

Freephone  
0300 123 2898

Visit:  
[www.jbg.org.uk](http://www.jbg.org.uk)



**HELPING PEOPLE  
INTO WORK IS  
WHAT WE DO BEST**

I got made redundant after 35 years working in the same company, I did not know where to turn. Jobs & Business Glasgow were a God send, only a phone call away. Now I start my new job, all thanks to them.

**Sandra**

**DON'T  
JUST TAKE  
OUR WORD  
FOR IT**

**FIND OUR  
STAFF IN  
VENUES  
ACROSS  
GLASGOW**

I was referred to Jobs and Business Glasgow by my Universal Credit Job Coach and it has really turned my life around. The staff are wonderful.

I have now been taken on in a full-time permanent job, and I'm really optimistic that I have turned the corner and that better days lie ahead. None of that would have been possible without Jobs and Business Glasgow.

**Neil**

**GET IN  
TOUCH...**

Find out how we can help you, call free: 0300 123 2898

Visit: [www.jbg.org.uk](http://www.jbg.org.uk) Find us on:    



# PREPARE FOR WORK

We are funded to help Glasgow City Council residents, aged 16 years or over, who are either looking for work, or hoping to change jobs. We offer a range of support services, including:

## CONFIDENCE SKILLS

Having self confidence offers huge advantage. When you believe in yourself you are more likely to move forward with people and opportunities and if things do not work out at first, be open to try again.

## CAREERS ADVICE

Whether you are starting your career, changing jobs, or working out your next steps after redundancy, identify the skills you have and how these can be transferable across jobs.



## MONEY ADVICE

Dedicated support from Money Matters Advice Service on how to manage money, benefits, and debt. Explore options to choose the best solutions for you.

## CV AND COVER LETTERS

Create a CV and Cover Letter that stands out and gets you an interview. Find out how to tailor both to suit different job descriptions and companies.



## SKILLS TRAINING

Learn new skills or improve your existing ones with free training courses. Identify what training might help you to receive a promotion at work, or how to change career.

## PAID WORK EXPERIENCE

Gain practical work experience to make good career choices. Whilst on placement, receive a wage and gain the chance to find out if a job is right for you.

## JOB SEARCHING

Explore different ways to look for a new job. Consider alternative methods such as creating an online profile to build a network and boost your job search.

## JOB APPLICATIONS

Employers often ask for CV's but sometimes an online application form is preferred. Receive advice on how to answer application questions to demonstrate why you are the right person for the job.

## INTERVIEW SKILLS

Receive advice on the different styles of interviews and the different types of questions that could be asked. Learn how to use an employers website to prepare.



## IN WORK SUPPORT

Whether it is increasing your pay or working hours, or turning a temporary job into permanent, we can assist you to progress your career and increase your earnings.

Find out how we can help you, call on Freephone 0300 123 2898



# GET A NEW JOB IN 5 STEPS

Employment Packages are designed to help you jump start a new career. Linked to job vacancies, they offer the skills training, professional certification, and practical work experience needed to be successful in these roles.

No prior experience or qualifications are needed to take part. Packages are available in a range of sectors, including Admin, Care, Construction, Security, and IT. Training can also be sourced in other areas of work.



To learn more, please call our Customer Service Team on Freephone 0300 123 2898



## 1 COMPLETE INDUSTRY TRAINING



Take part in a short professional course, designed by employers and training providers, which covers the specialist skills needed in your chosen area of work.

Courses typically run for 5 days, Monday to Friday, in a City Centre location. Travel costs can be covered.



## 2 GAIN WORK LICENCES

Next, apply for any necessary workplace licences. We can help you to do this and cover costs.

### LICENCE EXAMPLES:

- CSCS card needed for access on construction sites.
- PVG license required to work with vulnerable people
- SIA license required to work in the security industry



## 3 ATTEND EMPLOYER INTERVIEW

On successful completion of stages 1 and 2, take part in an interview for a related job. We will help you to prepare for this.

After a successful interview you will move to stage 4 or 5, depending on the individual employer.



## 4 FINISH PAID WORK PLACEMENT

Get to know your potential employer and gain practical experience whilst receiving a wage.



## 5 RECEIVE JOB OFFER

Congratulations will be in order as you start your new career with a permanent job offer.



### ✓ JOB SATISFACTION

We offer advice and support to ensure you settle into the new job and have no other concerns, such as with money or travel.

### ✓ CAREER PROGRESSION

We can offer further free training to ensure continued career development.





## FIND YOUR NEXT JOB

### PAID WORK EXPERIENCE

Gain practical experience in a workplace environment, learning more about the job whilst receiving a wage. These placements last up to 6 weeks, thereafter the employer has the opportunity to invite you to stay in the role on a permanent basis. Advice is available to help you transition into the role, plus ongoing career development to help you progress.

### JOB MATCHING SERVICE

If you are interested in a particular area of work, we will do the following:

- Create a targeted CV and cover letter for you
- Approach employers in your area of interest to find suitable jobs
- Offer support to apply for the roles
- Provide interview tips and advice
- Offer in-work support and advice

## FIND NEW STAFF

### FREE RECRUITMENT

By helping employers to recruit we can offer these vacancies to our job searching customers. Support is tailored and can include:

- Job adverts and promotion across large City networks
- Pre-screen applications and interviews
- Financial incentives to hire staff
- Further training and in-work advice

"We were delighted to work with JBG and would use their services again. They helped us to deliver funded work placements that played a key part in our recruitment programme."

**Alex, VKY Intelligent Automation**



To discuss recruitment, please contact:  
[recruitment@jbg.org.uk](mailto:recruitment@jbg.org.uk)  
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