

## Looking for jobs and apprenticeships

Looking for job and apprenticeship opportunities can feel a little overwhelming as there are so many places to look. This leaflet talks you through the main sources of vacancies.

### Jobcentre Plus

Jobcentre Plus advertises their vacancies through a system called Universal Jobmatch which is accessed online at [www.gov.uk/jobsearch](http://www.gov.uk/jobsearch). Once you have registered an account you can upload your CV and cover letters ready to apply for opportunities. You can also set-up email alerts so you can be notified whenever particular types of vacancies become available.

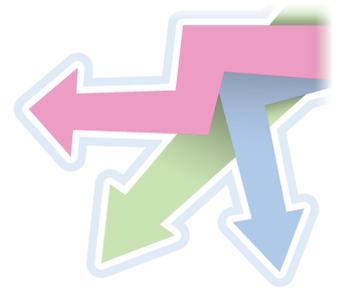
Jobcentre Plus also has Disability Employment Advisers who can provide specialist advice and support to people who have learning difficulties and/or disabilities. You may find that a number of jobs advertised with Jobcentre Plus ask for applicants aged 18+ and require a level of experience.

### The Internet

There are hundreds of websites advertising job vacancies. Some specialise in particular types of work, others advertise all types of vacancies. Some of the most popular websites include [www.indeed.co.uk](http://www.indeed.co.uk), [www.reed.co.uk](http://www.reed.co.uk), [www.monster.co.uk](http://www.monster.co.uk), [www.jobsite.co.uk](http://www.jobsite.co.uk) and [www.jobstoday.co.uk](http://www.jobstoday.co.uk). It is not unusual to see some vacancies advertised across different websites; so keep a record of which ones you have applied for to avoid duplication. You should also take as much care completing an online application as you would a paper-based application, still double-check your spelling and grammar and if possible keep a copy so you can refer back if offered an interview.

If you are looking for work in a particular industry, there may be specialist websites; as an example, [www.inretail.co.uk](http://www.inretail.co.uk) advertises retail sector positions. You can find links to websites such as these by using the Job Profiles on the National Careers Service website (<https://nationalcareersservice.direct.gov.uk>); each Profile has an Opportunities section which details specialist websites for vacancies and training opportunities.

Many employers put vacancies on their own websites; some also allow you to register an email address so you can be notified if new vacancies become



available. You can use directories such as [www.yell.com](http://www.yell.com) to identify employers who might offer the types of work you are looking for.

## National Apprenticeship Service

The National Apprenticeship Service offers advice and information on apprenticeships, traineeships and also a vacancy service. Apprenticeship opportunities are advertised at intermediate, advance, higher and degree level. Searches can be made of job type and geographical area and alerts for vacancies can be created once you set up an account.

[www.findapprenticeship.service.gov.uk](http://www.findapprenticeship.service.gov.uk).

## Employment Agencies

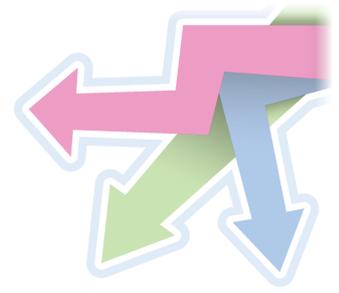
Employment agencies work on behalf of employers to help them find staff. They can never guarantee to find you a job but should be able to put you in touch with employers providing you have the skills and qualities they are asking for. Some agencies specialise in certain types of work and others offer a wide range of jobs. Agencies often deal with both temporary and permanent opportunities.

If you are under 18 years of age, an agency cannot offer you work during school hours without first checking that you have received advice from us as your local careers service.

You can find details of local employment agencies through directories such as [www.yell.com](http://www.yell.com) or specialist websites such as [www.agencycentral.co.uk](http://www.agencycentral.co.uk) or [www.rec.com](http://www.rec.com).

## Newspapers

Local newspapers are still a good source of vacancies. In many cases the vacancies can also be posted on the newspaper's website, or you can find copies of local newspapers in your local public library. You can also use the business section of the local press to find information on local employers who are expanding, or new businesses starting up in the area. Many national newspapers also carry vacancies, although they are almost always for people who have specific experience and qualifications to offer.



## Use Your Contacts

A lot of vacancies never get advertised publically at all; many are filled through word-of-mouth or by existing employees recommending their friends and family for jobs. Therefore make sure all your friends, family and neighbours know that you are looking for work and ask them to keep an eye out for you.

## Speculative Applications

You can also contact employers directly to ask whether they are recruiting, if they do not have any current vacancies you can ask whether your details can be kept on file for future reference. This can be another good way of finding vacancies which are never advertised. The best way to approach employers is by sending a CV with a covering letter; you can find examples of CVs and covering letters in our other self-help packs.

## Shop Windows and Notices

Many vacancies, especially part-time vacancies in the retail and catering industries, are advertised by the employer placing a notice in their window or inside the store. Similarly some shops allow you to pick up application forms to fill in and return.