

# FINDING A JOB

## BENEFIT CHANGES

The government's welfare reforms aim to encourage people into employment with real incentives, such as making working tax credit households exempt from the benefit cap, offering help with transport costs, training and education opportunities, and free help with writing CVs and interview preparation.

The more experience, skills and education you have, the better your chances when looking for work. Give consideration to:

- education and learning;
- apprenticeships;
- volunteering;
- mentoring;
- working abroad; and
- part-time/job-share/temporary work.

Visit [www.croydon.gov.uk/benefitchanges](http://www.croydon.gov.uk/benefitchanges)

## HOW TO LOOK FOR WORK

There are a number of ways to search for work including:

- Jobcentre Plus has the biggest job vacancies database in the UK. Visit [www.gov.uk/jobsearch](http://www.gov.uk/jobsearch)
- Newspapers/magazines/journals – even free papers advertise jobs.
- Job boards – online and around your community; eg, supermarkets, shops.
- Recruitment agencies – look in the Yellow Pages for local agencies.
- Contacting the company direct – not all businesses advertise vacancies.
- Word of mouth is a powerful tool, especially if somebody can vouch for you.

If you do not have access to a computer, visit a Croydon library ([www.croydon.gov.uk/leisure/libraries](http://www.croydon.gov.uk/leisure/libraries)) and book a computer to use for free or call UK Online Centres on **0800 77 1234** to find your nearest public internet access point.

## HOW TO MAKE YOURSELF STAND OUT AS A CANDIDATE

Most employers will want to see your curriculum vitae (CV), which is a document listing your work history, skills, education, achievements and experience. To get employers interested, it is worth spending time to get your CV just right. Sell yourself to a potential employer – they know nothing about you, so clear information, in a logical order, is essential.

Jobcentre Plus can offer more help with writing a CV – visit your local branch to arrange a meeting with an adviser.

## SUPPORT FOR PEOPLE WITH DISABILITIES

The government's Access to Work scheme provides practical tailored support to overcome work-related barriers such as transport, access to buildings, or seat and desk requirements.

If you need extra employment support because of a disability, your local Jobcentre Plus can put you in touch with one of its disability employment advisers (DEAs), who can provide help and support regardless of your situation and help you find work or learn new skills. Visit [www.gov.uk/access-to-work](http://www.gov.uk/access-to-work) for more information or go to your local Jobcentre Plus.

## CHILDCARE

For many people moving into employment this will mean having to consider childcare for the first time. Read our 'Childcare' fact sheet to find out more about your childcare options.

# HELP AND ADVICE

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**Reed** (working in partnership with Croydon Council)

☎ 020 8688 3498 (Croydon branch)

🌐 [www.reed.co.uk](http://www.reed.co.uk)

## Croydon libraries

🌐 [www.croydon.gov.uk/leisure/libraries](http://www.croydon.gov.uk/leisure/libraries)

## Fish4Jobs

🌐 [www.fish4.co.uk](http://www.fish4.co.uk)

## Graduate jobs

🌐 [www.graduate-jobs.com](http://www.graduate-jobs.com)

## Jobcentre Plus

🌐 [www.gov.uk/jobsearch](http://www.gov.uk/jobsearch)

## Jobs.UK

☎ 0844 808 0000

🌐 [www.jobs.co.uk](http://www.jobs.co.uk)

## Jobsite

☎ 0844 561 9311

🌐 [www.jobsite.co.uk](http://www.jobsite.co.uk)

## Monster

🌐 [www.monster.co.uk](http://www.monster.co.uk)

**Prospects** (graduate job vacancies)

0161 277 5200

🌐 [www.prospects.ac.uk](http://www.prospects.ac.uk)

## Recruitment and Employment Confederation

☎ 020 7009 2100

🌐 [www.rec.uk.com](http://www.rec.uk.com)

## Red Goldfish

🌐 [www.redgoldfish.co.uk](http://www.redgoldfish.co.uk)

**Talent Retention Solution** (apprenticeships in manufacturing and engineering)

🌐 [www.talentretention.biz](http://www.talentretention.biz)

## Total Jobs

🌐 [www.totaljobs.com](http://www.totaljobs.com)

## UK Job Search

🌐 [www.jobsword.co.uk](http://www.jobsword.co.uk)