

Finding a Job or Apprenticeship

Looking for Vacancies



Start with:

- Asking friends and family
- Jobcentre Plus
- Local newspapers
- Private employment agencies
- School and college notice boards

For Jobs:

www.helpyouchoose.org

click on Apprenticeships, Jobs & Training

Other job vacancy sites:

www.jobs24.co.uk

www.gov.uk/jobs-jobsearch

www.indeed.co.uk

www.fish4.co.uk

www.monster.co.uk

www.jobstoday.co.uk

www.jobs.nhs.uk

Many job vacancy sites have apps that you can download to your mobile phone or tablet.

Also look at employers' own websites. Many companies put their vacancies on their site and often ask you to apply online.

Facebook, Twitter and LinkedIn are increasingly used by employers and job vacancy sites to advertise opportunities.

For Apprenticeships:

www.norfolk.gov.uk/apprenticeships

www.apprenticeships.org.uk



Try speculative enquiries:

It's always worth contacting companies directly to see if they have any vacancies. An employer will see this as evidence of your enthusiasm for the type of work that they do and that you are showing an interest.

- **Decide what sort of companies you want to contact.**
- **Get their addresses from the internet, Google the company name or try a business directory such as www.yell.com and www.thomsonlocal.com or Yellow Pages.**
- **It's always a good idea to get the name of the best person to write to in each company. This makes the letter more personal. Phone the company to ask who you should address your application to.**
- **Write a short letter and send it to the company with your CV. If you haven't heard back in 2 or 3 weeks, try a phone call to check if they have received your letter.**
- **Always make sure that you check your spelling, grammar and punctuation.**

You will also find that some companies will allow you to upload your CV on to their website, regardless of whether they have a current vacancy. They may then contact you if they are interested in your CV.

See the Finding a Job or Apprenticeship leaflet on Preparing a CV for information on letter writing and putting together a CV.



If you are currently in Year 11, don't forget:-

The Government has changed the law to increase the age at which you are required to stay in education or training. This means that you will have to stay on in education or training until you turn 18.

When looking at jobs you will need to make sure that you are also receiving part-time education or training.