



All about finding work

This factsheet has been produced by advisers from the Department of Work and Pensions (DWP) who are working in partnership with the Family Information Service.

The Family Information Service offers

- Support and advice and where to go for help when you need it
- Information and advice about childcare and funding

For more information

- Search online for childcare, services for families and factsheets: www.familyinfobrighton.org.uk
- Visit our website: www.brighton-hove.gov.uk/fis

Need extra help?

- Email: familyinfo@brighton-hove.gov.uk
- Telephone: 01273 293545
- Follow us on Twitter @bhccfamilyinfo

Our range of factsheets to view online at www.familyinfobrighton.org.uk

The extended entitlement (30 hours free childcare)	About the expansion of childcare funding for three and four year olds whose parent/s are working
Tax free childcare	A new scheme for working parents to save money on their childcare bills
Free childcare for two year olds	Some two year olds are now entitled to 570 hours of free childcare over the year
New to Brighton & Hove	Information on services, activities and local information for families who are new to the city.
Family Breakdown	What to consider when relationships break down and where to go for help and advice.

Things to think about before you start looking for work

<p>What type of jobs could I apply for?</p>	<ul style="list-style-type: none"> • If you are not sure about what type of work to apply for, take a look at https://nationalcareersservice.direct.gov.uk and try their Skills Health Check, to work out your strengths and what types of work you're likely to be good at • Also look at their "Job Profiles" to see what you need to get into a particular type of work and what it's like to do the job.
<p>What if I haven't worked for a long time?</p>	<ul style="list-style-type: none"> • If you haven't worked for a while, or want to change direction, volunteering is a great thing to do. It's a good way to get a reference for other jobs, try out a type of work that you haven't done before, get on-the-job training, meet new people and get used to a routine. You will also gain a lot of confidence as you gain experience and realise that you <u>can</u> do far more than you ever thought you could. If you are receiving benefits, you should advise the office that pays you those benefits, but volunteering for a charity is usually not a problem, as long as the office knows what you are doing • Take a look at https://do-it.org/ and www.communitybase.org
<p>What do I need to get ready to look for work?</p>	<ul style="list-style-type: none"> • Make sure that you have a good CV. It needs to be no longer than two sides of A4 paper and be focussed on the type of work you are looking for. If you are applying for different types of jobs, you'll need a different CV for each. Think about the person who will read your CV and what impression they will get of you. It should be very positive and concentrate on what you are good at for that type of job (it doesn't help to tell an employer that you are good with customers if you're applying for a job as a building labourer!). Make sure you start with your contact details, so that they know how to get hold of you. The National Careers Service web site has a useful section where you can create a CV. If you create a free account with them, you can save your CV and access it from any computer. For help, go to:- https://nationalcareersservice.direct.gov.uk/tools/cv/Pages/default.aspx • Make sure that you have an e-mail account to use for job hunting (the library volunteers, The Bridge and Whitehawk Inn can all help if you don't know how to set one up). It needs to sound professional and include your name. "madmax" or "partyprincess" don't give a good impression! Check your e-mails regularly, every day is a good idea, so that you don't miss messages from employers • If you don't have internet access at home, all the libraries in the city have computers that you can use and it's free to join. If you are receiving state benefits, you will normally be allowed to use a computer for two hours at a time, rather than the usual one hour. Most also have volunteers who can help you, but you will need to book a time. Talk to the library staff about this or go to www.brighton-hove.gov.uk and search for "Council Connect"

<p>Where do I look for jobs?</p>	<ul style="list-style-type: none"> • Look in lots of different places for job adverts • There are many different web sites that advertise all sorts of jobs (there's a few suggestions at the end of this factsheet), but also look at the web sites of companies that you'd like to work for • Try free newspapers, like FridayAd, look in shop windows and don't forget to ask friends if they know about any jobs where they work • Consider going to an agency. Some just offer temporary work, some handle permanent vacancies but most offer both. To find an agency in this area, go to https://www.rec.uk.com/membership/member-directory and you can search for agencies that offer the type of work you want
<p>How do I apply?</p>	<ul style="list-style-type: none"> • Before you apply for a job, check how they want you to apply. There is no point in sending a CV if the employer only wants completed application forms. Take a good look at the company web site to find out more about what they do, what sort of people they like to employ and what training they offer. For example, if they say that excellent customer service is really important to them, you need to let them know that it's something that you are also keen on. They also like to know that you understand a bit about their business • Read the job advert very carefully to discover what skills and experience they want you to have and make sure that you demonstrate that you meet their requirements when you apply. Experience doesn't always have to be from a paid work situation; it may come from volunteering - and don't forget that parents have lots of skills, such as time management and dealing with difficult situations!
<p>How do I Prepare for an interview?</p>	<ul style="list-style-type: none"> • Read the company web site. Think about particular skills that you want to tell them about. Consider what sort of things they might ask you and about how you might answer those questions. Don't be afraid to write some very short notes to take with you as a reminder, but only write quick comments that you can glance at. Prepare and write down a few questions to ask them, such as what training they can offer, or what opportunities there might be to progress within the company, at a later stage. Try not to ask about how soon you can take days off! • Make sure that you know exactly where to go for the interview and how long it will take to get there. Ideally, try the journey beforehand and allow lots of extra travelling time, in case there's a problem on the day. If you arrive early you will be much calmer and it is very stressful to be rushing to find the building, when you're already a bit late • Dress smartly for your interview. If you look untidy, grubby or just like you can't be bothered, the employer is unlikely to be impressed and will think that you don't really want the job. If you make a good first impression it will help the rest of the interview to go well
<p>At the</p>	<ul style="list-style-type: none"> • Say "good morning" or "good afternoon" to the interviewers and wait for

interview	<p>them to ask you to sit down</p> <ul style="list-style-type: none"> • If you can't quickly think of a good answer to an interview question, or don't quite understand what they want, ask them to repeat or explain the question. If nothing else, it gives your brain a few extra moments to think of an answer • If you tend to fiddle with things when you're nervous, try to sit with your hands on your lap so that the interviewer can't see them. Maybe try holding onto your knees or sit on your hands
Afterwards	<ul style="list-style-type: none"> • If the employer doesn't contact you after the interview, it's fine to ring them and check if you got the job. Also ask if they will give you any feedback on your interview. Not all employers will tell you, but it can help you to do better next time • If you want to know about what benefits you can get once you start work, go to www.entitledto.co.uk and use the benefit Calculator
I need more help!	<ul style="list-style-type: none"> • Take a look at The Skills to Succeed Academy https://www.s2sacademy.com/login/ • When you first register, use Access Code DW1SU1, which will save you making a rather long phone call! • It includes interactive videos about things like going for a job interview • Do you need to find somewhere to use a computer or do you want to learn more about using computers? http://digitalbrightonandhove.org.uk/ lists local places where you can get onto the internet and lots of courses.
Job hunting web sites	<ul style="list-style-type: none"> • www.brightonandhovejobs.com • www.brighton.co.uk/jobs • www.theargus.co.uk • www.indeed.com • www.monster.co.uk • www.totaljobs.com • www.jobsite.co.uk • www.cv-library.co.uk • www.gov.uk/jobs • www.jobsgopublic.com • www.reed.co.uk • www.fish4.co.uk • www.gumtree.com <p>There are many more, but these are a good place to start</p>

Preparing for Work Assessment

Are you job ready?



If you saw a job advertised in a shop window asking applicants to email a CV could you do it, and do you have a current CV?

If you were invited to a job interview do you have appropriate interview clothing, the confidence to sit in front of a panel of interviewers and know how to demonstrate how you meet the job specification?

If you got offered a job could you accept it knowing that you have at least two

If the answer to all of the above is yes, then that's great and you're on the right tracks to finding a job! However, if the answer is no, you can use this assessment to identify any employability gaps and then speak to your Family Support Worker, Social Worker or Work Coach for advice and guidance on how to fill these gaps. This assessment includes some of the mandatory conditions of claiming all DWP benefits, including Universal Credit, to help you avoid benefit sanctions.

Name:

Date completed:

Date reviewed:

Address:

Date of Birth:

NINO:

Employability Checklist – Do I have it?	Yes	No	What I will do to get it?
Up to date electronic CV There are lots of contracted training providers and work clubs that can help you get this within a week or two. Don't forget to include a contact number.			
Sensible email address e.g. John.Smith@gmail.com If your email address is inappropriate, employers may think that you're inappropriate for the job and not respond. Apply at www.gmail.com			
Basic computer (IT) skills You will need these to find and apply for jobs but having good IT skills can also save you time and money in the home, i.e. online bills, shopping etc.			

<p>Universal Jobmatch (Jobcentre Plus) account</p> <p>If you don't have and regularly use a UJ account your benefit could be stopped, plus UJ has 1000s of local jobs! Apply at www.gov.uk/jobsearch</p>			
<p>Smart and appropriate interview clothing</p> <p>You want to stand out from the crowd and impress employers at a job interview. If you claim benefits the Jobcentre may be able to help with this.</p>			
<p>At least two checkable work-related references</p> <p>This must include your most recent employer if you have one. However, voluntary work placements and educational references are accepted.</p>			
<p>Recent work experience</p> <p>If you don't have any recent experience, ask the Jobcentre about local placements or consider volunteering. Employers want to see that you have done all that you can to keep your skills up to date. Visit www.do-it.org</p>			
<p>Basic numeracy and literacy skills</p> <p>Not everyone leaves school with high grades, but you're never too old to learn. Poor English and grammar can prevent your application reaching the next stage so contact a local college and ask about part-time courses.</p>			
<p>Regular access to the internet and email</p> <p>To be able to find and apply for jobs you'll need regular internet access. This doesn't have to be at home, it can be in a library (free), community hub (free), in a Jobcentre (free), at a friend's house or on a smart phone or tablet. Visit http://digitalbrightonandhove.org.uk/ to find places with free internet access</p>			
<p>A bank account to receive pay from work and benefits</p> <p>Most employers will only pay wages directly into the bank account, in the same way that benefits and credits are paid. You no longer need a good credit rating to obtain a basic bank account to apply for one today.</p>			

<p>Realistic job goals</p> <p>Are you looking for jobs that actually exist locally and for the hours that you can work? Have you got all of the cards, certificates and qualifications needed for these jobs? If not, reconsider your job options and only apply for jobs you know you can do. The National Careers Service can help you.</p>			
<p>Access to own or public transport</p> <p>If you claim DWP benefits you are expected to travel up to 90 minutes each way to work, so make sure you can get to and from the jobs you're applying for. Search 'journey planners' on Google and do a route plan door to door.</p>			
<p>Confident and experienced in attending job interviews</p> <p>There are lots of techniques you can learn to help you do the perfect job interview. Speak to your Work Coach or ask for an appointment with National Careers Service or a local training provider.</p>			
<p>Social media account(s)</p> <p>A vast majority of work is advertised online, including on Social Media i.e. Facebook, Twitter and Linked-in. Without an account you'll miss out on 1000s of jobs. Follow or 'Like' the employers you want to work for as well as any community based job pages.</p>			
<p>Clean, professional and protected online identity</p> <p>Ask a family member or friend to search your name on Google, Facebook, Twitter, Instagram or anywhere else you have had an account. Lots of employers do this to decide who to interview and to make sure they're appropriate for the role. Take action now by locking down your security settings and by deleting inappropriate accounts, pictures and comments.</p>			
<p>Alternative care arrangements for children, pets and other sick or elderly dependants</p> <p>If you're responsible for somebody, have you thought about whom will take over once you start work? You may be entitled to support with childcare costs through Tax Credits / Universal Credit. Support may also be available for elderly or sick relatives or dependants.</p>			

Contact details of all government benefit departments to inform them of changes in circumstances

You MUST report any changes in your circumstances to ALL government departments to ensure that your benefits are adjusted or cancelled. This will also prevent accusations of benefit fraud.

This factsheet was produced by an adviser from the Department of Work and Pensions (DWP) who is working in partnership with Brighton & Hove City Council. The information in this factsheet is correct at June 2017. Brighton & Hove City Council and the DWP cannot be held responsible for any errors or omissions it contains.

For help and support call the Family Information Service - 01273 293545.

Email: familyinfo@brighton-hove.gov.uk

www.brighton-hove.gov.uk/fis