

## Recruitment Consultants / Employment Agencies

Recruitment agencies work closely with employers. They will match you to a job if you have what an employer is looking for.

Some agencies will give you training to make sure that you have the skills you need to get the jobs available. Training is often run because there are jobs available that need this training. So if you are willing to take the training, it is likely that there will be a job at the end of it. Agencies are always looking for new people and they want to work with you.

If you work with a recruitment consultant and build up a relationship with them, they will know what type of job you want and will help you find it.

Agencies offer temporary jobs as well as permanent or fulltime jobs. A temporary job could help you get back into full-time work. This would be helpful if you have not worked for many years or you do not have recent work experience.

Temporary work could also give you the chance to get the skills and confidence you need to get back into a permanent full-time job.

Agencies also offer jobs that have flexible working hours which may suit your situation and needs. You can get paid holidays in temporary work.

Some agencies specialise in certain types of jobs. This means they may be able to offer you extra support so you can get a job in a particular area of work.

## Jobcentre Plus

Jobcentre Plus advisers can tell you about jobs in your local area and in other places. Once you find a job you're interested in, they will tell you how to apply. If possible, they will ring the employer there and then to arrange an interview or send you an application form.



## Work Programme Centres

You may be able to get free help with job applications at one of the Jobcentre Plus Work Programme Centres. You can also get practical advice on looking for jobs, removing barriers to getting and keeping a job, and going back to work.

Work Programme Centres provide stamps, stationery, newspapers and access to the internet. Many offer learning modules to improve your interview skills and phone techniques. Work Programme Centres also help you to develop your experience in how to research, apply for and get a job.

Work Programme Centres also provide help in the form of training sessions which attempt to improve job hunting techniques and, where necessary, restore self-confidence.

If you want to join a Programme Centre you must be:

- looking for a job, rather than training or taking part in another scheme or programme and be referred by Job Centre Plus
- prepared to attend regularly

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## Work Trials and Employment on Trial

Work Trial and Employment on Trial is a Jobcentre Plus service aimed at helping unemployed people.

A Work Trial is a trial in an actual job vacancy. Employment on Trial is designed to encourage you to try a new job.

A Work Trial gives you the chance to show an employer that you are the right person to fill a job. It is entirely voluntary.

To find out if you are eligible, please speak to a Jobcentre Plus adviser who will check if you qualify.



### Work/Job Clubs/Pre-Employment Training Providers

Work Clubs provide unemployed people with a place to meet and exchange skills, find opportunities, make contacts, share experiences and receive support to help them in their return to work.

### Local Employment Resource Centre's

Employment Resource Centres (ERC's) are usually run by local community organisations and they are one stop shops which provide advice and support in jobsearching. Some ERC's will help you with your CV and job application form.

