

# JOB SEARCH INFORMATION



### **Where to look for Jobs**

In the current economic climate, it has become more difficult to find work. Searching for employment is very competitive and more than ever the emphasis is on gaining qualifications, particularly an increase in the demand for those qualified to higher education level.

Most people will work in small to medium sized firms rather than large companies and will change jobs several times, learning new skills and continuing in education throughout their working lives.

### **How to Prepare for your Future**

- Talk through job ideas with your Careers Adviser.
- Check out entry qualifications and compare them to the exam grades you expect to get.
- Write a C.V. See the section on "How to write a CV" in this booklet.
- Work out what to say in your application - see the sections on "How to apply for a job by telephone" and "How to complete a job application form" in this booklet.
- Keep details of any jobs you apply for and any responses you get.

### **Where to Look**

- Look in specialist magazines
- Local Newspapers
- Keep in contact with your Careers Adviser
- Use local websites
- Consider speculative enquiries

### **Apprenticeships**

With an apprenticeship you are taken on by an employer or a training provider to learn about a particular kind of job. You get experience and work towards nationally recognised qualifications. You will be paid a minimum wage.

Apprenticeships are available in a wide range of industry sectors, with employers from large national companies, such as BT, Jaguar/Landrover, HSBC and Asda, through to smaller local companies. There are more than 250 different types of apprenticeships at different levels.

Name	Level	Equivalent Educational Level
Intermediate	2	GCSE
Advanced	3	A Level
Higher	4, 5, 6 & 7	Foundation Degree and Above
Degree	6 & 7	Bachelor's or Master's Degree

If you are not ready to go into an Apprenticeship, ask your Careers Adviser about Traineeships or Foundation Learning.

All young people in England are required to stay in learning until they are 18 either in school, college, an apprenticeship or volunteering/employment with accredited training.

### **Part Time Jobs for Under 16's**

The hours you can work both during school term and holidays are limited by law.

- You cannot work before 7am or after 7pm.
- Children are not allowed to work more than 12 hours per week during term time.
- All school age children must have at least 2 consecutive weeks off during school holidays.

If you are aged 13-14 the laws are different for young people in Coventry and Warwickshire. The hours you can work aged 13-14 differ from those aged 15-16 and there are restrictions on the types of work and places of employment for young people.

See websites for more details:

- <https://www.warwickshire.gov.uk/businesses/apply-child-employment-permit>
- <http://www.coventry.gov.uk> (see information under Coventry Education Welfare Service)

Some of the main sources of part-time work are shops, supermarkets, restaurants and cafes, fast food outlets, hotels, call centres, cinemas, leisure outlets, local sports clubs and venues.

### **What you Should Focus on Next**

Don't get too fed-up if you don't get results straight away. Take copies of all your applications and your CV to your Careers Adviser and have a chat about what you could do to improve things.

**Qualifications alone won't get you a job.** Skills you have acquired and developed through other activities such as work experience, voluntary work, Duke of Edinburgh's Award, NCS Challenge and other extra-curricular activities are a vital part of the package you offer an employer.

### **What is a CV?**

Many job adverts ask you to send a CV with your application. It is a summary of your experience and a good CV can improve your chances of getting an interview. Use it to show all of your strong points so that employers can see quickly and easily whether you have something to offer them.

It should be:

- Printed.
- No longer than two sides of A4 paper.
- Sent with a short covering letter.
- Carefully and clearly laid out, so that it looks good at first glance.
- Checked for details (e.g., spelling, postcodes).
- Positive and emphasize your strong points.
- Relevant to the job you are applying for.

## CV Example

### **Jason Cox**

32 Bridge Lane, Nuneaton CV119DH

Mobile: 07981111090

Email: jasoncox123@gmail.com

### **Profile:**

I am currently in Year 11 and am looking for an apprenticeship in childcare. I am an enthusiastic and outgoing person, who has a friendly and approachable manner. I enjoy working as part of a team but I am also able to work well on my own initiative. I consider myself hardworking and reliable with an eye for detail and have the ability to work accurately following instructions.

### **Education:**

2015-2020	A Midland Academy, Nuneaton GCSE subjects studied with predicted grades are listed below:	
	English Literature, English Language and Maths	6
	Science Double Award, ICT, RE and Graphics	B
	Geography and Spanish	D

### **Work Experience:**

2016	Little Tots Nursery, Nuneaton One week's work experience Duties included:
	<ul style="list-style-type: none"><li>• Listening to children read</li><li>• Keeping the nursery areas clean and tidy</li><li>• Listening to instructions and carrying out tasks</li></ul>

### **Additional Information:**

I have been member of Nuneaton Running Club for the last 4 years and enjoy attending running competitions. I like spending time with my family and friends and enjoy socialising.

### **References:**

Mrs K Smith Form Tutor  
Midland Academies Trust School Main Road  
Nuneaton  
CV10 9NP  
Email: k.smith@brauntonhigh.org.uk

Mr D Neale Coach  
Nuneaton Running Club  
Nuneaton  
CV10 2PU  
Email: d.neale17@gmail.com

### Cover Letter

A covering letter should be typed, in the same font and size as your CV, and always sent with your CV. It should state either the-type of job for which you are applying or the specific job title and reference number if you are responding to an advert.

### Cover Letter Example

15, Castle Close  
Coventry  
CV1 2JP  
Tel: 07767932701  
Swa1sh17@gmail.com

28<sup>th</sup> June 2019

Head of Human Resources  
SKL Ltd  
Avenue Road  
Coventry  
CV2 6TR

Dear Sir/ Madam

I am interested in starting a career within accounts and understand from a recent article in the Business section of the Coventry Evening Telegraph on 26<sup>th</sup> June, 2019, that you are relocating your Finance and Accounts Division to Coventry from September 2019.

I should like to be considered for any suitable vacancies that arise and I would be particularly interested in any apprenticeships opportunities that you may offer.

Please find a copy of my CV enclosed which details my education and qualifications. I am available for interview at any time.

### How to Apply for a Job by Telephone

Employers ask you to telephone when they want to fill their vacancy quickly, so if you see this sort of advert ring as soon as you can. Some employers also use telephone interviews as a way of screening applicants through to the next stage of the application process. Before you make that important call it's worth spending a few minutes to get ready.

This is your first contact with the employer so you want to make a good impression. This call could get you through to an interview.

You may just have to leave your name and address for an application form to be sent to you, or you could have a mini-interview over the phone. So be prepared for either.

### **How to Complete a Job Application Form**

Companies ask you to complete an application form so that they can find out the same facts about each person who is applying for work. You have to show that you have the qualifications, skills and enthusiasm to do the job.

- Always use the form you are sent, never send your CV instead.
- The presentation of your application form is very important - if it looks messy, the employer may not even bother to read it.
- Before you start, read the form through so you have an idea of what you need to put in each section.
- Check to see if there are instructions like "please complete in capital letters".
- Always use a black pen so the form can be easily photocopied.
- It is a good idea to photocopy the form and practice on the copy. Write clearly and neatly.
- Ask someone to check it for spelling mistakes.
- Avoid leaving blank spaces. If a section doesn't apply put N/A (not applicable).
- You may find you can use the information again for further applications and you may need to refer to it again at the interview, so keep a finished copy. Print off or save a copy of any on line applications.

### **How to Prepare for an Interview**

Interviews are held to find out if you will fit into an organisation. Employers may want to test your knowledge or talk about your qualifications, skills, ambitions and interests. An interview might last ten minutes where you just chat with one person or you might spend half an hour with a panel of people who ask you a set of questions or take part in a group interview with other applicants where you may be set a task to complete as a group.

Find out as much as you can about the company. Look at their website or read any articles about them. Read the advert and any information you've been sent about the job, such as the job description, so that you know exactly what skills the work requires. Read your CV or application form and imagine what kind of questions you might be asked and how you will answer. Some common questions include:

- "Why are you applying for the job?"
- "What do you know about our company?"
- "Why do you think you would be suitable for this job?"
- "What are your personal strengths?"
- "Do you get on well with other people?"
- "What do you do in your spare time?"

If you are offered a job, confirm your acceptance with a short letter. If you have any queries about the terms and conditions, make sure you get these checked with the employer before you accept.

Not everyone will be successful, they can only give the job to one person. If you are not the one chosen, remember it may be for a variety of reasons. Try to see the interview as an experience that you can learn from. Call the company and ask to speak to the interviewer for feedback on your performance, so that you can do even better next time. Don't be afraid to do this, most employers are happy to give positive feedback.