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
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?
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 on one or more of the options on the right of the results.
   - 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 hand-outs listed in Where next? can help you create these:

- Go back to the Directgov jobs and skills web link that you visited above.
- Click on the ‘Careers and skills advice’ link on the right hand side of the page. This takes you to the Next Step website.
- If you wish, take a look at how Next Step can help you by clicking on some of the links at the top of the Next Step home page. These can help you:
  - plan your career
  - get a job
  - improve your career through learning.
  - get advice and funding to help your career development.
- On the Next Step home page, click on ‘Getting a job’ and then on the ‘CVs and covering letters’ link on the page that appears.
- This page has links to lots of advice on how to write a great CV and covering letter.
- Click on ‘CV Advice’ to find out what goes into a great CV that will impress employers. You’ll need this information to use the Create a CV tool.
- Now click on ‘Create a CV’. This is a step-by-step tool to help you write a CV.
- Have a go at filling each section using your keyboard to type. Remember to check your spelling using the ‘Spell Check’ button.
- When you finish each section, you can click on ‘Preview’ to see what this part of your CV will look like when you print it out.
- You can go back and change what you have written if you want to improve it.
- When you are ready, click ‘Next’ to go to the next part of the Create a CV tool.
- At the top of the page you’ll see a ‘Register with us’ link. If you want to create your CV using this website, you’ll need to register so you can save your CV. Remember to save your work at each stage when you do this for real. You don’t have to do this now.
- 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.
**Quiz yourself**

- What search terms can I use to find online job sites?
- What information should I enter to search for jobs?
- How can I filter my search to narrow it down?
- How can I browse for jobs by sector or category?
- How do online job sites ask me to apply for jobs of interest?

**Try your new skills**

- Search for jobs that might suit you. Go back to the Directgov and Fish4jobs web sites. Use the search function or browse the sector/categories that interest you.
- Change the terms you use in your search to see how the results vary. What are the right key words that might bring up the jobs you most want? Vary the distance you’re prepared to travel to see how this changes your results.

Write down any notes that will help you:
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.
- You 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 Next Step 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:

<table>
<thead>
<tr>
<th>Link</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directgov jobs and skills search:</td>
<td><a href="http://jobseekers.direct.gov.uk/homepage.aspx">http://jobseekers.direct.gov.uk/homepage.aspx</a></td>
</tr>
<tr>
<td>Fish4jobs:</td>
<td><a href="http://www.fish4.co.uk">http://www.fish4.co.uk</a></td>
</tr>
<tr>
<td>BT Moving On:</td>
<td><a href="http://www.bt.com/movingon">http://www.bt.com/movingon</a></td>
</tr>
<tr>
<td>Next Step:</td>
<td><a href="https://nextstep.direct.gov.uk">https://nextstep.direct.gov.uk</a></td>
</tr>
</tbody>
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