

Finding Work

Looking for part time work

Having a part time job is a great way to earn extra money and develop your confidence, skills and experience while you are at school or college. Work experience can also be really valuable when applying for university.

How good is my job hunting?

Use the check list below to see if you are doing everything possible to find work.

Are you clear about what skills and experience you have?

Do you know what skills, abilities and qualifications are needed for the types of jobs you are looking for?

Do you have an up to date CV? Does your CV make the most of your skills and experience?

Are you confident about filling in application forms or completing online applications?

Have you used the internet to search for jobs (many companies now advertise online)?

Do you read local paper regularly to find out which companies are expanding and which companies are coming to the area?

There isn't a way to find vacancies all in one place, so you might need to think a little creatively.

Look at the Bristol Evening post vacancy section and local free newspapers such as the Metro and the Observer. Business advertise in these on a regular basis.

Speak to family and friends, they may know of jobs through their own contacts. Tell them what you are interested in so they will let you know if they find out about any suitable vacancies for you.

Visit local jobs fairs. These are held regularly in the Bristol area and are often advertised through the local newspapers and they offer you the opportunity to meet and talk to lots of employers in one place about their vacancies.

Call into businesses and drop off your CV. Lots of employers respect this proactive approach.

Finding an apprenticeship –

In the UK we have a national apprenticeship website with all the information regarding apprenticeships and most importantly all of the apprenticeship vacancies. These are regularly updated.

The best way to find apprenticeship vacancies is by registering and searching on www.apprenticeships.gov.uk (the national website). If you are a **Year 11 pupil** and looking for an apprenticeship you should be using this site every day from March. When you apply for a vacancy online the training provider who is looking after the vacancy will then be in touch.

It is also worth approaching employers directly and ask if they offer apprenticeships if you want to be really proactive. Look on the employer's own website for information regarding the apprenticeship vacancies. Check these websites from January onwards.