

## JOB SEARCHING

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### Who is this for?

Unpaid carers and former carers who are looking to move into employment or change jobs

### Where to job search

**Online:** Job sites may cover a range of jobs or focus on a sector. Many organisations also advertise jobs directly on their websites.

**Newspapers:** Jobs are advertised in local and national newspapers, and specialist or trade publications, for example accounting or education.

**Support services:** You can register with a recruitment agency, visit Jobcentre Plus or look for an employment support service in your local area.

**Word of mouth:** Friends, family and other contacts may know about job opportunities; some jobs are advertised in shop windows.

### Keeping a journal

It is important to keep a journal of your job searches. Make a note of the employer, job title and date of your job search or job application.

If you are claiming Universal Credit, you need to keep a record of your job-searching activities.

Your local carer organisation may be able to help with this.

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You can **apply for jobs speculatively**, which means you approach employers to find out if they have any suitable vacancies. Even if they are not advertising, they might consider you for future vacancies.



Think about where you would like to work and where you might have the required skills and experience. Contact several organisations to give yourself a better chance, sending your CV and a covering letter or email.

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## Applying for a job

Make sure you understand the job application process. Some employers ask for a CV and covering letter, whereas others will ask you to fill in an application form.

When writing a covering letter or completing an application form, do your research:

- Find out about the organisation – what they do and who they work with.
- Learn more about what the role involves, and the skills needed to perform the job.

You will need to demonstrate that you meet essential criteria for the job, for example skills, experience or training. Think about what you have achieved in previous jobs and skills you have gained in a volunteering role or as an unpaid carer.

Tell the employer how your skills and experience make you a strong candidate.

**Factsheet 3 provides more information on writing a CV and covering letter.**

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## Further information

There are many online job sites but here are a few you may want to visit:

**Indeed:**

[www.indeed.co.uk](http://www.indeed.co.uk)

**Reed:**

[www.reed.co.uk](http://www.reed.co.uk)

**Total Jobs:**

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

**LinkedIn:**

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

**Charity Jobs:**

[www.charityjobs.co.uk](http://www.charityjobs.co.uk)

## Your notes