

Applying for Employment or Gap Year Work – Information & Guidance

Application

The **National Careers Service** is a good place to start [here](#).

There's lots of information on **TargetCareers** [website here](#). By signing up to sites such as this you can customise the information you receive & tailor it to your career interest and desired location. There's also advice on: applications, interviews, choosing your career, job descriptions, skills & experience, and work vs. uni.

Unifrog has a Careers Library tool linked to the National Careers Service website: <https://www.unifrog.org/>. It also provides you with a CV builder tool, which is really useful when you're starting out with your CV. You can take the Unifrog Personality Profile quiz to see which careers are suited to you.

Fast Tomato has a similar quiz facility. Use code QAHL and year group 12/13 to [register here](#). Your responses to the questions will generate a personalised list of suitable careers.

[Collyer's Careers SharePoint](#) is kept updated with the latest employment opportunities and advice on where to look for jobs.

Work Experience

Employers are looking for evidence of what you can bring to the role. It's a really good idea to get yourself some work experience, work shadowing or attend a summer internship. Many have already been advertised on the Collyer's Careers VLE, our [new Careers SharePoint site](#) and Collyer's social media. You are also sent a weekly email with current work experience opportunities, so keep an eye out for these.

TargetCareers has a wide range of [work experience opportunities here](#).

You can also contact our Work Experience Co-ordinator Sarah Tillier (slt@collyers.ac.uk).

Tips on Applying, CVs & the Interview Process

Tips on [how to perform at your best in interviews](#) can be found on **TargetCareers**, which also has advice on [what to expect in an assessment centre](#), often used as part of the recruitment process for jobs, especially for larger companies.

UCAS has a section dedicated to [general careers advice here](#).

Recruitment Agencies

Available online, in person and via phone. Popular agencies include:

[Reed](#)

[Indeed](#)

[Total Jobs](#)

Gap Year Employment (a great way to earn money and develop skills before going to university)

Our SharePoint has a [Gap Year section](#), with links to the following websites:

[Prospects](#) – has a page devoted to helping you consider the pros and cons of a gap year.

[Target Careers](#) – with tips on how to have a well-planned gap year.

[Year In Industry](#) (YINI) – advertising opportunities to develop your professional skills during an industry placement year.

For more careers information, advice and guidance log on to [Collyer's Careers SharePoint](#).