

Applying for Employment or Gap Year Work – Information & Guidance

Application

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

There's lots of information on [TargetCareers](#). 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 quizzes to see which careers are suited to you.

Morrisby has a similar quiz facility. Use code **MC58762B** to [register here](#). Your responses to the questions will generate a personalised list of suitable careers.

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

[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 Team on wex@collyers.ac.uk.

Recruitment Agencies

Available online, in person and via phone. Popular agencies

include: [Reed](#)

[Indeed](#)

[TotalJobs](#)

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.

[EDT](#) – advertises 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](#).