



JOB SEARCHING & APPLICATIONS

WHERE DO I START?

Before you begin looking for a job, know what jobs you are looking for - are you looking for a career, Apprenticeship or part time job? Once you know what you're aiming towards, draft your CV to portray this, making it sector specific.

Search online for careers information, focusing on a few different jobs that you believe could suit you and find out more about them.

The National Careers Service website has general advice about career options, along with a Skills Health Check. This can be helpful if you are unsure of what direction you should take in your career, and give you some idea of some jobs/careers to look into:

<https://nationalcareers.service.gov.uk>

WORK EXPERIENCE/VOLUNTEERING

This is a good way to start gaining basic skills employers are looking for, such as timekeeping, consistency and responsibility.

There are lots of places to find volunteering opportunities and work experience placements:

- ▶ The Work Experience Zone at the College - but don't just leave it to them, engage and find the right opportunities for you
- ▶ Email or call employers/businesses that are relevant to you – be prepared to ask and answer questions
- ▶ Approach charities – perhaps arrange fundraisers for them in order to gain skills and work experience
- ▶ Find out more information on volunteering at www.do-it.org.uk

Finding the right work experience can sometimes lead to part-time and full-time jobs.

WHERE TO LOOK?

- ▶ Go out and look - speak to people you know, friends of your parents/guardians, friends who have jobs already, asking them where they work and how they got the job
- ▶ Approach companies directly – if you are a regular customer of the same business and frequently speak to the staff, ask them if there are any opportunities available either with them or in the area (small shop owners are usually friends with other small businesses and will speak to each other)
- ▶ Use the internet – there are lots of websites such as www.indeed.com and www.notgoingtouni.co.uk that advertise roles for businesses, keep an eye on them and check regularly for new jobs
- ▶ Social Media – more and more companies are using social media as an effective way to recruit staff

Don't discount companies you see as embarrassing to work for! NO experience is BAD experience, in fact many of those more 'embarrassing' employers actually pay more for their staff and their loyalty, both financially and in terms of benefits and training.

If you are looking for an Apprenticeship, follow the same steps as above, but also search via www.findapprenticeship.service.gov.uk/apprenticeshipsearch and www.getmyfirstjob.co.uk

Other places to look:

- ▶ Careers fairs – the College run a large career fair every year for current students, speak to as many employers as you can, be confident and find out what opportunities are available
- ▶ Recruitment agencies – there are many temporary and permanent jobs available, make sure you are aware of what they have to offer
- ▶ Newspapers – all newspapers have jobs pages and many are now online also, check the local papers and see what is available
- ▶ Job boards – these can be found in local shops, supermarkets etc.



APPLICATIONS

Do:

The following is what you should aim to include on your application:

- ▶ Check grammar, punctuation and spelling – this is key to your application being accepted
- ▶ Include your contact information – make sure it's current and correct
- ▶ Keep the application positive – don't describe yourself negatively, try to sell yourself instead
- ▶ List your skills and qualities in order of relevance for the job, not in the order you think of them
- ▶ Include current studies and past studies
- ▶ Include previous and current job roles, along with the dates of the period you worked there
- ▶ Make sure your skills match the job role
- ▶ Include two references - you can use a personal character reference and a professional or educational reference, making sure to include their contact details and relationship to you.

It's okay if you're unable to include all of this, due to a lack of experience for a particular role, or perhaps because you are working towards a qualification you haven't yet achieved. Try to write your application positively and to the best of your ability.

Don't:

The following is what not to include on your application:

- ▶ Your date of birth or a photograph of you
- ▶ Your National Insurance Number
- ▶ Parent or guardian's phone number - they want to speak to you not anyone else!
- ▶ Lie – don't add skills or experience that you don't have, instead try to focus on your positive aspects
- ▶ Leave gaps in education or work history
- ▶ Phrases in interests such as 'socialising with friends'

Sometimes, the application form asks for this information so be sure to include it on those occasions, otherwise leave it out. If personal information is included unnecessarily, you could be a victim of discrimination or identity theft, so it's best to be careful.

KEY SKILLS WORD BANK

Do you have any of the following skills and attributes? If so, be sure to include them on your application or CV. If not, what can be done to learn or improve them?

- ▶ Communication
- ▶ Flexibility
- ▶ Entrepreneurial skills
- ▶ Initiative skills
- ▶ Interpersonal skills
- ▶ Working to deadlines
- ▶ Computer literacy
- ▶ Determination
- ▶ Commitment
- ▶ Team work
- ▶ Organisational skills
- ▶ Problem solving
- ▶ Confidence
- ▶ Time management
- ▶ Working independently
- ▶ Listening skills
- ▶ Public speaking
- ▶ Professionalism
- ▶ Resolve conflict



FINALLY...

- ▶ Check your spelling, grammar and punctuation
- ▶ Make sure your email address is a sensible one
- ▶ Reread the job advert and ensure everything in your application relates to it
- ▶ Ask someone to read it through and check it for you
- ▶ Check your privacy settings on your social media accounts and be careful of what you post

**For help and support email
the Futures team:
futures@northamptoncollege.ac.uk**

Alternatively, you can visit the Futures Team based in The Lookout at Booth Lane, or pop in to Student Services at Lower Mounts or Daventry to make an appointment with an advisor.