



PART ONE

GET PREPARED

MODULE 4

WHERE TO LOOK FOR WORK – USING WEBSITES



JOB SEEKING SKILLS



MODULE 4

Where to look for work - Using websites

The internet is one of the most popular ways of searching for jobs.

Jobcentre Plus advertises vacancies online, many companies advertise vacancies on their websites and there is a wide range of general recruitment websites.

Internet access



If you don't have internet access at home, you can get free access in many places: your school, college, local library, Skills Development Scotland centre, Jobcentre Plus office.



Avoid going to places where you have to pay for internet access.

You need to be able to browse for as long as you like, and perhaps apply online.

The 'Find a Job' Search (Jobcentre Plus)

Jobcentre Plus advertises vacancies online through the 'Find a Job' service (formerly Universal Jobmatch) at www.gov.uk/find-a-job.

jobcentreplus

You don't need to create an account or register to search for jobs. However, if you want to receive email alerts about suitable vacancies and apply for some jobs you can register for free.

For some jobs you apply through the 'Find a Job' website, but for some, such as for the NHS, there is a link to apply through the employer's website.

You can also visit your local Jobcentre Plus office to look for jobs.



You might find the My World of Work job search tool helpful.

It uses the Jobcentre Plus database of vacancies, but the search options are different. You can use it to search for Modern Apprenticeships - add the words 'Modern Apprenticeship' into the 'Job title' search box.

Visit it at www.myworldofwork.co.uk/search-jobs/.

If you are looking for an apprenticeship with a large multi-national company, such as BAE Systems (the defence, security and aerospace company), it may be better to look on the company website.

There are more Modern Apprenticeship websites listed later.

Companies' and organisations' own websites

It's now common for employers to advertise vacancies on their own company websites; most businesses use this method in combination with other ways to recruit. However, businesses with less than 10 employees are less likely to use this method.

Many employers' websites let you register your details and set up a 'job alert', so that they can let you know by email or text if a vacancy comes up. You may also be able to follow them on social media, for example, Twitter and Facebook, to see when vacancies are advertised (more on this in [Module 5 - Where to look for work: Using social media](#)).



Before you start, you need to make sure that you plan your search before you go online.

Write down:

- ☒ the names of the jobs, or type of job, you are looking for
- ☒ the industries you want to focus on
- ☒ the level of job you want to go into (for example, junior, trainee, apprentice, technician)
- ☒ the names of any specific companies you'd like to work for.

Remember to keep track of your 'favourites'.



ACTIVITY 1: FINDING OUT ABOUT COMPANIES AND ORGANISATIONS

Practise finding and using employers' websites and careers pages by using the **Activity 1 worksheet**.

LOOKING FOR WORK WITH YOUR LOCAL COUNCIL

If you want to find a job or Modern Apprenticeship with a local council, there are two main ways to search.

1. the local council website – many have specific job or career pages, or Modern Apprenticeship pages
2. the shared recruitment website at www.myjobscotland.gov.uk

You can use the 'Modern Apprenticeships/Trainee' job category filter to search for apprenticeships.



ACTIVITY 2: SEARCHING FOR LOCAL COUNCIL VACANCIES

Go to myjobscotland and look for vacancies available in your local council under different job categories. How many of the vacancies could you apply for?

Other recruitment websites

These are more popular with medium and larger sized companies and organisations, as employers may have to pay for some services, but you don't!

There are many different recruitment sites. Some post a wide range of vacancies; others focus on specific industries or specific groups of job seekers, like school leavers.



MODERN APPRENTICESHIP WEBSITES

There are a few sites specifically aimed at providing information on Modern Apprenticeship opportunities. These include:

- Skills Development Scotland Apprenticeship website – www.apprenticeships.scot
- earlycareers.scot – <https://earlycareers.scot>

Large employers may advertise apprenticeships through their own dedicated website, such as Scottish Power, Network Rail and Rolls Royce.



ACTIVITY 3: SEARCH AND COMPARE

Visit the two Modern Apprenticeship recruitment sites. Look for an apprenticeship you might be interested in within your local area. Go to the [Activity 3 worksheet](#) and answer the questions.

What qualifications or experience do you need to apply? Which site advertises the most interesting opportunities for you?

APPRENTICESHIPS.SCOT
From Skills Development Scotland

Note: Apprenticeship recruitment in some types of work is seasonal, taking place at a specific time in the year.

For example, construction, garage work and engineering vacancies may be available between January and May.

Some employers or trainers start recruitment in December for apprentices who will start in the summer of the following year.

JOB SEEKING SKILLS 



General recruitment websites

Adzuna – www.adzuna.co.uk/

CV Library – www.cv-library.co.uk/

Fish 4 Jobs – www.fish4.co.uk/jobs/Scotland (used by the Daily Record)

Indeed (Scotland) – www.indeed.co.uk/jobs-in-Scotland

JobsisJob – www.jobisjob.co.uk/

Jobsite – www.jobsite.co.uk

Monster – www.monster.co.uk

Reed (Scotland) – www.reed.co.uk/jobs/jobs-in-Scotland

s1jobs – www.s1jobs.com (used by the Herald, Sunday Herald and Evening Times)

Scotjobsnet – www.scotjobsnet.co.uk

Scottish Jobs Today – www.jobstoday.co.uk/scotland (used by The Scotsman)

Totaljobs – www.totaljobs.com



ACTIVITY 4: PRACTISE SEARCHING FOR VACANCIES ON RECRUITMENT WEBSITES

Select two or three of these sites and practise searching for vacancies.

Go to the **Activity 4 worksheet** to record the sites you have used and any vacancies you found online that interested you.

Now you have more about which websites to use,
you can move on to

[Module 5 - Where to look for work: Using social media](#)

Or **[click here](#)** to return to the main screen.