

GETTING READY FOR WORK

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This document will provide you with useful information about getting ready for work and what you might want to consider when starting a new career.

What You Want To Do

If it's been a while since you have worked or you've not worked before, then you might not know what sort of job or sector you want to apply for.

Ask yourself these questions that will give a better understanding of what job would like to apply for, e.g.

- ◆ Do you prefer working in a team or on your own?
- ◆ Do you want to work with the public or working behind the scenes
- ◆ What do you enjoy doing? Hobbies/Interests.
- ◆ Working Indoors or outdoors
- ◆ Preferred shift patterns or personal commitments (children, carer, health issues etc.)
- ◆ What practical skills do you have
 - Driving License
 - IT Skills
 - Second Language
 - People Skills
 - Organisational/Practical Skills

English and IT Skills

Think about your English skills. Do you think you will struggle filling in application forms? Perhaps English is your second language? Would improving your reading, writing, spelling and spoken English improve your confidence? Thankfully, there are various organisations and courses that can help you develop your reading and writing skills.

Additionally, almost every job role requires a level of I.T skills. For information on how to improve your reading/writing & IT skills, please visit Swansea Working at the Employment Hub in the Swansea Quadrant. Additionally, you can book online course with Lifelong Learning via the Swansea Council or even visit your local Library.

Work Experience or Volunteering

Work experience provides you with skills and knowledge in a particular field. While volunteering involves giving your time and skills to a cause or organisation without

receiving monetary compensation, both can be valuable in building your CV and developing skills, whilst gaining a great reference when applying for future jobs.

CV

A CV is a document that summarises a person's education, work experience, skills, and other achievements. It is typically used when applying for jobs or academic programs. A good CV should highlight your most relevant qualifications and accomplishments and be tailored to the specific position or opportunity you are applying for.

For information on how to build or improve your CV, please visit Swansea Working at the Employment Hub in the Swansea Quadrant.

References

Nearly all employers will ask you to provide references (usually the names and addresses of two people, ideally one ex-employer). Maybe your previous employer no longer exists, or you were self-employed. This is where doing some volunteering or work experience is invaluable.

If you are unable to provide a reference from a previous employer, then you will need to provide a character reference. Additionally, if you are a student or a recent graduate, you can always ask a tutor or a member of the faculty for a reference.

DBS Checks

Some jobs will require DBS checks, these are roles that generally work with children or vulnerable adults. To complete an online DBS check, you will need to have a record of all of your addresses for the last five years and all the necessary information including Birth Certificate/Passport/Driving License, proof of address, proof of name changes etc.

Working & Benefits

There will be certain benefits available to you depending on what job you get. Always carry out a benefit check before you accept a job. Make sure you are aware of everything you are entitled to. In-work benefits may include help with rent or childcare if you have young children, you can contact organisations such as Citizens Advice for information on workers' rights and employee benefits.

Additional Information

For more information or if you need any help or advice on the topics discussed, please contact Swansea Working at.

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