

LOOKING FOR A JOB



Online Job Search

There are many search engines that advertise full and part-time jobs. These sites often allow you to filter to allow you to refine your job search in terms of geography/location, qualifications, job type etc. You might be able to sign up and register with these search engines which means you can be sent regular alerts. Job searches can be filtered by area e.g. Falkirk

Applying direct to an employer

If there is a company in Falkirk or beyond you really want to work for, or if a local company is expanding, write or email direct to them with your CV and a cover letter to ask if they have any vacancies, explaining why you want to work for the company. If you hear back that there are **no** vacancies, ask that the company keeps your CV on file and to consider you for any future jobs.

The 'Hidden' Job Market

It is estimated that approximately $\frac{3}{4}$ of jobs are not advertised, meaning employers may look at who they can promote internally or ask colleagues if they know anyone suitable. Make sure your family, friends and neighbours know you are looking for a job - **USE ALL NETWORKS AVAILABLE TO YOU!**



**FIND OUT
MORE**



LOOKING FOR A FULL-TIME JOB



Looking for a job



click on the bold text

Job Search Sites



click on the bold text

Applying for a job



click on the bold text

C.V. & Cover Letter



Start your job hunting - Advice on finding your ideal job
Careerometer - Compare different career prospects
Job Search - Use the database from My World of Work to get an idea of what jobs are out there
Going to a Job Fair - Support if attending a Job Fair
Planning your Career Path - My World of Work



Indeed - Search full and part time jobs by location
My Job Scotland - Main website for public sector jobs
S1 Jobs - View thousands of jobs on the S1 site
JobCentrePlus - Set up an account to view jobs
Apprenticeship.scot - Main site for apprenticeships
Job Search Tool - Massive Job Search tool



Application Form: Hints and tips - Use PlanIT site to get handy tips and advice before you apply for a job
Sell yourself - How to make yourself stand out
Apply by email - Use protocols if applying by email
General advice and guidance - When applying online
Phoning up about a job - Tips on phoning employers



Advice on writing a CV - This section provides useful information on writing a CV
Read this CV Guide - How to make your CV shine and stand out from the crowd
Writing a Cover Letter - Each CV needs one
Cover Letter Layout - Useful format to use

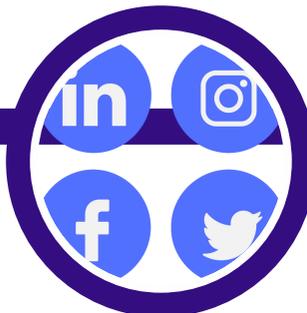


Interviews



click on the bold text

Social Media & Rights



click on the bold text

Unsure and need advice



click on the bold text

Seeking advice



What to expect in an interview - get an idea of what to expect when attending an interview
Video - Watch this short video about interviews
How to ACE your interview - Use the well known STAR technique when preparing for an interview.
Thank You - How to write a Thank You note



Using Social Media - Advice, tips and things NOT TO DO using social media when looking for a job.
Rights at Work - The Citizens Advice Bureau have summarised Rights at Work for young people under 18
You will get more information on the use of Social Media during your S6 Skills period.



BUZZ QUIZ - Take the BUZZ Quiz to link careers with your personality
Career Journeys - find out more about career journeys using real life stories
Labour Market Information - Where are jobs needed in the Falkirk area?



Career Adviser in school - appointment-
Skills Development Scotland Office - Manor Street, Falkirk contact details
Pastoral Head - consult by House
DYW Lead/Year Head - Miss Marshall
Family - They might know of openings

