



Looking for work as a new school leaver

Introduction

- You need a National Insurance (N.I.) number to start work, normally sent to you before your sixteenth birthday; if you don't have one, contact your local Jobcentre Plus office or ring 0845 9157 006.
- The availability of jobs in certain work areas varies and could depend on many factors, including where you live and how well the economy is doing. Speak to Connexions about local opportunities.
- You can read about different types of jobs on www.connexions-direct.gov.uk/jobs4u. The information gives you an idea of typical entry requirements, the kind of skills required and the sort of salary you can expect with experience, useful to know before you start your job search.

Deciding what you want

- Before you begin looking, you need to know what you would like to do and whether or not it is a realistic option. Computer-related career programs can indicate what jobs might suit you based on your answers to a range of questions – your local Connexions centre is likely to have at least one of the following career programs: Kudos, JED or Prefinio.
- Think about how far you are willing to travel, and the minimum salary (or training allowance) you need to survive.
- Until you have plenty of work experience, you may have to accept something that isn't necessarily your first choice.

Connexions centres

- All vacancies advertised in Connexions centres are suitable for young people. Remember, most of these jobs will be entry level positions so you need to be willing to undertake routine work. You can look at these vacancies online at www.mychoicelondon.co.uk – click on 'jobs'.
- Many jobs include recognised training (leading to NVQs, for example).
- Lots of help and advice is available to help you choose something suitable.

Jobcentre Plus offices

- A wide range of full, part-time, permanent and temporary jobs are available.
- Vacancies tend to require experience so might not always be suitable for school leavers.
- Search for vacancies by calling in to your nearest Jobcentre, going online (www.jobcentreplus.gov.uk) or by ringing Jobseeker Direct on 0845 6060 234. If you have a speech or hearing impairment use textphone 0845 605 5255.

Recruitment agencies

- Recruitment agencies are private organisations which are paid by companies to find suitable employees. As well as their office bases, many also have websites which display vacancies.
- Some recruitment agencies specialise in certain types of work (e.g. secretarial, accountancy) or only/mainly offer temporary positions. It is important to have an idea about what might suit you before you call into a recruitment agency – they are not trained careers advisers.
- If you plan to visit, wear smart clothes and take an up to date CV. You might be asked to take tests (e.g. keyboard, spelling); the standard expected might be high.

Local and national newspapers

- Some newspapers have a wide range of vacancies although they can attract many applicants.
- Libraries often stock newspapers (for reference only). Check the closing date carefully in case the newspaper is a few days old.
- Some national newspapers specialise in particular work areas on certain days but local papers usually carry adverts on just one day.

Internet

- Job advert sites may be run by recruitment agencies with offices (such as www.reed.co.uk) but others are only internet-based (such as www.monster.co.uk). Some newspapers also have sites (such as the Guardian's <http://jobs.guardian.co.uk>).
- Job Information Sheets are available to download from www.centrallondonconnexions.org.uk. They give you a description of jobs and current vacancies.
- Occasionally, vacancies are not current.
- Before submitting your personal details, check that the site looks genuine – if in doubt, ask Connexions for advice.

Other places to look

- Local/community radio stations sometimes have 'job spots'.
- Shops and restaurants often advertise for staff with a card in their window.
- Friends and relatives may hear of vacancies – ask around.
- Apply 'on spec' to any organisations you'd like to work for.
- Working voluntarily lets you find out about possible paying vacancies.

Our equal opportunities policy: Successful Young People, Successful Communities

Central London Connexions will help young people from all backgrounds in London to succeed. Central London Connexions will make a real and lasting contribution to ensuring that the capital's diverse communities are successful in meeting the challenges of the 21st century. Central London Connexions will actively celebrate the cultures and diversity of young people through services and programmes that are attractive, relevant and reflect community interests, offering full and equal access to all young people and staff.

This information is available in alternative formats, call 020 7938 8080.

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