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Learning to Earning

A Job Hunting Guide for Wiltshire College students - 2013

Contents

CV's

Present yourself properly. Help make the right impression.

Letters of Application and Application Forms

Learn how get passed the first stages of applying for jobs?

Finding vacancies

Hints and tips on finding the right vacancies for you. Look out for **Vacancy Board** in the **Job Shop** section of **My Career Online** www.wiltshire.ac.uk/careers

How to reply to job adverts

The correct reply is important. How to make sure you don't make a mistake.

Interviews – the do's and don'ts

How to impress. A step-by-step guide to being successful at interviews.

Employment agencies – in Chippenham, Devizes, Melksham, Salisbury, Trowbridge, Warminster, Westbury,

REMEMBER TO SAVE YOUR COPIES OF CV's &
APPLICATION FORMS INTO YOUR PERSONAL
CAREER PLAN

Forget Google – try

www.wiltshire.ac.uk/careers/job_shop/



Curriculum Vitae



What is a CV?

It provides an employer with a summary of your education and experience. Often requested in job adverts, employers use CVs to decide who they will interview.

- Your CV should be clear, concise and easy to read. All the untidy CVs, the ones with poor hand writing and crossings out will probably be thrown out.
- Always follow the instructions in a job advert and send in what is requested.
- A CV can also be sent when a job has not been advertised (**speculative CV**)
- If an employer requests a CV always send a covering letter with it.
- A general CV is one that can be copied and sent for every job application.
- A general CV can be amended to make it more job specific (**targeted CV**)
- Keep to a single side to begin with if you can; don't leave lots of 'white space'; as your job and volunteering experiences grow – so your CV will grow and get bigger

What do you include in a CV? (Always list education, qualifications, work etc starting with the most recent and working backwards in time)

- Your CV gives you the chance to sell yourself to an employer
- Use it to emphasise your strong points with evidence
- Your aim is to get an interview. Keep your CV up to date.

Headings

Your CV should include: Personal details, Career aims (or personal profile), Education & Qualifications, Work experience & Work History, Achievements and Interests, References.

Focus on your **Skills, abilities and achievements** with evidence if you can.

My Career Online www.wiltshire.ac.uk/careers/job_shop/



NOW LOOK AT THE CV EXAMPLE THEN TRY IT YOURSELF

Make your CV easy to read, tidy and carefully written. Keep it to one side of A4 if possible. In time you will be able to expand your CV as you increase your education, employment and volunteering. Think twice about writing CV at the top – the employer knows what it is.

Gillian Sarah Ellis

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E.mail: mylife@google.com
Nationality: British
D.o.B. 25th December 1995

Career Aim or Personal Profile allows you to explain your ideas in brief. It's the first thing that will be read. Make it clear and concise.

Career Aim

To begin a career in the sport and leisure industry enabling me to use the skills and interests I have developed during my time at school and college. I am particularly keen to continue using my knowledge, interests and experience of coaching young people.

Education/Qualifications

2013 Wiltshire College BTEC Extended Diploma in Sport. Distinction/Merit/Merit

2011 Devizes School 7 GCSE's grades A-C passes in Maths, English, Design Technology, Humanities, PE, Double Science.

Voluntary Work

Millenium Volunteer 3 years as part of the College Community Campus programme.
Devizes Archery club As part of Kennet's youth team helping with all local and regional events. I help coach the younger, junior members.

Paid Employment

From July 2012 Expo-Link, Chippenham – call centre summer casual work

2010 – present Morrison's Superstore – check-out counter sales

2007 - 2009 Grittleton Manor - food service and kitchen work – seasonal and varied.

Interests and other important information

My work with the Archery club and Millenium volunteers has not only given me self confidence and a great deal of fun, but also has shown me the importance of helping other people. I have decided to apply for Duke of Edinburgh scheme to start next year.

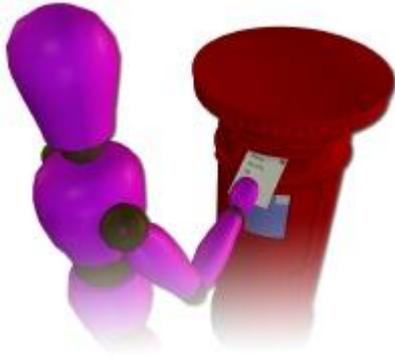
I have good IT skills including word and spreadsheets. I am familiar with researching using the Internet but outdoor activities are my primary interest.

Other useful additional information about yourself. Don't repeat what you have already written

References (others available on request)

K Jackman
Wiltshire College
Programme Leader (Sport)

Letters of Application and Application Forms



A Covering **letter of application** is always sent with a CV to an employer.

An **application form** can be used to apply for a:

- Job
- Apprenticeship or Work Based Learning
- A course at College or University

Many application forms are completed 'on-line'.

Letters of Application

- Address letters to a specific person.
- Put your own address and telephone number at the top right of the letter and the date and the name and address of the organisation on the left-hand side.
- End the letter with Yours sincerely.
- If there is a 'reference' in the advert remember to include it.
- Briefly emphasise your strong points.
- Sound enthusiastic about the job advertised.
- Mention where you have seen the vacancy.
- Send letter before the closing date for applications
- Start with a short opening paragraph, a fuller main body of the letter and finishing with a short closing paragraph.

Application Forms - how you complete these forms is important

What is the employer looking for. Give examples of how you demonstrate the necessary interests, skills, experience and personal characteristics asked for by the employer.

- Read and carefully follow ALL the instructions.
- Photocopy it first if you can and practice on the copy.
- On-line forms can produce a tidier finish.
- Some people write out the actual form lightly in pencil first.
- Check you've completed all the relevant parts.
- Take a photocopy in case you get an interview.
- Send off the form in time for the closing dates.
- Think 'ABC' - Accurate, Brief and Clear.



My Career Online - Job Shop www.wiltshire.ac.uk/careers/job_shop/



Finding Vacancies

You should consider temporary and part-time work as this could give you experience, is good for your CV, and will provide the chance to make contacts that may know about other jobs. Many temporary jobs become permanent ones

Advertised vacancies

Recruitment and employment agencies:

Many specialise in certain jobs such care work, secretarial or catering. Some agencies concentrate on temporary posts while others deal with any. Some do all the recruiting for companies – e.g. Reed recruit for Virgin mobile.

“Don’t be put off by temporary jobs advertised in recruitment agencies – this is the way **many** college leavers find their first job AND it helps to improve your experience, confidence and it **GROWS YOUR CV**.”

JobcentrePlus – and Jobseekers website

Full/part-time/temporary/ permanent jobs advertised in Jobcentres. Use Jobcentre Plus online too. Employment Service Disability Employment Advisers (DEAs) offer special services for people with disabilities.

Local Newspapers

Bath Chronicle, Gazette & Herald, Wiltshire Times, Western evening press, Salisbury Journal

National newspaper advertisements

Often for professional and/or technical jobs. There are usually particular days for the different types of work.

Internet – start with

http://www.wiltshire.ac.uk/careers/job_shop/vacancy_board.asp Vacancy Board
There are many job search websites. Most have search facilities allowing you to search on geographical area, by wage/salary and so on.

Journals/Trade Magazines

Specialist journals published by professional bodies or trade organisations may advertise jobs.

Radio/TV

Local radio stations sometimes run job advertisements.

In the community and in shops

Such as post offices and newsagents often display postcards for those looking for jobs and employers advertising work.

Unadvertised vacancies

- Many vacancies are never advertised and are filled by “*word of mouth*”.
- Finding out about these involves contacting employers just in case they have a suitable vacancy or a vacancy coming up (the speculative approach).
- Have you got the confidence to do this?
- Going to employers in person to ask if there are any vacancies can be nerve wracking but can lead to contacts and maybe a job. Take your CV with you.
- NETWORKING - Talk to relatives, neighbours, friends, people you meet out socially – any of these may know of just the right job for you.

Resources

My Career Online - Job Shop www.wiltshire.ac.uk/careers/job_shop/
Vacancy Board and use links to:

National job-search websites such as:

- Jobseekers - Jobcentre Plus
- Fish 4 jobs
- Hotrecruit
- Monster
- Reed
- Indeed

Local large employers

National Papers and Local Papers:

- Bath Chronicle, Gazette & Herald, Western evening press, Star & Advertiser, Journal and Trade magazines

Recruitment and Employment Agencies

These lists are accurate as of May 2013.

Web Links

Visit the College's Vacancy board at

www.wiltshire.ac.uk/careers/job_shop/vacancy_board.asp

Hot recruit www.hotrecruit.co.uk

Universal Job Match www.gov.uk/jobsearch replaces Job Centre Plus jobsite

Fish4Jobs www.fish4.co.uk/jobs

Apprenticeship Vacancies

<https://apprenticeshipvacancymatchingservice.lsc.gov.uk/navms/forms/candidate/PreRegisterCandidate.aspx>

Indeed www.indeed.co.uk

Reed www.reed.co.uk usually offers 'trainee' jobs in Wiltshire at any time of year

Monster www.monster.co.uk

CV Library www.cv-library.co.uk/cgi-bin/searchjobs.cgi



How to reply to Job Adverts

Vacancies can be advertised in many different types of places; the newspapers, magazines, in shop windows, vacancy boards and on the Internet. Read the adverts carefully. Some explain the job and duties briefly, the academic/experience requirements, training and how to apply. Others are less helpful and give virtually no useful information. Don't be put off by the style of the advert; it is still worth contacting them for further details.

Some adverts ask you to telephone for details. So be prepared.

- a copy of the advert and any reference numbers on the advert
- a pen and note pad to take down any details, such as the name and address of the employer

SMILE WHEN YOU ARE TALKING

- if the advert includes a name, ask for this person. When you get through greet the person by name introduce yourself and explain why you are calling
- if you don't have a named contact, introduce yourself to the person who answers and explain why you are telephoning
- be polite and speak clearly find out what is required from you to apply for the job
- be prepared to answer any questions - this may be part of the interview process.

SMILE WHEN YOU ARE TALKING

- have answers ready in case. The section on [interviews](#) will help you to prepare answers for the types of questions that may be asked
- check names and addresses carefully in case you have to send in a written [letter of application](#) or a [CV](#) and covering letter
- if you are asked to go for an interview, make sure you get all the details; when, where and with whom.

Say “thank you” at the end of the call

Interviews - the do's & don'ts



Your aim at the Interview is to show yourself off BUT not to show off. Be genuine when you talk about yourself and don't forget the interviewers will be working with you. Prove to them that you would be a pleasant person to work with.

Arrive early – there's NEVER an excuse for being late.

BUT - There can be good reasons why you can't make the interview:- an accident, sickness, your bus/car/bike or lift broke down. Make sure you phone immediately and let the interviewer know exactly why you can't make it.

Be pleasant – smile, be polite, and listen carefully.

The **worst** thing you can do is to let your thoughts and mind wander. The interviewer will think you are not being attentive and will assume you will not listen to instructions or concentrate at work.

Be confident – but not a 'know it all'.

If you have done your planning properly you should be able to handle the questions asked. You will be nervous but that's to be expected and can be good because it will make you alert, energised, be more attentive, keen to do well and enthusiastic.

Be positive about yourself and above all be optimistic.

The employer will want to hear what you are good at. You must try to relate these '**positives**' to the job you are being interviewed for. If asked to describe any weaknesses, you can reply "there are some things that I need to develop" and then explain how you plan to do that"

During the interview - Be enthusiastic

Genuine enthusiasm for the job and the company can go a very long way. The employer knows how nerve wracking things can get half way through an interview. They may well have made their mind up within the first 10 minutes anyway. So if you are getting tongue tied revert to genuine enthusiasm.

If at first you don't succeed find out why?

You will be very lucky indeed to be offered the first job you apply for – DON'T GIVE UP – BE POSITIVE – AND KEEP ON TRYING.
Find out how to improve and do better the next time.

Web Links

My Career Online www.wiltshire.ac.uk/careers - Job Shop



Recruitment & Employment Agencies - 2013
THESE ARE A START - USE WWW.YELL.COM TO SEARCH FOR MORE

| Name and Address | Chippenham Telephone | Specialists field |
|---|-----------------------------|--|
| Acorn 9-11 Market Place Chippenham Wiltshire SN15 3HJ | 01249 465 666 | General all sectors |
| Meridian Business Support 58 Market Place Chippenham SN15 3HD | 01249 656134 | Commercial Construction Education Health Industrial |
| Freedom Social Care Station Hill House Station Hill Chippenham Wiltshire SN15 1EQ | 01249 463334 | Social Services Housing Associations Supported Living Mental Health Supported Living Learning Disabilities Charities Drugs and Alcohol Education Children & Adolescent Probation |
| CMD Recruitment Ltd Station Hill House Station Hill Chippenham Wiltshire SN15 1EQ | 01249 661228 | Industrial & Driving Engineering & Technical Administration & Customer Services Accountancy & Finance PA & Secretarial Sales & Marketing Hospitality & Catering |

**Recruitment & Employment Agencies
Devizes**

| Name and Address | Telephone | Specialist Field |
|---|------------------|---|
| Pete Wyatt Recruitment Cherry Orchard Potterne Road Devizes SN10 5LL | 01380 723947 | All office based vacancies inc. IT and Accounts |
| CMD Recruitment 25 Sidmouth St Devizes SN10 1LD (Moving to 13 Market Place by September 2013) | 01380 738300 | Engineering/Technical Commercial Industrial/Warehousing |

Recruitment & Employment Agencies Trowbridge

| Name and Address | Telephone | Specialist Field |
|---|--------------|--|
| Direct Response 43 Roundstone Street Trowbridge BA14 8DE | 01225 776500 | Industrial Driving Commercial |
| HR GO 19 Fore Street Trowbridge BA14 8HA | 01225 777700 | Catering Commercial Industrial/Warehousing |
| Partners Employment 7 Church Walk Trowbridge BA14 8DX | 01225 760777 | Logistics/Driving Industrial/Warehousing Catering Skilled/Technical |
| Travail Employment The Coach House 1 Fore Street Trowbridge BA14 8HX | 01225 775885 | General Commercial |
| Randstad Employment Bureau Ltd Hammond Way Trowbridge BA14 8RR | 01225 765557 | General |
| White Horse Employment 10-12 Fore Street Trowbridge BA14 8HA | 01225 777157 | Commercial |
| Workplace Recruitment 9 Silver Street Trowbridge BA14 8AA | 01225 781227 | Logistics/Driving Industrial/Warehousing Commercial Skilled/Technical |

Recruitment & Employment Agencies Melksham

| Name and Address | Telephone | Specialist Field |
|---|--------------|---|
| Bailey Employment Services Ltd Crown House Market Place Melksham SN12 6ES | 01225 709494 | Industrial Commercial Logistics/Driving Caring |

Recruitment & Employment Agencies Salisbury

| Name and Address | Telephone | Specialists field |
|---|---------------|---|
| Abacus Employment 30 New Canal Salisbury SP1 2AQ | 01722 340099 | General and unskilled work such as factory, manufacturing, packing Some catering and kitchen work Some Commercial |
| Alpha Personnel 65 New Street Salisbury Wiltshire SP1 2PH | 01722 414140 | Administration Management Industrial Secretarial Accounts Sales Marketing Catering Miscellaneous |
| First 2 Recruit 44 New Canal Salisbury Wiltshire SP1 2AQ | 01722 820928 | General |
| Meridian Business Support 44 New Canal Salisbury Wiltshire SP1 2AQ | 01722 328038 | General |
| James Webber Recruitment 30 New Canal Salisbury Wiltshire SP1 2AQ | 01722 339 508 | Specialist hospitality recruitment company, placing hospitality professionals, chefs and front of house staff nationwide |
| Five Rivers Recruitment Rechabite House 91 Crane Street Salisbury Wiltshire SP1 2PU | 01722 327241 | Chefs/Hospitality Staff Sales/Marketing jobs Administration/Secretarial jobs Drivers (up to 7.5 tonnes) Factory/Warehouse/Industrial jobs Manufacturing/Engineering/Technical Tele-Sales/Call Centre jobs IT Support Staff |
| Require Recruitment Suite 1-Ground Floor Brewery House 36 Milford Street Salisbury Wiltshire SP1 2AP | 01722 342460 | General |

| | | |
|--|--------------|--|
| Personnel Placements 20 Oatmeal Row Market Square Salisbury SP1 1TH | 01722 334433 | Admin & Secretarial Financial Accountancy Sales Marketing I.T |
|--|--------------|--|

| | | |
|--|--------------|---------|
| Travail Group 6 Salisbury St Amesbury Salisbury SP4 7HD | 01722 622233 | General |
|--|--------------|---------|

Recruitment & Employment Agencies Westbury

| Name and Address | Telephone | Specialist Field |
|--|--------------|------------------|
| ATS Recruitment Ltd 37 Warminster Road Westbury BA13 3PD | 01373 303235 | General |

Recruitment & Employment Agencies Warminster

| Name and Address | Telephone | Specialist Field |
|---|--------------|------------------|
| e-recruitment buddy 22 Hillwood Lane Warminster BA12 9QG | 01985 219590 | General |

**THESE ARE JUST A START - USE WWW.YELL.COM TO SEARCH
FOR MORE IN FROME, BATH, SWINDON AND BRISTOL**

JUST GOOGLE **MY CAREER ONLINE** - EVEN WHEN YOU'VE LEFT
COLLEGE

KEEP IN TOUCH WITH THE BEST **CAREER PORTAL** IN THE AREA

