

How to seek job vacancies – Job search for young people

Job vacancies are advertised through organisations and also online. See below people and places that may be able to help you with your job search and ideas about where to search for job vacancies and about speculative 'on spec' applications.

Careers Adviser

The Careers Adviser linked to your school will be able to provide information and advice about job search. Your Tutor can put you in touch with your Careers Adviser.

Careers Service/Office - Greenwich

The Point in Woolwich has a careers office on the first floor. They advertise job and apprenticeship vacancies for young people and there are Advisers available who can discuss work and training opportunities. The Advisers can also give support with application form completion and interviews. This service is usually available close to the time that you will be leaving school or college, before this time you should seek advice from the Careers Adviser linked to your school.

Opening hours: 9am to 5pm

The Point,
47 Woolwich New Road,
Woolwich SE18 6EW

Telephone: 020 8921 8224

Email: the-point@royalgreenwich.gov.uk

Please be aware that The Point offers many services for Young People, not just Careers Information and Advice.

GLLaB (Greenwich Local Labour & Business) – Greenwich

GLLaB in Woolwich also advertises job and apprenticeship vacancies and provides support with applications. You can make contact close to the time that you will be leaving school or college.

GLLaB

The Old Library
Calderwood Street
Woolwich SE18 6QW

Telephone: 020 8921 2440

Jobcentre Plus

Staff at the local Jobcentre Plus do give information on job and training opportunities and they do advertise vacancies, however many are aimed at those who are 18 years+.

To find job vacancies, you can search the Find a job website, at:
www.gov.uk/jobsearch

Jobcentre Plus – Greenwich

Meridian House Royal Hill Greenwich London SE10 8SA

Telephone:

0800 169 0190

Employment/Recruitment Agencies

Anyone can register with an employment/recruitment agency to seek work whether temporary or permanent, many agencies cover a wide range of jobs but others specialise in a certain occupational area e.g. catering. The agency will ask for details of your skills, experience, qualifications and ask about the type of work you are looking for and then they will attempt to match you with any suitable vacancies that they have on their system. The agency will arrange interviews for you. As new vacancies will be sent to agencies each day it would be sensible to contact the agencies which you have signed with on a regular basis so that your name is not forgotten.

You should never pay to join an agency, it is the employer who pays the agency for filling their vacancy.

To find details of agencies use www.agencycentral.co.uk or search for agencies using yell.com

Personal Contacts

Not all vacancies are publicised so talk to Personal Contacts such as family members, friends, neighbours, teachers and find out if they know anyone that you could contact about job vacancies, or some may themselves be able to pass your details on to employers. This is sometimes known as 'Networking'. You could also use professional social networking sites, such as LinkedIn.

National Apprenticeship Service

If seeking apprenticeship vacancies, you can search and apply for opportunities in your local area through the National Apprenticeship Service website:
www.apprenticeships.gov.uk

However please find more information regarding apprenticeships on this website.

Newspapers

Local, regional and national newspapers are still a good source to seek job vacancies. Many local newspapers have a section where they advertise vacancies and often you may find newspapers advertise jobs in certain sectors on a particular day of the week e.g. media jobs on a Monday, I.T. jobs on a Tuesday etc.

Professional and Trade Journals

Magazines and journals usually advertise vacancies for particular sectors of work so can be very useful if you know the type of job you would like to secure. You can find magazines and journals to buy in large newsagents, or you can view in many reference libraries, or some choose to pay a subscription to receive them, some examples of professional and trade journals are the Nursing Times and The Times Educational Supplement. Also it is worth noting that most trade and professional bodies have websites, many of which carry recruitment information and vacancy listings.

Noticeboards and Shop Windows

Permanent, temporary, full time, part time and casual vacancies can be found displayed in shop windows especially of smaller shops and news agencies or sometimes on noticeboards in supermarkets.

Speculative Applications

Contacting 'on spec' means approaching an employer that you would like to work for, even if they do not currently have any advertised vacancies. Not every employer advertises their vacancies so this is a useful approach and even if there are no vacancies at the time that you contact the employer they may well keep your application on file for when a suitable vacancy does arise.

- Start by researching potential employers by using their websites or doing a search of employers using yell.com.
- Find out the name of the relevant person to contact about vacancies and jobs so that you can send a personal email or letter. Look on the website for this information or telephone the organisation and ask. If you really can't find this information then address your correspondence to the Human Resources Manager.
- When contacting the employer include your CV and a Covering Letter/Cover Letter this can be in the form of an email or an actual short letter asking the employer if they currently have any vacancies and if not if they could contact you if a suitable vacancy arises. Look at the CV section of this website for more information regarding CVs and Covering Letters.
- If you do not receive a reply, after a few weeks follow up with a telephone call to check if your email/letter has been received by the named person or the Human Resources Manager and to ask about any vacancies within the organisation.

The internet

As has been mentioned above to some extent, many websites advertise vacancies

- Employer websites
- Recruitment/Employment Agencies
- Newspaper websites
- Professional and Trade Journal and Magazine websites
- Specialist vacancy websites e.g. www.indeed.co.uk

Some allow you to get job alerts, by entering in your own details so they can contact you with details of the latest suitable vacancies. You may be able to email or upload a copy of your CV, or complete an online application. However be very careful that a website is reputable before posting your personal details.

Social media

Social media sites, such as Facebook and Twitter, are a good source of job vacancies. Professional social networking sites, such as LinkedIn, also provide a way for you to look for jobs, and for employers to find new recruits.

Employers and organisations use their Facebook pages (often having a specific page dedicated to careers and job opportunities) to advertise vacancies and school level programmes and apprenticeships and schemes. Through Twitter you can follow organisations and employers you are interested in and keep up to date with their vacancy situation. LinkedIn alerts you to suitable jobs based on your profile and the site is particularly aimed at networking with other professionals, a way to promote your skills and find unadvertised vacancies.

Nowadays employers are increasingly recruiting by finding new talent through web searches, so it is worth indicating the type of work you are looking for on your social media profiles, especially LinkedIn. Always remember to keep your online profiles up to date and professional; never post anything you would not want an employer to see - they will very often look at your profile before making a job offer.

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