

Top 10 tips for jobseekers

1. Check out the **Jobcentre Plus website** to get your job hunting started – www.jobcentreplus.gov.uk. You can download a free job kit packed with information and advice.
2. **Make sure you have an up-to-date CV**, with information on your skills, abilities and experience. If you haven't written one before, the Jobcentre Plus website has advice on how to do it.
3. **Get yourself online** – almost 8 out of 10 companies now advertise their vacancies on the internet, so make this a key part of your job search. If you don't have access at home, you could use a local UK online centre (eg in a local library, college or community centre). To find your nearest one, log on to www.ufi.com/ukol or phone 0800 77 1234.
4. Find out **all the other possible vacancy sources** in your local area – check out local and national newspapers, for instance. Your local library should have copies of the main ones. And if you're a Sky or Virgin Media customer, you can go to DirectGov on digital TV to search for jobs.
5. Register with some local **recruitment agencies**. They handle many permanent, temporary, full- and part-time vacancies and can match you to employers who need staff now. Try your local phonebook for their addresses.
6. **Ask your friends and family** to look out for jobs for you – they may hear about vacancies where they work, which may not even get advertised.
7. Don't be shy about going along to **jobsfairs and other recruitment events**. They're an excellent way of meeting employers and may even lead to a job offer on the spot!
8. Think about **approaching local companies** yourself to ask if they have any vacancies you could apply for – but do your research first. Make sure you choose companies that are likely to have vacancies (eg because they have just moved to your area), and find out about the type of work they do and how it matches your skills.
9. **Be open minded** about what job you might do. For example, if you've always had a permanent job up to now, don't rule out taking a temporary one – it could give you useful experience. Or what about self-employment? There are more than 3 million self-employed people in the UK, and there is support available to help you get your business up and running. Most new businesses are successfully launched within six months... and 80-90% of small firms are still trading 12 months after start-up.

10. Don't assume you'll automatically be worse off if you take a lower paid job. You may qualify for **in-work benefits** that boost your income. Your Jobcentre Plus adviser can give you more information on this.

How Jobcentre Plus can help...

- Jobcentre Plus has Britain's largest database of job vacancies. You can search on line at www.jobcentreplus.gov.uk to find vacancies locally, nationally and even abroad. Every day, more than a million job searches are conducted on the site... and you can find out about local jobsfairs too, in the 'local events' section.
- If you'd rather phone, you can speak to an adviser who will do a job search for you. The number is 0845 6060 234, or there is a text phone service for those who are deaf, hard of hearing or have speech difficulties – 0845 6055 255.
- The Jobcentre Plus website has advice for jobseekers – from how to fill in an application form, to registering with a recruitment agency... and it can direct you to many other sources of help too (such as careers advice, or organisations that could help with self employment).
- If you need to make a claim for Jobseeker's Allowance (the main benefit for unemployed people), check out the Jobcentre Plus website first. It tells you how and when you can make your claim (which you'll do by phone), and what information you should have to hand when you ring.
- If you do claim Jobseeker's Allowance, you'll have an appointment with an adviser at your local Jobcentre Plus office. They'll help you to draw up a job search plan and will review progress with you regularly. They can also give you advice on – for example – developing your skills, if you need to.