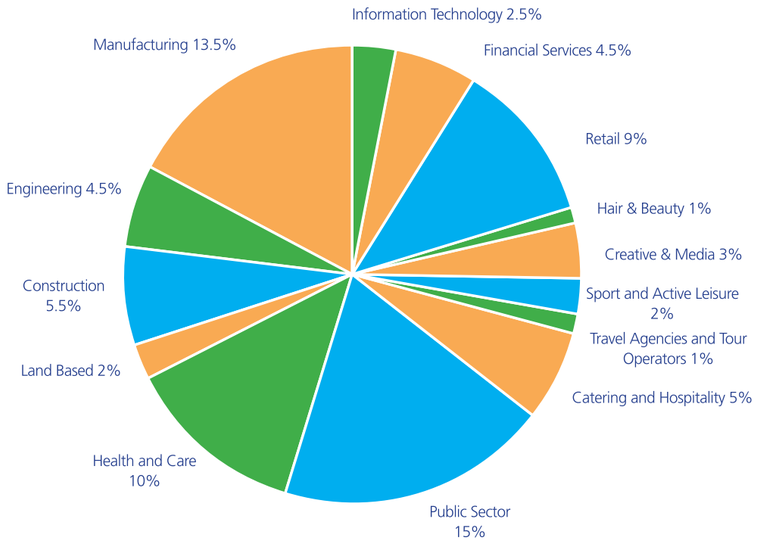
## Who does what in Northamptonshire?




## The World of Work is Changing

The world of work is changing all the time. The way people work and the jobs they do also change. It is important for you to find out about:

- the different jobs that interest you;
- the type of work;
- the qualifications, personal qualities and skills you will need; and
- whether the occupational areas you are interested in are taking on workers.

*Sources: Annual Business Inquiry (2008), Labour Force Survey (2009) and Agricultural & Horticultural Survey (2009) (Crown Copyright ©).*

## Who can help?

Connexions Choices Advisers in your school or college can give help and advice about looking for work and further training.

## Jobs and Training

Connexions can help you find a job with training. If you are looking for work or training here's what to do:

## On the phone

You can ring our freephone number **0800 73 13 2 19** (select option 1) and speak to an adviser.

## Email

Email your questions about jobs and training to **jobenquiries@4you2.org.uk** and an adviser will get back to you.

## Websites

Look at our website: **www.jobs4you2.org.uk** for jobs details and job search advice. You can register online so that you will be sent the latest job vacancies.

You can listen to podcasts of young people's experiences of going to college, sixth form, specialist training provider and trying to find a job on **Northamptonshire Works**. Follow the link on: **www.4you2.org.uk**

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# How Employable are you?

## Let's find out!

Jobs for school and college leavers are getting harder to find. There's a shortage of jobs for teenagers in the East Midlands. If you are looking for a job when you leave school or college, this leaflet explains what you can do and how you can get help.

connexions NORTHAMPTONSHIRE

*November 2011*

Contact the Connexions Vacancy and Recruitment Service for more information:

**Freephone 0800 73 13 2 19** (option 1)

**Email info@4you2.org.uk**

National Careers Helpline 080 800 13 2 19

www.facebook.com/connexionsnorthamptonshire

## What do employers want?

Qualifications are still important.

Most employers expect teenagers to have a range of qualifications, **but they also want employees who have the right attitude** and a good understanding of maths and English.

### Myth BUSTER!

*Employers don't mind if you make an odd spelling mistake on your application form*

**Yes they do!**

"I put applications in the bin first of all if they are not spelt correctly"
Alison White - Programme Director

### Did you Know?

The Connexions Northamptonshire 'jobs4you2' website has job vacancies for 16 to 19 year olds.
**www.jobs4you2.org.uk**

## Employers like someone who ...

### can

| | |
|---|---|
| Spell and write clearly | Complete your job application form correctly. Ask someone to check it. |
| Talk to different people | Practise giving presentations in school. Plan what you are going to say before going to an interview. |
| Listen to and follow instructions | Pay attention when people are talking to you. Show that you join in with discussions. |
| Use numbers accurately | Show you can measure accurately, manage money and follow diagrams and charts. |
| Work well with others | Good proof of team work is having taken part in a team sport or drama or music production. Also any work-related learning activities in school. |
| Use IT programmes | Make sure you keep your ICT skills up to date. Say which ones you can use - Word, Excel, PowerPoint. |
| Can work on their own and use their own initiative | Get a part-time job or do some voluntary work. Show how you have been determined to get things done well and on time. |

**Match your skills to the list! Use the chart to help you.**

**Look on the Next Step website for more information about the different kinds of jobs.**
**https://nextstep.direct.gov.uk/Pages/Home.aspx**

### has the right attitude

| | |
|---|---|
| Be flexible and want to learn | Show examples of how you have adapted to change, such as leaving school. Make it clear you are willing to learn new skills. |
| Be polite | Show you can use the telephone politely. |
| Be reliable and punctual | Show how you have worked to deadlines in projects and other work you have done in school or college. |
| Be aware of the business or occupational sector | Find out as much as you can about the employer's business and why you want to work for them. |
| Look the part | First impressions are really important. Look smart from your hair down to your shoes. |
| Be enthusiastic | Show you are keen to work and try hard. |

### Top Tip!

100% of employers say that first impressions do really count. Make sure you look and act smart when you attend any interview.

**"Recruit for attitude - train for skill"**
*Head of JCB 14-19 Academy Project*

**Employers are just as interested in personality and attitude as they are in skills and qualifications.**

Apprenticeships

Are you Interested in earning while you're learning?
Apprentices earn a wage and work alongside experienced staff to gain job specific skills.
There are over 190 types of Apprenticeships ranging from business and administration to engineering and agriculture.
You can now apply for Apprenticeship vacancies online. Go to **www.jobs4you2.org.uk** or **www.apprenticeships.org.uk**