

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.

## DONT JUST TAKE OUR WORD FOR IT

Sandra

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 fulltime 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



### GETIN TOUCH...

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

Visit: www.jbg.org.uk Find us on: (F) (IIII)









### Freephone

0300 123 2898

Visit:

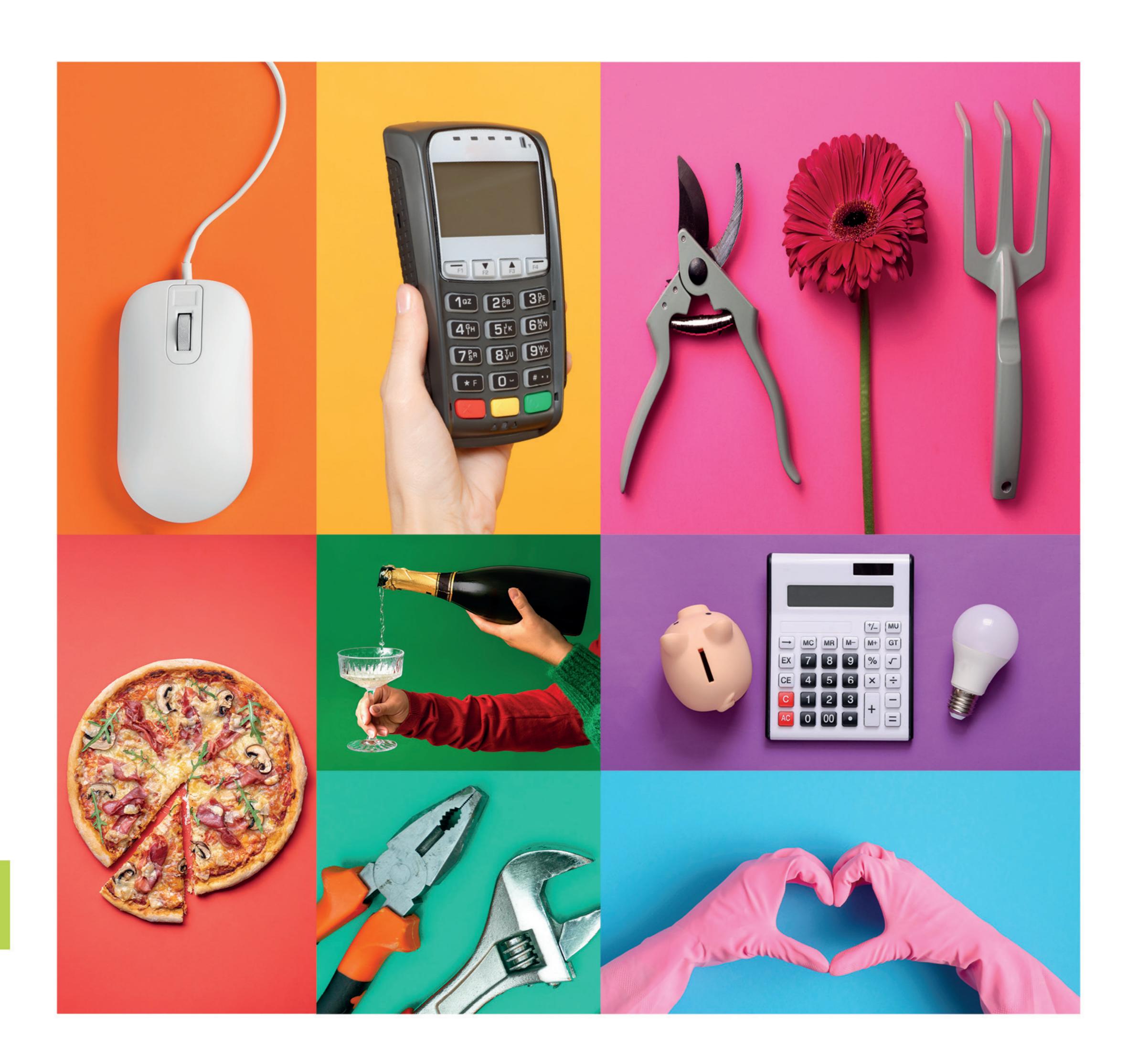
www.jbg.org.uk







## HELPING PEOPLE INTO WORK IS WHAT WE DO BEST



# 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.



### GETA 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.

**INDUSTRY** TRAINING



Take part in a short professional course, designed by employers and raining 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.

**GAIN** WORK LICENCES

Next, apply for any necessary 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 security industry



You can do this, we are right here with you!

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.





JOB

RECEIVE

**JOB** 

Congratulations

as you start your

new career with a

permanent job offer.

will be in order

OFFER

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



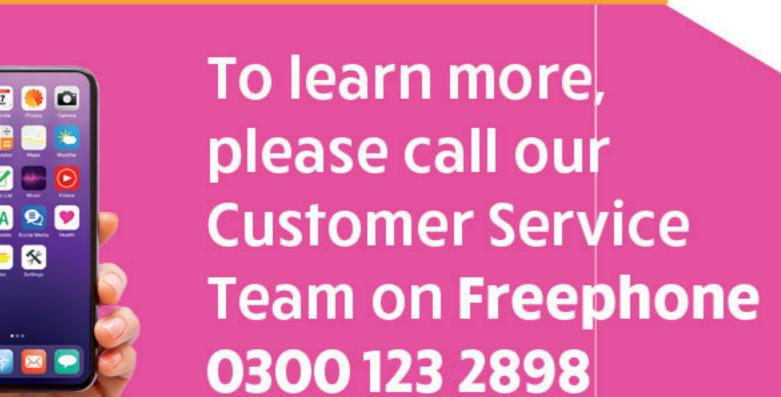
CAREER **PROGRESSION** 

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



required to work in the









workplace licences. We can help you to

**ATTEND EMPLOYER** INTERVIEW

**FINISH PAID WORK** PLACEMENT

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





# 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 0300 123 2898