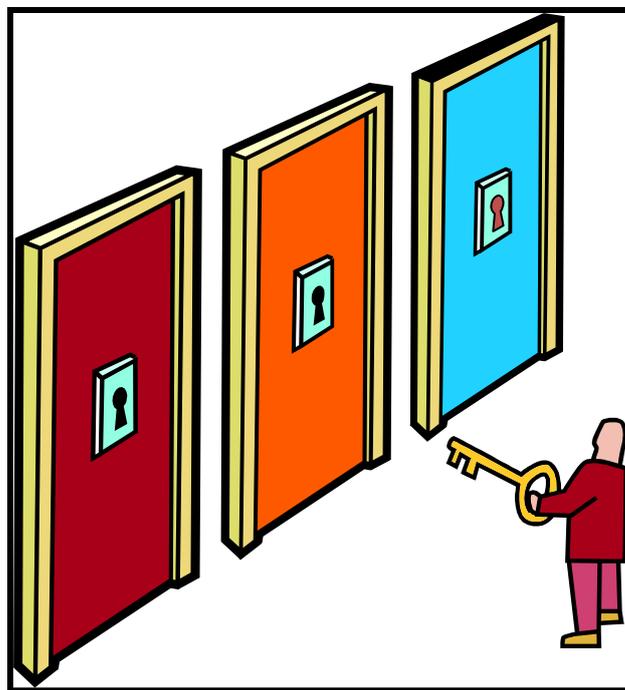


Job Seeking for Students



A Careers Centre Guide



Help in school with job seeking

If you are looking for any type of work: volunteer or paid, full time or part-time, apprenticeship or training scheme Chiswick School has its own Careers Advisors who will help talk you through your options and help with applications.

We are based in the Careers Centre - Room B3 on the first floor, at the top of the stairs next to the Dining Hall and at the end of the 'Languages Corridor'.

The Careers Centre is open before and after school and during all breaks in term time and during the holidays at important times (for example GCSE and A Level results days). Drop in during any of these times for help from the Careers Advisor or to use the resources (computers and a paper-based library).

If you think your enquiry will take a bit of time and attention, you can email ahead for an appointment: ela@chiswickschool.org or phone 0208 747 0031 extension 186.

In the Careers Centre we can help you to:

- Write or tidy up a CV
- Explore apprenticeship vacancies / apply for an apprenticeship
- Make an online/paper job application
- Use a job search website
- Take a personality test to see what jobs suit you
- Discuss and decide on some career options
- Explore and apply for school leaver schemes aimed at students with A Levels
- Find a work placement or internship
- Receive the Hounslow Borough Young People's job vacancy list on a monthly basis

Our Work Experience Coordinator, Ms Rees is also on hand in the Careers Centre to help you look for a work placement. She is notified of work placement opportunities directly by local employers and Spark! which is a organisation that puts Hounslow schools in touch with local business partners. Contact Ms Rees by email mre@chiswickschool.org or via the Careers Centre

Where to look for jobs

Hounslow Borough Connexions

Hounslow Connexions has a drop in centre in the Hounslow Central Library called 'The Attic' which any young person living in the borough can use. Connexions also prepares a monthly list of all work vacancies for young people in the borough – the 'Hounslow Person's Information and Opportunities Bulletin' – look at it in the Careers Centre or find it online. www.younghounslow.info

Jobcentre Plus

Jobcentre Plus offices mainly advertise vacancies for people aged 18 and over. Job vacancies covering the range of occupational areas are displayed, usually through touch-screen Jobpoints. You can contact the Jobcentre Plus telephone job-matching service, on 0845 60 60 234. The Jobcentre Plus website also gives access to job vacancies: www.jobcentreplus.gov.uk

The Internet

There are many websites that carry job vacancies. Some of these are specialist vacancy websites (many are listed in the online guide at the end of this leaflet). Employers publish job advertisements on their own websites and it is worth checking these regularly if you have specific employer in mind the you would like to work for.

Some websites offer advice on CVs and application forms. Some allow you to log in your own details so that they can notify you of suitable vacancies as they occur. You may be able to email or upload a copy of your CV, or complete an online application.

NB:

- When completing an application form online, take as much trouble over spelling and accuracy as you would when filling out a paper-based application. Some internet job sites are on the last page of this guide.
- If you upload your CV onto a job seeking website where it can be publicly accessed by anyone looking to employ someone be very careful to restrict your contact information and NEVER give your home address

Newspapers

Local newspapers (hard copy and online versions) are a source of local jobs – both temporary and permanent. Try to look in all the newspapers covering the area within which you would be prepared to travel. Keeping an eye on the 'situations vacant' column will help to give you an idea of the range of work being advertised by local employers, and of the level of skills, qualifications and experience that they seek. Local papers are held in main public and reference libraries. There are also vacancies sections in weekly / daily papers that can be picked up for free at tube stations / supermarkets etc.

National newspapers (hard copy and online versions) are another source of vacancies for those with particular experience and skills to offer, and/or who are in a position to consider vacancies away from their home area. Some newspapers advertise a particular type of work on certain days of the week.

Professional and trade journals

Journals and magazines that advertise vacancies for particular kinds of work are useful if you have qualifications, skills and experience to offer, and are flexible about where you could work. Sometimes such journals are available through larger newsagents, e.g. the Nursing Times. All can be also accessed online although some require payment.

Shop windows and noticeboards

If you are looking for casual or part-time work, such as gardening or retail sales work, vacancies are sometimes displayed in shop windows, especially newsagents. Supermarkets sometimes advertise the fact that they are looking for staff on store noticeboards.

Employment agencies

Anyone can register with a private employment or recruitment agency to look for work. Some agencies deal with vacancies covering a wide range of different occupations; others specialise, perhaps in ICT or financial work. Agencies deal both with permanent and temporary vacancies – some specialise in one or the other. Find out about the range of vacancies that your local agencies deal with – also, the geographical area each covers. Agencies will want to know about your qualifications, skills and experience and the kind of work you are looking for. They will contact you if something suitable comes up, but it might help increase your chances if you keep contacting the agency regularly. If you take up a temporary job, you may be directly employed by the agency, rather than by the employer with whom you work.

Agencies are not allowed to charge a fee to the jobseeker. It's the employer who pays the agency for filling their vacancy. All employment agencies have websites where they advertise their vacancies. To find an agency in your area, or one specialising in a particular type of work, see: www.agencycentral.co.uk

Use your contacts

It's possible to miss seeing some vacancies, and many vacancies are not advertised publicly at all. So, let your friends, relations, neighbours and other contacts know that you are job hunting, and what you are looking for, and ask them to keep a lookout. This kind of approach is sometimes called 'networking'.

Approach employers directly

Contacting employers 'on-spec' to see if they have any jobs that might be right for you means that an employer will have information about you and the kind of work in which you are interested to hand (or 'on file'), and may consider you if a suitable opportunity arises.

- Decide which employers you want to target – use company websites or online directories.
- Decide whether to call in or approach by email.
- Calling in will often work for companies such as independent shops, cafes and bars. Dress as smartly as you would for an interview, try to speak to the person in charge and take a copy of your CV printed on good quality paper. Do not drop in during busy times such as weekends or lunch times and remember to be friendly and polite. Insistence can sometimes look like rudeness – be patient and expect that you might be asked to return at a more convenient time.
- If emailing: try to get the name of the relevant person to contact by telephoning or looking on the website. Normally the person you need to address is who would be your immediate manager or in larger organisations the Human Resources Manager (sometimes called the Personnel Manager). Send a personally addressed email, beginning your correspondence using the format: 'Dear Mr or Ms Smith' NOT 'Dear John Smith' (even if you know their first name).
- Keep the email brief and inform the employer of the type of work you are looking for, highlighting relevant skills and experience, and asking them to contact you if a suitable vacancy arises.
- Attach a CV to inform the employer of your qualifications, skills and experience.
- After a few weeks, if you've not heard from the organisation, you could follow up your email with a telephone call to check that your on-spec application has been received by the right person and to find out about any opportunities with the organisation.

Job Applications

The CV or Curriculum Vitae

You may be asked to provide one of these to apply for a job or work placement.

A CV is a summary of your work and education history.

Use the Sample CV on page 8 as a stencil for your own CV – to receive a copy of this CV in Word please email: ela@chiswickschool.org

Tips for producing a good CV:

Make it clear & make it look nice. Use bullet points that focus on key information. Keep it to two pages maximum, if you don't have a very long history then one page is best.

DO INCLUDE

- Your contact details (name, address, phone, email)
- Personal profile: 2 or 3 sentences that you should re-write for every job you apply for. Use the personal profile to 'target' your cv -ie express why you are the right candidate for a certain job
- Employment and work experience (list your most recent employer first and dates and give reasons for any gaps or time out)
- Education and qualifications gained with dates
- Special Achievements eg 'Fundraiser for local hospice – raised £2000 in 2010'
- Interests and hobbies that are relevant to the job you are applying for

DO NOT INCLUDE

- Marital status, children,
- Date of birth
- Passport / Nationality
- Anything negative eg 'Left Saturday job due to difficult manager'

Two more things

- If post your CV on a job site on the internet remove your address and phone number. Instead of address you may want to give an idea of the region you live in eg: West London / London
- If you print out a copy of your CV to post or give to someone – use good quality writing paper – employers will notice that you have taken the trouble

Completing a Job Application form on paper or online

Before you start an application:

- Read and be clear about the job role and person specification
- Find out as much as you can about your prospective employer
- Read the form in full before starting to fill it in
- With online applications check whether they ‘time out’ & how to save them

TIP! Careers staff can help you to make a ‘dummy’ application so that you can practice online applications that have to be completed in real time.

- Write something fresh on every application - don't say the same thing for all of the jobs you apply for unless it is equally appropriate
- Select the skills, knowledge and experience required by the job and provide evidence that you possess them.
- Highlight your personal achievements
- Use simple direct language, don't be vague
- Answer all the questions on the form

Ann Other

34 Fairmile Court, Burlington Lane, London W4 3UN • 07777777777 • another@hotmail.co.uk

Profile

A sixth form student in my first year of A Level studies; I am hard working, enthusiastic and good with people. With interests in fashion, art and the way things look and also enjoying acting and singing, I believe my skills and outgoing personality are well suited to a sales environment. Currently seeking part-time work with a fashion retailer.

Skills

- Good Communicator – member of school council, good at English and Drama
 - Team Player - member of the school netball team and enjoy playing my part in the team's success
 - Positive attitude - I am always cheerful and like taking on new challenges such as the school hike in Sussex
-

Education & Qualifications

Chiswick School, London W4 3UN

From: September 2008 To: Present

- AS Level English, Spanish, Art, Business Studies June 2014
 - GCSE Maths (C) English(A) English Lit (B) Drama (B) Spanish (A*) Art (B) History (C) June 2013
 - BTEC Level 2 Applied Science (Merit) June 2013
-

Interests & Experience

Volunteering: I help out at a local charity for the homeless, sorting and storing clothes and food items. I also help to organize the Christmas party every year

Work Placement: In June 2013 I spent two weeks at Design-it-rite, a graphic design company in Chiswick, undertaking reception duties, meeting the public, filing, answering phone queries and shadowing a graphic designer

Drama: Member of Starlight Theatre Club, rehearse weekly and perform 3 times a year
Act in plays and musicals (recently 'Lucy' in Snoopy The Musical)

Sport: Enjoy playing netball and football. Also watching football as a fan of Chelsea FC

Art: Taking Art GCSE. Like to sketch in my own time, especially portraits of friends

References

Mr A Teacher

Sixth Form Tutor, Chiswick School

Tel: 0208 747 0031

Email: ate@chiswickschool.org

Ms Drama Coach

Head Teacher: Starlight Theatre Club

The Hall, Ealing Broadway, London W3 5XX

Tel: 07777777777 Email dcoach@gmail.com

Top Tips for a Job Interview

Before the interview

Find out more about the organisation, and know why you really want to work there

Find out more about the job and why you can do it

Read through a copy of your application for the job

Find any certificates / examples of work / documents that the employer has asked to see

Make sure you know exactly where the interview is being held

Check out the journey times – make a visit beforehand if you can

On the day

Give yourself enough time to get ready and get there. Don't be late.

(If you are unavoidably late phone to apologise and say how late you will be and why)

Arrive ten minutes early. Don't go cluttered up with bags or anything unnecessary

Turn OFF your mobile phone as soon as you arrive at the interview

Present a positive image

Dress smartly – Clean shoes – Tidy hair

Body language: stand up straight and make eye contact. Smile! Speak up!

Good manners are important. Say 'thank you' before you leave

Questions, Questions

Listen to each question carefully. Try to avoid simple 'yes' and 'no' answers.

On the other hand don't talk too much!

Be honest. Lies and exaggerations always get found out, eventually.

You will probably be asked 'Why would you be good for this job?' – have an answer ready

Be prepared for questions about your weaknesses and disappointments as well as your strengths and successes. Don't make lengthy confessions or blame somebody else!

Your turn!

All employers will ask you for your questions at some point in the interview: Plan in advance for this. Ask something to demonstrate your enthusiasm and interest. You could ask about training, the people you'd work with and the job itself. It may help to write questions down beforehand, in case your mind goes blank.

Not having a question to ask the interviewer makes you look disinterested in the job. However, remember not to ask about holiday or perks as you will seem only interested in what you will receive rather than what you can offer. You can always discuss holiday, pay and perks AFTER you have been offered a job and before you start work.

Be safe – Interview do's and don'ts

Do:

Tell a friend or a relative where you are going and what time you expect to be back

Make sure that the interview is being held on the organisation's premises or in some other public or official place.

Don't:

Agree to be interviewed over drinks or a meal, or in a car park

Let the interviewer drive you home

Allow yourself to be asked personal questions, which have nothing to do with what you have applied for. If in doubt, refuse to reply and leave.

Afterwards

If you weren't successful, try to work out why not. If you think through what you said, you may realise you could have answered some questions better.

Consider asking the organisation to give you some feedback and an idea of why you were not selected. This is usually a valuable learning experience.

The three keys to interview success:

Preparation, Preparation, Preparation

Volunteering

Volunteering in the UK is a great way to gain the work skills that employers are looking for.

The voluntary sector is growing fast. Many volunteers find that they are offered permanent employment when a job becomes available. If you would like to look at the sort of opportunities available in the voluntary sectors, visit do-it and vinspired websites which list a wide range of volunteer opportunities in your local area. You may need a CV to apply for a volunteer job.

There are also Volunteer Centres where you can pick up information about local volunteering opportunities and get help applying. Below are the contact details for local volunteer centres. If you are going to visit, do phone or check their website first as these organisations often have limited opening hours.

Volunteering website for young people www.vinspired.org

Other Volunteering websites

www.do-it.org.uk www.wvw.org.uk

www.greaterlondonvolunteering.org.uk

www.volunteering.org.uk www.csv.org.uk



Ealing Community Volunteer Service
63 Mattock Lane, Ealing, W13 9LA
Phone 0208 280 2230
www.ealingcvs.org.uk



Hammersmith and Fulham Volunteer Centre
148 King Street Hammersmith W6 0QU
Phone: 020 8741 9876 Fax: 020 8741 3344
enquiries@hfvc.org.uk
www.hfvc.org.uk

Volunteering Abroad

There are a number of companies that will organise volunteering for you in developing countries in any field that you choose: eg journalism / teaching / medicine. You pay for your flights and accommodation and for the support of the organisation – it is an expensive way to volunteer but more rewarding and better for your CV than a luxury holiday. Check that the company you use is a market leader. Two recognised providers are: www.projectsabroad.co.uk and www.icye.org.uk

Working at a Summer Camp in the USA

Good for taste of USA life and for gaining experience working with young people / sports & recreation Recruitment Fairs annually in London in February. Further information at: www.campamerica.co.uk

Work Placements

Work Placements are a good way of finding out about the world of work and may contribute to your CV. Some vocational Level 3 BTEC courses require you to undertake a work placement. It is also essential to have work experience in relevant fields for some university courses, such as medicine, dentistry, veterinary, social work, nursing and architecture. Check on university websites about what experience is necessary for which course.

Finding a placement

Firstly identify a sector that you want to work in but be flexible in where you take a placement. For example if you are looking for a placement shadowing a doctor, be open to any work in a care environment not just GP surgeries and hospitals which are very sought after placement locations. Be flexible about where you undertake your placement. All experience of the world of work is useful – getting to and from a work placement on time and fitting in with colleagues and managers is a great learning experience in itself – don't necessarily expect your placement to be directly in the job you intend to pursue a career in.

Start looking early

Decide when you are free to undertake work experience – this may be school holiday time, you do not only have to undertake work placements when school gives you time out of class to do so. Start looking for a placement at least 8-12 weeks before you are looking to be placed. Formal internships and work placements offered on company websites nearly always require you to apply in the autumn term for a placement in the summer of that academic year – you need to be organised and forward thinking if you are going to apply for one of these. If you are too late to apply to a large organisation via their website – look for smaller companies locally that you can approach more informally. Check out the companies who are offering volunteering locally (page 11), they may also be willing to arrange work placements

Presenting Yourself

Have a good up to date CV ready to give any organisation or person that you approach for a work placement. When making phone or email contact with an employer be polite and formal and take care with spellings and grammar in emails – first impressions really count! When organising your placement, let the emphasis lie in what you can do to help during your work placement rather than what the placement will do for you.

Network

The Work Experience Coordinator has a data base of organisations who have accepted Chiswick students for work placements in the past which she can share with you. Look at your own network of extended family and friends. If you know someone who works somewhere you are interested in, ask if they can help. Local organisations that you or your family currently use or have used in the past may also be a good source of work placements; eg, nurseries and primary schools, religious and community organisations, sports clubs and venues.



- Website: www.apprenticeships.org.uk
- 85% of all apprenticeships are offered through this website
- Use it to research vacancies and make an application
- Register and log in to receive updates on your areas of interest
- We suggest you set up your username as your email address and password as your email password so that you do not forget them (you cannot register more than once)
- Start checking for vacancies as soon as you are interested in apprenticeships not just before you are ready to start work.
- Tell the Chiswick Careers Advisor you are looking for an apprenticeship so that she can email you opportunities that she hears about
- More young people apply for apprenticeships than get one – it is competitive!
- Be prepared to apply for more than one apprenticeship before you get accepted
- Take care with your application – consider saving it online and having it checked by the Careers Advisor before you hit 'SEND'
- Many apprenticeships require English and Maths GCSE A*-C (exceptions tend to be catering and construction apprenticeships)
- You can still apply for apprenticeships before you have your GCSE results
- You can also apply for an apprenticeship after your A Levels / BTEC Level 3
- You cannot apply for an apprenticeship after you have gone to university
- Below is an example of some of the questions you are asked on an apprenticeship application form
- **Never** leave these boxes blank and seek assistance from the Careers Advisor if you are not sure what to write

About You

What are your strengths? (e.g. team working, organising etc)



Text Count:0 (4000)

What personal skills would you like to improve? (e.g. time managing, questioning skills)



Text Count:0 (4000)

Is there anything we can do to support your interview? (e.g. do you need a signer, information in Braille, another person to come with you).



Text Count:

What are your hobbies, interests and/or achievements?



Text Count:0 (4000)

Additional question *

What skills do you have that make you an excellent candidate for the role?



Text Count:

School Leaver Trainee Schemes and Internships

Internships

- An internship is work experience, often taken during school or university holidays
- Many internships are aimed at university students who have long holidays and more experience than sixth formers / school leavers
- Can be unpaid/ expenses paid or paid at relatively low salary
- Gaining an internship with a major company will increase your chances of being offered a place on their graduate or school leaver training scheme
- Internships are extremely competitive – expect a demanding application procedure including the application itself and the interview

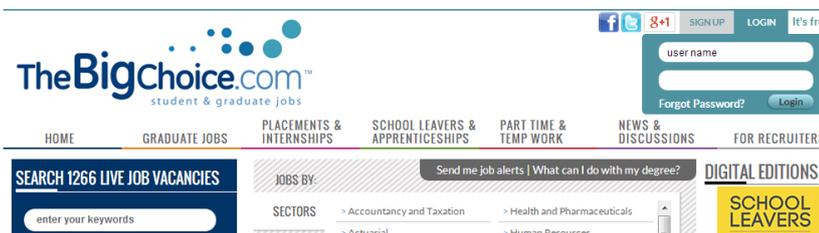
School Leaver Trainees Schemes

- Are for students leaving school with A Levels or BTEC level 3
- Sometimes they include the opportunity to study for a degree or a foundation degree with the fees met by the employer
- The range of A Level (or equivalent) results generally required to join these schemes is ABB – BCC
- Apply for these schemes during autumn term of year 13 (before you know A level results)
- Often students apply to UCAS for a university place as a back-up, alongside trainee scheme applications
- These positions are highly competitive expect a demanding application procedure including the application itself and the interview

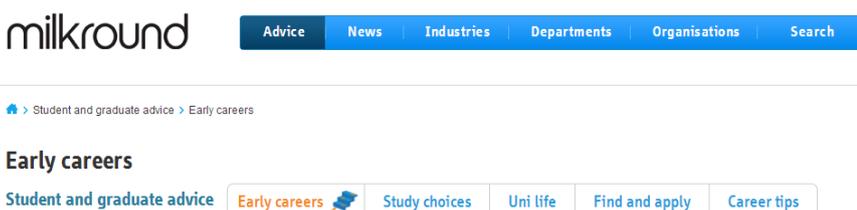
Good websites to find Internships and School Leaver Schemes all in one place: www.studentladder.co.uk



Or: www.thebigchoice.com



Or: www.milkround.com



Online job-seeking

Hounslow Young Person's Website (includes job /apprenticeship opportunities)

www.younghounslow.info

Careers websites:

www.nationalcareersservice.direct.gov.uk Advice on careers and job seeking for all ages

www.careersbox.co.uk Videos which describe job roles

www.careers-gateway.co.uk A-Z of jobs with links to other UK websites

www.studentladder.co.uk School leaver schemes, internships and placements ages 16-24 years

www.thebigchoice.com On line employability guides, leaver schemes, internships & placements ages 16-24 years

www.directions.org.uk/careers Register to get updates of apprenticeships / training schemes in Finance/Legal

www.milkround.com For school leaver & graduate schemes, also internships, volunteering & casual student jobs

www.icould.com Video case studies of people working in different roles

[Prospects \(www.prospects.ac.uk\)](http://www.prospects.ac.uk) Prospects - graduate careers (what to do after university)

www.notgoingtouni.co.uk Options available if not opting for higher education

www.fasttomato.com Careers information & personality tests to find jobs that fit you – Chiswick School pays for access to this website for all students. You will need a log-in and password (available from Careers Centre)

Apprenticeships

www.apprenticeships.org.uk Information, applications and vacancies for apprenticeships

Jobseekers' websites

www.direct.gov.uk/en/Employment/Jobseekers Government website for help with job seeking, cv's etc

www.jobseekers.direct.gov.uk All of the Job Centre Plus vacancies listed online

www.thestudentjob.com Work placements / internships etc for students

www.e4s.co.uk Temporary and casual work for students

www.compass-group.co.uk Catering – part-time/ casual vacancies to suit students

www.inretail.co.uk

www.Tinieschildcare.com

www.checkforjobs.co.uk

www.fish4jobs.co.uk

www.theairside.com

www.jobs.nhs.uk

www.jobs.co.uk

www.monster.co.uk

www.workcircle.com

www.summitskills.co.uk

www.charityjob.co.uk

www.heathrowpersonnel.co.uk

www.totaljobs.co.uk

www.bconstructive.co.uk

www.firstchoice4jobs.co.uk

www.leisurejobs.com

www.nationalstud.co.uk

www.ukparttimejobs.co.uk

www.mediajobs.co.uk

www.topjobs4leisure.com

www.parttimejobsnet.co.uk

www.guardianjobs.co.uk

www.jobinasecond.com

www.Londonjobs.co.uk

www.virgin.co.uk

www.caterer.com

www.topjobs.co.uk

www.gumtree.com

www.hospitalityrecruitment.co.uk

www.jobsearch.co.uk

www.nurseryworldjobs.co.uk

www.tiptopjob.com

www.redgoldfish.co.uk

www.Greatcare.co.uk

www.jobsgopublic.co.uk

www.retailchoice.com

