



Search



Basics

Beginner's guide to



Everyday help

3.3 Searching for jobs

This activity will help you search for, find and apply for the right job for you.

What will I learn?

- Where jobs are advertised online
- How to search for the right job for you
- How to apply for jobs you've found online

-  Use this document with the glossary
-  A helper should take you through this guide

Search



How do I do it?

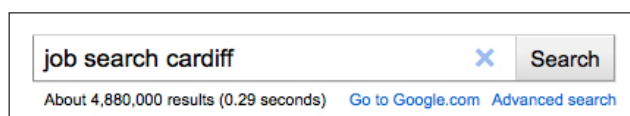
Be safe! If you're using this hand-out on a shared or public computer, remember to:

- **Log on using a 'strong password': one that includes upper and lower case letters, numbers, and isn't something that someone else could guess.**
- **Never share or write down your password.**
- **Log out when you're finished.**

The web links referred to throughout this document can be found in the Useful Links section at the end.

Where are jobs advertised online?

1. There are hundreds of job sites on the Internet.
 - Go to www.google.co.uk
 - Search for some of the following terms and see what appears:
 - 'online jobs'
 - 'jobs + your postcode' (eg 'jobs AB1 2CD')
 - 'job search'
 - 'find jobs'
 - 'jobs + your county or city' (eg 'jobs Cardiff').



Example of search on Google web page

- If you wish, click on some of your search results and have a look at the job search sites that you have found.
- You might wish to make a note of some of these. It's a good idea to search for jobs using as many sites as you can find.
- Which search terms bring up the most helpful results for you?



How can I search for the right job for me?

2. The UK Government Universal Jobs Match site contains all the jobs available at Jobcentres around the UK. Whilst you can search and apply for jobs without an account, it is better to register and have one. By having an account, you can save searches, get an email alert when a new job of the type you are looking for becomes available and also you can keep a copy of your CV for easy attachment to applications.
 - Go to the Universal Jobs Match site using the link from Useful Links.

Look at how the site helps you to search for a suitable job. You can enter:

- a. a job title
 - b. your location, such as your home postcode
- Have a go at using this web page to search for a job:
 - Enter 'receptionist' (or another job title that's better for you), your postcode and the distance you would be willing to travel from your home.
 - Click on 'Search' and see what results appear for you.
 - You may need to select some other options depending on the job title you entered. If this is the case, click with your mouse to select your chosen options.
 - Click on a result to find out more about this job, and how to apply.
3. Now go to the fish4jobs web link:
- Enter the same information (the job title, postcode and distance you used above) into the search function and click on 'search'.
 - Do different jobs appear this time? This shows how it's useful to search for jobs using more than one website.
 - There are ways to narrow down (filter) your results, such as choosing a pay range that's realistic for you. To do this click one or more of the options in the search criteria, and then click search.
 - If you're not sure about your results, try searching again, using a different job title.
 - You can also search for jobs by sector. If you want to work in manufacturing, click on this to see all the jobs that are available.
 - You can also enter a sector name, like manufacturing, into the search bar. You can use this to search for all manufacturing

jobs within 30 miles of where you live, for example.

- Click on 'more details' to find out more about one job in your search results.
- Click on 'apply now' and see what information you're asked to provide.
Don't do this for real.

How do I apply for jobs I've found online?

4. The fish4jobs example above shows one way that you can apply online for a job. Sometimes, you'll have a form to fill in, but often you might need to email or upload a CV and cover letter.

The National Careers Service website offers advice on creating CVs and covering letters. To use some parts of this service, you will need to register.

- Go to the National Careers Service website using the link from Useful Links.
- Find the CV building link on this page and click on the '>'.
 - To use the CV builder, you will have to register. This will allow you to create and change your CV.
 - If you don't want to register, other links on this page can still be used to give you advice and examples for building a CV.
 - If you're aged 14-19, use the BT Moving On web link instead. Where next? at the end of this hand-out tells you more about how Moving On can help you.



If you enter any personal information using a shared or public computer, close your browser program once you have finished.

My learning checklist

- I can search the Internet for sites that advertise jobs.
- I can search a job site using key words and filters.
- I can browse sectors or categories of interest.
- I can find out more about a job and how to apply.

Top tips

- 'Key words' are words that appear in the job listing to describe each job. Think about the key words that will help you find the type of job you want (eg 'receptionist' or 'plumber'), and the sector you'd like to work in (eg 'retail' or 'construction').
- Don't just rely on one site – search as many sites as you can.
- Your local newspaper will probably advertise jobs online as well as in its print version.
- You can register with job sites so you can save your searches, jobs of interest, and your uploaded CV. See the Where next? activities opposite and suggested hand-outs to help you do this.

Where next?

- BT's Moving On is a free online resource for young adults aged 14-19 and beyond. Moving On will help you learn more about yourself, the skills you need in life and work, and how best to develop and demonstrate these to employers. Visit the Moving On web link to get started.
- Use a search engine to find other jobs in your area or postcode, including your local newspaper's job listings.
- Register with job sites. Use hand-out 2.2 to help you stay safe when you do this.
- Visit the National Careers Service web link again and follow the instructions to create a great CV using their online CV builder. You'll need information about your education, qualifications and employment to do this.
- Type a sample CV and application letter and practice attaching it to a covering email. Hand-outs 1.2 and 4.1 can help you do this. Microsoft Word includes templates of CVs. Open one by clicking on 'File' in the top menu bar, then 'Open from template' and 'Resumes'.

Write down any notes that will help you:

Useful Links

You may want to use these links in your session:

UK Government Universal Jobs Match

<https://www.gov.uk/jobsearch>

Fish4jobs:

<http://www.fish4.co.uk>

BT Moving On:

<http://www.bt.com/movingon>

National Careers Service CV Builder

<https://nationalcareersservice.direct.gov.uk/advice/getajob/cvs>