

### **Advertising the vacancy**

If you decide to advertise externally, there will be many choices, from newspapers to trade journals and recruitment agencies. The Connexions Service in London offers a free web based advertising service for employers and is in contact with young people who voluntarily use our service to find employment. In addition to the job description and person specification, you will need to tell us how you intend to recruit to the job. This might be through CV, application form, telephone screening or straight to interview. The more detail that you can provide, the better we will be able to direct appropriate young people to your vacancy.

Call the numbers below for help in your area:

Camden or Islington: 07714 064 144

Westminster or Kensington and Chelsea: 07879 605 910

Southwark: 020 8355 5151

Lambeth: 020 8355 5200

Wandsworth: 020 7326 8700

### **Application Form**

If you decide to use an application form as part of your recruitment process, the core information requested would include:

- Personal details – name, address, telephone and email, date of birth, medical history, interests
- Education and training – school, further/higher education and training – qualifications, dates and grades
- Employment history – current or most recent employer plus previous employment/ work experience with the job title, main responsibilities and dates
- Reference – to include most recent employer or tutor if recruiting a school or colleges leaver

**connexions**

CENTRAL LONDON