



Where do I start...?

First thing's first!

You need to put your CV together, this is very important as it needs to create a positive first impression of you! Include:-

In this order:

- | | |
|---------------------------------|--|
| Your personal details: | Name, address, telephone number |
| Personal profile: | A short positive statement, or bullet points, highlighting your skills. |
| Your work history: | Put your most recent job first and list your job title, the Company name and the dates you worked for them, also include 5 or 6 bullet points detailing your responsibilities and duties. |
| Training/Qualifications: | List training/qualifications gained in previous jobs, all educational qualifications and any courses attended. |
| Personal Information: | Driving licence/car/owner details and any hobbies, interests should come last. |

If you apply to a company directly they may ask you to complete an application form, if you do this attach a copy of your CV to your completed application before you send it. When completing an application form for a job, always make sure it is neatly presented and use the space provided (do not attach additional sheets other than your CV unless requested).

Where to look for current vacancies in your local area

- Internet

Useful sites are www.jobshopuk.com, www.fish4jobs.com, www.bhjobs.com, or www.jobsite.com. These websites all include details of local vacancies in all types of industries.

- Local Job Centre

In the telephone directory the job centers are listed under Employment Services. It depends on your post code as to which Job Centre you need to register with. Telephone numbers are Poole (01202 333000) Bournemouth (01202 276000) Wimborne (01202 275400).

- Local Paper

You could have a look at the Bournemouth Daily Echo on Thursday and Saturday. This is when local companies advertise their vacancies.

- Employment Agencies

If we are unable to assist you in finding a suitable position at Jobshop UK, you can find information with regard to other employment agencies and the areas they specialise in, in the Bournemouth Daily Echo on Thursday's. These details are also in the Yellow Pages.

Some useful hints and tips.....!

If you wish to send your CV directly to a company it may be a good idea to research them on the web before contacting them to check if they have any vacancies outstanding. This is also a good idea before attending an interview, always find out about the company before you go, as the interviewer is certain to ask what you know about their company.

If you see anything advertised on our website or in the newspaper which may be of interest, you are very welcome to call in and see us or contact us using the details shown below.

We hope you have found this information helpful, if you have any friends or family looking for work in the areas that Jobshop cover please ask them to contact us.

Thank you and good luck!