

## **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 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](mailto: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](#).**