



Search



Beginner handout

[www.fastershire.com](http://www.fastershire.com)

## 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

welcome to  
*faster*shire  
Faster broadband for Herefordshire and Gloucestershire

# 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.

- 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?



Where are jobs advertised online?

1. There are hundreds of job sites on the Internet.
  - Go to [www.google.co.uk](http://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



fish4jobs web page

## How can I search for the right job for me?

2. Go to the Directgov jobs and skills web link. This contains all the jobs that are advertised at Jobcentres around the UK:

- 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
  - c. the distance you would be willing to travel to work.
  - d. what other things can you specify?
- 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 (you would normally call Jobseeker Direct to apply for jobs listed on this site).

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.**

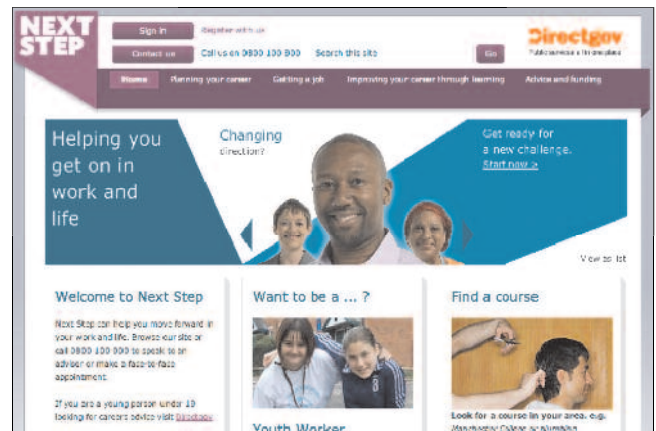


Directgov web page: jobs and skills

## 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.



Next Step home page

- 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.**







## Useful Links

You may want to use these links in your session:

**Directgov jobs and skills search:**

<http://jobseekers.direct.gov.uk/homepage.aspx>

**Fish4jobs:**

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

**BT Moving On:**

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

**Next Step:**

<https://nextstep.direct.gov.uk>



Connect with us on:

