



Irish National Organisation of the Unemployed

March 2010

# Looking for Work

This leaflet identifies a wide range of services, supports, advice and tips to help you with your jobseeking.

## Where to look for work

- ❑ **NETWORKING:** Ask your friends, family, ex-colleagues and any other contacts you may have to keep you informed of any opportunities that they are aware of.
- ❑ **NEWSPAPERS / RADIO:** Check local/national media for announcements of job vacancies (eg Irish Independent job section, Thursday).
- ❑ **INTERNET:** You can use the internet to check for job vacancies on FÁS and a wide range of recruitment agency websites.
- ❑ **VISIT:** Your local FÁS office for information on job opportunities.

## Jobseeking services

- ❑ **FÁS** is the national employment authority. An Employment Services Officer (ESO) is available to advise on employment opportunities, training courses and other options which may lead to employment.
- ❑ **JOB CLUBS** provide support to jobseekers in preparing CVs, improving interview techniques or in identifying possible job opportunities. Job Clubs operate courses for up to 5 weeks. Job Club facilities are available until you find a suitable job.
- ❑ **LOCAL EMPLOYMENT SERVICES (LES)** provide intensive support for people who are unemployed for more than 3 months. A mediator can develop a jobseeking plan that will focus on your skills/abilities to help you find the type of job you want. Mediators may have contacts with local employers and can help in finding work.
- ❑ **SOCIAL WELFARE OFFICES** may have Jobs Facilitators who can help you by providing assistance in accessing employment opportunities, developing progression plans, promoting available schemes/work incentives and encouraging the use of support services.
- ❑ **LOCAL CONGRESS CENTRES** may provide assistance with your jobseeking including: photocopying, CVs and internet access etc.
- ❑ **RECRUITMENT AGENCIES:** can assist you with finding job interviews and job placement.

## Applying for Jobs

### JOB ADVERTISEMENT

A job advertisement notifies potential applicants of a job vacancy by giving a brief description of what the job is about.

### JOB DESCRIPTION

A job description is a list of general tasks, functions and responsibilities of a position. It may include information such as the necessary qualifications and work experience needed to do the job. It may also include the salary range for the position.

### PERSON SPECIFICATION

A person specification is an extension of the job description. It outlines the personal qualities needed to do the job. It also outlines the skills that you must have to successfully do the job being applied for.

☞ The employer will normally forward a copy of the job description and person specification together with the application form if these are part of the application process.

! **DON'T BE PUT OFF** applying for a job by the words used in either a job advertisement, application form, job description or person specification.



### CV AND APPLICATION FORM TIPS

✓ **READ** the job advertisement, job description and person specification very carefully. Try to pick out the main tasks and responsibilities needed to do the job.

**AND**

✓ **MATCH** your relevant work experience, qualifications, skills, personal qualities and knowledge in your CV or application form to those main tasks and responsibilities.

! **Your ability to do this successfully will be crucial in securing a job interview**

✓ **BE SELECTIVE** and concise with the information you present.

## Applying for Jobs

**APPLICATION FORMS** may be used in the recruitment process to enable an employer to ask specific questions to determine if the candidate has the necessary qualifications, skills and experience to do the job being applied for.

**CV / CURRICULUM VITAE** is a clear and concise summary of your qualifications, skills and work experience. It should be relevant to the job being applied for and presented in a way that is easy to read. The purpose of a CV is to get an interview. This is why your CV should be tailored to each specific job that you apply for.

Your CV should include:

- ✓ Your contact details
- ✓ Work experience
- ✓ Your qualifications
- ✓ Your skills
- ✓ Your personal qualities
- ✓ Some other important information that may further your chance of an interview and be relevant to the job e.g. a driving licence.

**COVER LETTER** is a letter that you send with your CV when you apply for a job. It is the principal way in which you can demonstrate to the employer your interest in and knowledge of the company.

- ✓ **PHOTOCOPY** the application form and use this as a rough working copy before you fill in the original.
- ✓ **UNDERSTAND** each question fully before you start to answer it.
- ✓ **CHECK** your CV and/or Application Form for accuracy of spelling. It is also useful to have someone else re-check it.
- ✓ **REMEMBER** to print or photocopy your CV / Application Form along with the job advertisement, job description and person specification. You may need this at a later stage for interview preparation.

## Applying for Jobs

### JOB INTERVIEWS

A job interview is where candidates for a job vacancy are asked a series of questions to determine who will be offered the job. There are many types of interviews; the most common of these are face-to-face interviews by one or more interviewers.

! **You may be a suitable candidate for the job, however if you do not perform well at the interview you may not get the job. The following are a list of tips to help you make the most of your interview.**



### INTERVIEW TIPS

- ✓ **RESEARCH** should always be your first step. So it is vital that you gather as much information on the job and company as possible.
- ✓ **PREPARE** for the interview by being able to confidently answer a wide range of questions you may be asked.

AND

- ✓ **DEMONSTRATE** at interview, through examples, of how your experience, knowledge, skills and personal qualities matches the questions being asked.
- ✓ **PUNCTUALITY:** be in good time for the interview. Knowing the exact location of the interview will help ease what can already be a stressful situation.
- ✓ **FIRST IMPRESSIONS** are important. The first impression you make on an interviewer will be determined by the way you present yourself.
- ✓ Demonstrate **ENTHUSIASM**. If you don't make it very clear that you want the job, you probably won't get it.

## Financial Supports to assist you to take up work

**SECONDARY BENEFITS** are benefits that you may be entitled to as a result of being in receipt of a jobseeker's payment. You may be able to retain all or part of certain secondary benefits if you take up work. These include: Rent / Mortgage Interest Supplement

- Medical Card / Doctor only Visit Card
- Back to School Clothing and Footwear Allowance
- Differential Rent
- Rental Accommodation Scheme
- Fuel and Smokeless Fuel Allowance

**FAMILY INCOME SUPPLEMENT (FIS)** is a weekly payment designed to assist people with families who are working in low paid jobs by providing an additional tax-free payment.

**REVENUE JOB ASSIST SCHEME** is a scheme designed to assist people returning to work by providing an additional tax-free allowance.

**PART-TIME JOB INCENTIVE** is a scheme which allows unemployed people to take up part-time work of under 24 hours a week.

**BACK TO WORK ENTERPRISE ALLOWANCE (BWEA)** is aimed at assisting people to become self-employed by allowing them to retain all or most of their Social Welfare payment on top of their earnings. You will qualify for this scheme if:

1. you are unemployed for at least 12 months and are entitled to Jobseeker's Allowance.
- or**
2. you have been made redundant and are entitled to Jobseeker's Benefit.



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For further information contact the INOU.

☎ 01 856 0088



welfareinfo@inou.ie



redundancy@inou.ie

websites: [www.inou.ie](http://www.inou.ie)

[www.redundancy.ie](http://www.redundancy.ie)