

Looking for work and apprenticeships

There are permanent, temporary, seasonal and part-time vacancies in lots of places:

Apprenticeships

Search for apprenticeship vacancies on the National Apprenticeship Service website www.gov.uk/apply-apprenticeship as well as learning more about the apprenticeship programme.

The Leicester Employment Hub holds regular apprenticeship events around the area, and an events page, see:

www.leicesteremploymenthub.co.uk

Careers and job centres

Jobcentre Plus offices have local job opportunities. The National Careers Service may also have local offices, or Connexions (in the city) and Careers Advice (in the county) can help. Use Google to find your nearest offices.

Social media and the internet

Many companies have their own website with a careers or jobs section. Some companies advertise positions through social media such as Facebook, LinkedIn or Twitter. Or try a job search site which allows you to search within a particular work area or location, such as Indeed or Reed.

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. Search online via www.yell.com or www.agencycentral.co.uk

Newspapers and magazines

Local and national newspapers can be a good source of job vacancies, and also have online job search facilities. Some magazines offer vacancies, or look online at their careers page.

A bit of local knowledge

Shops, cafes and other businesses sometimes advertise positions in their window showing how you can apply. There may be business or industrial parks near you that could have vacancies.

Ask around

Family and friends might have a vacancy going at their workplace that would suit you. Let them know you're looking!

Speculate!

Many jobs are not actually advertised, so try targeting companies that you are interested in working for; send in a CV and speculative letter.

Seasonal work

There are often new vacancies over the summer (such as for events, hospitality or agriculture) and at Christmas (retail, warehouse, production lines, events). Keep an eye out as these can be advertised across any of the above sources.



Looking for work if you're disabled



If a job advert or application form displays the 'disability confident' symbol, or the 'positive about disabled people' symbol, you may be guaranteed an interview if you meet the basic conditions for the job.



It means the employer is committed to employing disabled people. See www.gov.uk/government/collections/disability-confident-campaign

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

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.

Candidates should discuss their condition, however, when it might pose a risk at work to themselves or others. For more advice go to www.gov.uk or www.disabilityrightsuk.org

Remember also, there are many great skills to be learnt through volunteering or work experience, which will help you to get into employment. See page 30 for more information.

Local students with a disability or health condition have recently found paid work in roles such as gardener, hospital porter, retail assistant, care worker, waiter, animal care assistant, catering support and administration assistant.

Are you already in work and need support due to a disability or health condition? You may be able to get help at work if you are disabled or have a health condition through the Access to Work scheme: www.gov.uk/access-to-work/overview

Need help to decide what to do next?

You can explore career ideas through websites linked to sectors/roles shown in the guide, or by arranging to see a careers adviser in your school or college. If something you are interested in is not included in the guide, you can research other sectors/roles in the links shown on the back page.

If you are not in education, training or work, there are local agencies that can help you with your next steps, see the back page, or call the National Careers Service on 0800 100 900.

If you have been unemployed for a while, there are programmes funded by the European Social Fund that can help you to gain skills and confidence, or move into work or training. See the link to find out more:

www.llep.org.uk/funding/esif-calls/about-esif/

Your local job centre (see <https://find-your-nearest-jobcentre.dwp.gov.uk/>) may also have schemes to help you into work or apprenticeships.

Show your skills!

As well as qualifications, employers also look for the skills people have when they're applying for jobs. Here are some of the attributes that employers are most looking for and how to highlight them:

Employers like someone who...	What you can do
Has good communication skills	Speak calmly and confidently, making eye contact with the employer. Answer questions 'fully', not just 'yes' or 'no'. If you've done a presentation at school, explain how you presented it clearly and why.
Takes care in what they do	Fill in your application form clearly, look smart at the interview and always be on time.
Is keen and enthusiastic	When applying for a job, think carefully about how you put yourself across. Once you secure a job, be open to different tasks and ideas in the workplace
Has employability or transferable skills	Is there something you've done at school or in your spare time that shows how you've used a skill? This could include giving presentations, fund raising or playing a team sport.
Is adaptable	Show examples of how you've adapted to change, such as leaving school. Make it clear that you're willing to learn new skills.
Can work well in a team	Use examples of how you contributed as part of a team from school, groups you may be in (such as Air Cadets, sports teams, scouts) or your hobbies to show how you can get on with others. Explain how you listened, discussed and negotiated as part of a team to complete a task.
Is reliable	When you get a job or an apprenticeship, be on time every day. Ring into work if you're unwell (but not just a headache) to let them know you won't be coming in.
Has commercial awareness	Research how the company you are applying to works, and makes a profit, and think about how it could grow.
Has customer awareness	Dealing with the public involves a range of skills and qualities. Show that you understand the need to communicate well and can remain calm in difficult situations.
Can problem solve	Explain how you would identify a problem and how you would solve it. Try to come up with different ways of tackling it and who else you would need to involve. If you can think of something you've had to resolve that was difficult then it shows that you're not afraid of a challenge



Can you speak another language? Many companies trade globally so it can be a real asset.



Gaining work experience!

Employers really value work experience - you're more likely to get a job if you've had some experience of a working environment, whether paid or voluntary. You can learn new skills and explore information about an industry by spending time in a workplace, seeing if a type of work will suit you.

Ways to get experience of the workplace:

- ↑ Get a part time job (see ideas on next page).
- ↑ Take up work experience opportunities offered by your school or college.
- ↑ Attend school or college careers events to meet lots of employers in one go; sometimes employers have open evenings so you can explore the workplace.

↑ Volunteering for a charity or project is a great way to gain experience and skills and in doing so you can gain valuable contacts through networking. You can choose a charity that you are passionate about, for example one that helps the environment.

↑ Extra curricular activities like a theatre group or sports group will help you to develop more skills.

↑ Join an organised group such as the air, army or sea cadets, or other youth groups to gain valuable team and problem solving skills.

↑ Help out at neighbourhood or community events, for example helping with the planning of a fete, or working on a stall.



Make a note of any skills you learn as part of your work experience, whether it is working to a deadline, customer service skills or resolving a problem. You can use examples as part of a formal job application process.

The National Citizenship Service is a great way to gain teamwork and business skills, managed by LEBC, see more on www.leics-ebc.org.uk or www.ncsyes.co.uk

When can I get a part-time job?

The earliest that young people can start work is 13 years old. There is more scope for longer hours at 14 and then at 15, and restrictions on the types of work they may do. All young people of compulsory school age between the ages of 13 -16 require a work permit to work on a part-time basis and/or during school holidays.

What job can I do?

You could undertake newspaper deliveries, car washing (by hand in a residential area), domestic work in hotels (and other premises such as offices and shops), retail work, office work, hairdressing salon support, riding stables help, work in kennels and catteries (depending on the nature of the work) and cafes and restaurants (front of house only). See more on this on www.gov.uk/child-employment/restrictions-on-child-employment.

Other work areas (e.g. kitchen porter) may be possible but the child employment licence team will need to assess what is feasible.

There may be other paid roles that you can consider, such as:

↑ **Babysitting** – ask relatives, neighbours or family friends if they need any help.

↑ **Dog walking** – ask around to see if anyone you know needs a dog walker.

↑ Helping others with jobs such as **gardening**.



Local case study:

One student got her first job at 14 by emailing the editor of a local community magazine asking if he had any delivery rounds available. She was taken on immediately and after a few months he increased her hours (and money). She found her next job (a waitress in a dessert parlour) by looking for adverts in windows of city centre shops. She now works part time at the Co-op whilst doing A levels. It all looks good on the CV!

You do not require a work permit to do odd jobs at your home or a neighbour's home, babysitting or work experience organised by your school.

'Word of mouth' is a powerful tool in the jobs market; you should let family/friends/ neighbours know that you are looking for work; lots of people gain employment through somebody who knows somebody else who is hiring!

There's also a trend for young people to sell clothing or goods online to make some money.

Businesses intending to employ school-age children must apply for a **child employment permit** (no charge) before they can be employed. Employers should contact either Leicester City Council or Leicestershire County Council (see links below) to download the relevant child employment permit. Part of the licence application involves gaining consent from the young person's school to ensure that attendance and attainment are not impacted.

www.leicester.gov.uk/business/licences-and-permits/child-employment-licence/
www.leicestershire.gov.uk/employing-children

Job applications – covering letters and CVs

Many job adverts may ask you for a CV and/or covering letter.

What is a covering letter?

This is a summary letter capturing why you are applying for a role and to highlight how your skills and experience fit that role.

A professional covering letter, with a tailored CV can really make your application stand out!

When looking for a job or an apprenticeship, getting things right at the application stage will help your chances of success.

Covering letters

- ↑ 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/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, email address and the date.
- ↑ Highlight what skills and experience that you can bring to the job.
- ↑ Say why you want to work for that particular company - research the role and the organisation!
- ↑ Emphasise your enthusiasm and commitment for the role, company or sector.
- ↑ Check your spelling.

Employers will be impressed if you know something about them! Do some research on their company.

Julie Jones

Tel: 01799 010101 Email: Julie.jones@email.com

Address: 123 Another Street, Anytown, AA15 0XX

I am a hardworking person who is looking for a career in events management. I have good communication skills which make me a good team player and I enjoy talking to people. I enjoy organising and problem solving as my work experience shows. I would like to be able to use my creativity in the workplace.

Achievements, skills and qualities including work experience

- I was editor of my college magazine showing that I am prepared to take on responsibility, can make decisions and work to deadlines. I enjoyed the chance to be creative.
- I helped to fundraise for the school by organising a 'bake-off' showing that I have good organisation and team-work skills. I also promoted this event to pupils, parents and staff by designing and distributing a flyer.
- As a member of the county orchestra I travelled to several European cities, meeting new people and showing commitment.
- My Year 10 work experience placement was with a local magazine where I learnt about the importance of deadlines, how desktop publishing works and how to put a magazine together. I returned for a short placement after I finished school.

Education

	East College, Anytown		
2011-2013			
Media	A level Grade B		
Business Studies	A level Grade B		
Photography	A level Grade B		
2006-2011	Sandfield School, Anytown		
English	GCSE Grade B	Business Studies	GCSE Grade B
Psychology	GCSE Grade B	Maths	GCSE Grade C
ICT	GCSE Grade B	Biology	GCSE Grade C
Art and Design	GCSE Grade B	French	GCSE Grade D
Geography	GCSE Grade B		

Employment history

Waterside Funpark
I worked in the cafe at weekends and in the holidays. This involved taking money, serving customers and learning the importance of food hygiene. It was very busy at times and I enjoyed working under pressure.

References available on request

Writing your CV

What is a CV?

A CV (short for Curriculum Vitae) is a summary of your qualifications, skills, achievements and career to date, and is used to highlight relevant information to a prospective employer, to see if you are a good fit for a job.

TOP TIP!

Tailor your CV to the job that you are applying for! Use key words from the job advert, job description and person spec and give examples of how you meet these.

sample CV layout

- ↑ 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.
- ↑ Start with your name, address, telephone number and email address.
- ↑ 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.
- ↑ Many websites, such as the **National Careers Service** (www.nationalcareers.service.gov.uk) and www.barclayslifeskills.com have further examples of CVs and more hints and tips. You can also find information on writing CVs via job search websites such as Reed or CV-library, and www.prospects.ac.uk has lots of examples.

Job and apprenticeship applications

Application forms

Some employers give you application forms to complete as part of their recruitment. Most recruitment is via online application forms nowadays.



Whether you apply online, or using pen and paper, the following tips will help!

- ↑ Read through the form first and the notes that go with it.
- ↑ Make a rough copy of your answers first, and be careful not to use 'text speak' on your final application.
- ↑ Make sure your answers are neat and clear and that you don't have any spelling mistakes.
- ↑ Make sure that your skills and abilities meet those needed for the job or apprenticeship. Demonstrate under each heading how you meet the criteria, giving examples.
- ↑ Use the space provided to support your application to really sell yourself – tell them why you should get the job or apprenticeship.
- ↑ 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!
- ↑ An untidy application form will give a bad impression to an employer and may cost you the job.

The way some employers recruit is changing! Many are using social media, such as Twitter, LinkedIn, Snapchat and Facebook. Some employers are starting to use video CVs or video applications.

Getting it right the first time

Employers may receive so many applications for a vacancy that they look for ways to sift out those who may not be suitable.

Check your applications for

- ↑ Too much information
- ↑ Not enough information
- ↑ An email address that isn't appropriate for an employer
- ↑ Not completing every part of the form (put 'none' if you aren't able to fill in a particular section such as previous employment)
- ↑ Make sure that you relate your skills to the job or apprenticeship on offer

Preparation can win you the job or apprenticeship; you can shine if you do some company research, rehearse interview questions and be enthusiastic!

JOB

There are lots of sample interview questions online and you can also see examples of job interviews on YouTube.



Interviews

↑ Make sure you know where the interview is being held and that you can get there on time - leave some time for delays.

↑ Be polite, friendly and punctual.

↑ Research the company first, for example what they do and how big they are. Find out what their company values are.

↑ Prepare some questions that you want to ask about the job or apprenticeship.

↑ Research common interview questions and prepare answers. Practice with a friend or relative.

↑ Try to answer all the questions with more than just 'yes' or 'no'. For example, tell them about a time when you have solved a problem, or worked as part of a team.

↑ Make sure you have everything you need for the interview such as certificates.

↑ Speak clearly, smile and thank the interviewer at the end.

↑ Be positive-show your spark and personality!

Make a great first impression by dressing smartly and appropriately for the role.

Applying for a job or apprenticeship 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.

↑ Do some research about the company.

↑ Prepare the questions you want to ask beforehand and have them written down in front of you. Practice what you will say.

↑ 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!

Useful websites for further help or research

Job or apprenticeship vacancies

National Apprenticeship Service
www.gov.uk/apply-apprenticeship
Find a job
www.gov.uk/jobsearch
Leicester Employment Hub
www.leicesteremploymenthub.co.uk
Leicester Mercury Jobs
www.leicestermercury.co.uk
Not Going to Uni
www.notgoingtouni.co.uk
Indeed - www.indeed.co.uk
LinkedIn- www.linkedin.com

Searching for employers or recruitment agencies

Find an agency
www.agencycentral.co.uk
Recruitment and Employment Federation
www.rec.uk.com
Yell - www.yell.com

Understanding your skills

National Careers Service
www.nationalcareers.service.gov.uk
World Skills Live
www.worldskillsuk.org
iCould (buzz quiz/videos)
www.icould.com
Start - www.startprofile.com

Jobs and careers information

National Careers Service
www.nationalcareers.service.gov.uk
Careersbox - www.careersbox.co.uk
Amazing Apprenticeships
www.amazingapprenticeships.com
The Student Room
www.thestudentroom.co.uk

Starting your own business

LLEP Business Gateway
www.bizgateway.org.uk

Advice on starting work and job hunting

National Careers Service
www.nationalcareers.service.gov.uk
Gov.UK - www.gov.uk
Not Going to Uni
www.notgoingtouni.co.uk
Barclays Life Skills
www.barclayslifeskills.com

Your rights at work

Support in the workplace, see:
www.gov.uk/child-employment
www.citizensadvice.org.uk

Volunteering and work experience

Voluntary Action Leicestershire
www.volunteerleicestershire.org.uk
Leicester Education Business Company
www.leics-ebc.org.uk
Prince's Trust - www.princes-trust.org.uk

Higher Education and graduates

UCAS - www.UCAS.com
Unistats - <https://unistats.ac.uk/>
Guide to university -
www.thecompleteuniversityguide.co.uk
Prospects - www.prospects.ac.uk

Aged 16 to 19 and not in education, employment or training?

Contact **Connexions*** (city service) or
Careers Advice (county service)

www.leicesteremploymenthub.co.uk/connexions Call **0116 454 1770** for
Connexions or call into 2 Wellington St,
Leicester LE1 6HL, or email: **Connexions@leicester.gov.uk**

For Careers Advice (young people in the county) call **0116 305 6620** A new county website resource should also be available from 2020 onwards.

* up to 25 for young people with learning difficulties or disabilities

Good Luck!