

Welcome to the Source

Courses, jobs, apprenticeships, careers, money, free time, life, housing and health.

A source of information at your finger tips. So start searching now at www.thesource.me.uk

Contact the Source

- ◆ Email thesource@suffolk.gov.uk
- ◆ Call freephone on 0800 085 4448 and ask to speak to someone from Children and Young People's Services

 Or join us at www.facebook.com/thesourcewebsite

 Or follow us at www.twitter.com/sourcesuffolk

If you need help to understand this information in another language please call **03456 066 067**

Se precisar de ajuda para ler estas informações em outra língua, por favor telefone para o número abaixo. 03456 066 067 **Portuguese**

Jeżeli potrzebujesz pomocy w zrozumieniu tych informacji w swoim języku zadzwoń na podany poniżej numer. 03456 066 067 **Polish**

এই লেখাটি যদি অন্য ভাষাতে বুঝতে চান তাহলে নিচের নম্বরে ফোন করুন 03456 066 067 **Bengali**

Jeigu jums reikia šios informacijos kita kalba, paskambinkite 03456 066 067 **Lithuanian**

Dacă aveți nevoie de ajutor pentru a înțelege această informație într-o altă limbă, vă rugăm să telefonați la numărul 03456 066 067 **Romanian**

Если для того чтобы понять эту информацию Вам нужна помощь на другом языке, позвоните, пожалуйста, по телефону 03456 066 067 **Russian**

If you would like this information in another format, including audio or large print, please call **03456 066 067**.

  

Applying for jobs online



The Internet

Many companies and big organisations advertise vacancies on their websites and invite you to apply for that job online.

If you want to use their online application process, then you may need to think about using the internet or attaching CV's.

Apprenticeships

Search over 100 apprenticeship vacancies on the Source at www.thesource.me.uk/vacancies

yojo app

Download the app which gives you instant access to live apprenticeship vacancies in Suffolk. Available from App Store and Google Play. www.thesource.me.uk/yojo

Email address

- ◆ Be professional, don't use an email address that contains a nickname or slang
- ◆ Never send an email in UPPER CASE, it's the equivalent of shouting
- ◆ Try to find out the name of the person you are emailing

The statutory leaving age for school is now 18.

This means you will have to remain in some form of learning until your 18th birthday. This could be at college, sixth form, or by doing an apprenticeship for example.

To find out more visit:
www.thesource.me.uk/rpa

Completing the application form

You fill out an online application in the same way as a paper version. However, the layout may not be the same for every application.

Tip: Always read the instructions!

You may find it helpful to save the text you want to use in an online application form in a document on your computer.

You can then edit your text each time to fit in with the job and person specification that you are applying for.

Tip: Save your application form, and come back later to proof read it. You may find you have missed something or want to change your text.

Attaching CV's or covering letters

You may be asked to submit your CV or a covering letter as part of your application.

Make sure you have updated your CV, and it is saved in a format that can be opened by the employer.

You will attach your CV or covering letter in the same way as a document is attached to an email. But make sure you select the correct document from your files!

Tip: why not send a test email to your parents or carer to make sure the documents can be opened.

For examples of CVs and covering letters visit:
www.thesource.me.uk

Writing letters

A covering letter is your chance to say why you want the job, and what you can offer the company.

If you do need to include a letter as part of your online application, here are a few guidelines to follow:

- ◆ Word process the letter on A4 white paper, and use a clear font.
- ◆ Keep it to three or four paragraphs, and don't just repeat what's on your CV.
- ◆ Always check your spelling and grammar (don't rely on the spell check).
- ◆ If appropriate, say which job you are applying for (quoting any reference numbers) and where you heard about it.
- ◆ If you wish to include someone who can give you a reference, make sure you have asked their permission first.
- ◆ If you are writing to a person by name, end the letter with 'Yours sincerely'. If you start a letter with 'Dear Madam/Sir', end it with 'Yours faithfully'.
- ◆ Leave a space between "Yours sincerely/faithfully" and your name to handwrite your signature in blue or black ink.
- ◆ Remember to put capital letters at the start of any names or addresses.
- ◆ Print off a copy for your records.