high street, there will probably be business or industrial parks near you. Find out if a company near you are hiring.

## Ask around

Family and friends are often a good source of knowledge. They might have a vacancy going at their workplace that would suit you. Don't be shy – let them know you're looking!

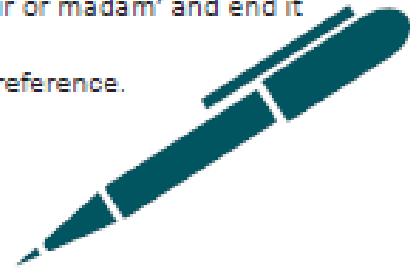


## Job and Apprenticeship applications

Competition for jobs these days is fierce. Getting things right at the application stage will help you to go further. Use these tips to make sure you are someone an employer wants to meet.

### Writing a letter

- Write the letter out in rough first and check for mistakes.
- Use the person's name if you know it and end the letter 'Yours sincerely' then your name. If you don't know their name, begin 'Dear sir or madam' and end it 'Yours faithfully'.
- If you're replying to an advert, include the job title and reference.
- Include your full address, phone number and the date.
- Keep the letter relevant to the job and to the point.
- Use plain white or cream paper and envelopes.
- Write neatly and clearly using black ink.



### Writing your CV

- ✓ Keep it brief and to the point – no more than two pages of A4.
- ✓ Use a computer, use the same font throughout and use clear headings.
- ✓ Write your current position or qualification first and work backwards.
- ✓ Include any achievements or courses you've been on outside of school (for example, passing music exams, getting a driving licence, getting a first aid certificate or doing voluntary work).
- ✓ Include a covering letter with your CV.
- ✓ Read through the CV before you send it off, checking for any mistakes.
- ✓ Make a copy – you may need to use it again and it will be easier to update.





## Application forms

- ✓ Read through the form first and the notes that go with it. Have they asked you to fill it in using a black pen?
- ✓ Make sure that your skills and abilities meet those needed for the job.
- ✓ Copy the form if you can and use the copy to write your responses in rough.
- ✓ Make sure your handwriting is neat and clear and that you don't have any spelling mistakes. Avoid crossing out any mistakes.
- ✓ Use the space provided to support your application to really sell yourself – tell them why you should get the job.
- ✓ Attach an extra piece of paper if you need to (white or cream A4).
- ✓ For your first referee, use your head teacher or principal if you are at school or college and your current or last employer if you are working. For your second, use an adult who knows you well but not a relative. Don't forget to ask them first.
- ✓ Make sure you fill in every section of the form – they are asking for a reason!
- ✓ Remember to sign and date the form, sending it back as soon as you can.
- ✓ Sometimes an employer brings the closing date forwards if they have already received enough applications.
- ✓ Take a copy of the form in case it gets lost in the post and to remind you what you wrote in case you get selected for an interview!

### Applying for a job by phone ;-)

- Make sure you know the name of the person you need to speak to. If you're not sure, ask for the Personnel or Human Resources Department, or main Reception.
- Prepare the questions you want to ask beforehand and have them written down in front of you.
- Have a pen and some paper ready to write down anything you feel is important.
- Introduce yourself clearly and thank the person at the end of the phone call.
- Make sure you have enough credit on your phone!

### Interviews

- Make sure you know where the interview is being held and that you can get there on time. (Leave some time for delays).
- Find out about the company or organisation first, for example what they do and how big they are.
- Prepare some questions that you want to ask about the job.
- Make sure you have everything you need for the interview such as progress files or certificates.
- Try to answer all the questions with more than just 'yes' or 'no'.
- Speak clearly, smile and thank the interviewer at the end.

### Getting it right the first time



Employers often receive so many applications for a vacancy that they look for ways to sift out those who may not be suitable. If you don't look out for the following points all that hard work could be straight in the bin...

- Spelling or grammar mistakes
- Too much information
- Not enough information
- Scruffiness
- Not completing every part of the form (put 'none' if you aren't able to fill in a particular section such as previous employment)
- Coloured paper or pen
- An email address that isn't appropriate for an employer

### Social media and the job market

Finding work can be a daunting process; whilst traditional methods of approaching employers with a speculative CV, using recruitment agencies, applying for online vacancies and using specialist portals are important in any job hunt, an often overlooked tool is social media.

Putting a carefully worded post on a website such as Facebook may result in a "friend of a friend" contacting you with details of a job or training vacancy; many more individuals are finding opportunities this way. This approach uses the same principles as traditional networking, whereby people create and maintain contacts which may benefit their own careers or businesses, such as through recruitment fairs. LinkedIn is another popular tool which is used by prospective

employees to generate contacts and further their careers, it is different from Facebook in that it focuses on business relationships as opposed to social and, contains online articles and tutorials which can help you further your network.

Social media is also becoming a useful tool for many employers, who use the same sites and search engines to screen prospective employees before job interviews. For this reason it is wise to think carefully about what you put online and the “active digital footprint” you leave behind. This can vary from considering the pictures you post and share with friends and family, to any blogging you may do with regards your hobbies and interests.

### Being at work

There are various rules and laws that apply to the number of hours you can work and the types of jobs you’re allowed to do if you’re under 18 years old.



### How much will I get paid?

The question that everyone wants to know! Your pay will depend on your qualifications, skills, experience and whether you’re doing an apprenticeship or other training programme. There are different levels of minimum wage and, whilst these are subject to change (usually each October), the current rates as of October 2015 are:

Year 2015 (October)	
21 and over	£6.70
18 to 20	£5.30
Under 18	£3.87
Apprentice*	£5.30

From April 2016 the National Living Wage will be introduced. It will be £7.20 an hour for workers aged 25 and older, with the minimum wage still applying for workers aged 24 and under.

For more detailed information visit:  
[www.gov.uk](http://www.gov.uk)

\*This rate is for apprentices aged 16 to 18 and those aged 19 or over who are in their first year. All other apprentices are entitled to the National Minimum Wage for their age.

## School Leaving Age

You can leave school on the last Friday in June if you'll be 16 by the end of the summer holidays.

You must then do one of the following until you're 18:

- Stay in full-time education, e.g. at a college, sixth form or training provider
- Start an apprenticeship or traineeship
- Work or volunteer (for 20 hours or more a week) while in part-time education or training

## Looking for work if you're disabled

If a job advert or application form displays the 'positive about disabled people' symbol (two ticks), you'll be guaranteed an interview if you meet the basic conditions for the job. It means the employer is committed to employing disabled people.

If you need support before you start to apply for jobs, a specialist adviser at your local Jobcentre can help you gain skills, give support and advice on any funding that might be available. You may be able to access a supported internship or placement which can help you gain employment in the future.

## When to disclose a disability

You don't have to legally tell an employer that you have a disability and an employer isn't normally allowed to ask you questions about your health or disability before they offer you a job.



# Stay informed!

Our local pages on the National Careers Service website can help you to stay up-to-date with what's happening in your local area. You'll find information on the local job market such as:

- the sectors where skilled people are in demand
- which employers are taking on new staff or setting up new businesses
- local jobs and careers events

As well as a wealth of information and tools to help you plan and research your career, including profiles on nearly 800 different jobs with useful links to industries and the skills you need for each.

Visit the National Careers Service website and look up careers advice in your local area.

**0800 100 900**

[nationalcareersservice.direct.gov.uk](http://nationalcareersservice.direct.gov.uk)

All data courtesy of EMSI (UK) Ltd

The information on these pages is taken from the World of Work Booklet, Kent and Medway 2017, produced by CXK on behalf of the National Careers Service, to examine labour market trends across the South-East Local Enterprise Partnership (SELEP).

**National  
Careers  
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