

Next Steps

Write a CV if you don't already have one.

Practice filling in job applications.

There are leaflets available for both of these topics, ask your Support Worker for copies of them.

Resources

Below is a list of websites and other sources you may wish to look at to begin your job search

Websites:

www.gov.uk/jobsearch

www.jobsite.co.uk

www.totaljobs.co.uk

www.thejobfairs.co.uk

Other Sources:

Your local newspaper

Your local Jobcentre Plus:

0845 604 3719

This effective job search skills leaflet is part of a wider range of employability skills information from DISC.

Ask your Support Worker if there are any more health and wellbeing issues that you would like to receive information about.



Employability Skills



Effective Job Search Skills



Where to Look

It is important to know where to look for job opportunities. Most people do not look beyond their local newspaper or job centre, but there are other sources available:

- National newspapers
- Specialist journals or magazines
- Recruitment agencies
- The internet
- Careers fairs
- National Careers Service office



The internet is becoming the most popular way to search for job vacancies. If you do not have access to a computer or the internet at home, your local library should have computers that you can use for free to look for a job.

Identifying the Right Vacancy

You can use a simple matrix to see if a particular vacancy is suitable for you. Choose a few job adverts that appeal to you and score each section of the table below out of 10.

Once you've scored each section, multiply your total by 2. Suitable vacancies should score 35 or more.

| Part of Advert | Score |
|---|-------|
| Job Description (work role) | |
| Person Specification (skills and experience required) | |
| Salary | |
| Location of the job | |
| Qualifications Required | |
| Total | |
| <i>Is it right for you (total x 2)</i> | |

You can use this simple test on job vacancies that you find until you get to know which types of jobs you may be suitable for.

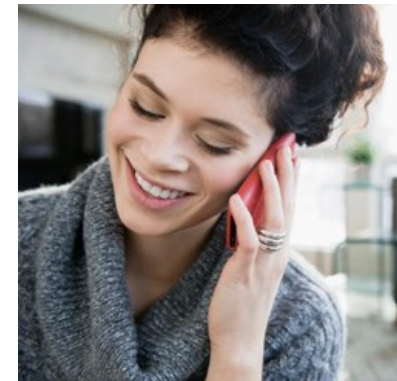
APPLY NOW

Telephone Calls

If you have any questions about a vacancy that you would like answered before you apply, you are free to contact the company advertising the job.

If you decide to do this, there are a few things to remember:

- Be specific—let the person you are talking to know what questions you have
- Be positive about the job and yourself
- Get the person's attention



Making sure a job is right for you before you apply will save you a lot of time. Job applications can often take a long time to complete, so if you have any questions, ask!