

SEVENOAKS JOB CLUB INFORMATION PAGE

Sevenoaks Job Club is a project intended to help people seeking employment by offering an opportunity for people to meet, exchange ideas and get advice on careers, training, benefits and setting up businesses.

Listed below are various organisations and contact details who may be able to help those seeking employment. We hope you find this information useful and should be grateful if you would complete the on-line feedback form and let us know what aspects of a job club would be most important to you.

Advice/Guidance	acas , TUC , CAB ,
Employment Advice	Business Link , CAB , The Age and Employment Network , Prime Initiative
Age Positive Websites	Jobseeker Direct , Jobcentreplus , Age Concern , Women Returners Network , 40 Plus Recruitment
Local Recruitment agencies	Nextstepsoutheast.org.uk Floss , Brook Street , Office Angels , Kent Top Temps , Match Recruitment , Select , Acorn Recruitment , Reed ,
Volunteering	VAWK
Learning & Training	Learndirect , A4E , AdultEd , Pitman ,

Recruitment Websites	www.jobsinkent.com www.jobsite.com www.cv-library.co.uk www.reed.co.uk www.secsinthecity.com www.fish4jobs.co.uk www.monster.co.uk www.jobcentreplus.gov.uk www.totaljobs.com www.zubedjobs.com
Local Advice	West Kent Housing Social Services Sevenoaks District Council
Apprenticeships	www.apprenticeships.org.uk
Train to Gain	www.traintogain.gov.uk

Sevenoaks Job Club Questionnaire

Sevenoaks Town Council would like to receive your views about the creation of Sevenoaks Job Club to enable the Council to structure the project to be of benefit to the greatest number of people

Do you think the job club should be held at the Town Council Offices?

Yes

No

If not, do you have any suggestions?

How often would you like meetings to be held?

Weekly

Fortnightly

Do you feel you would benefit from the following:

CV Advice

Letter writing advice

Use of Computers, Phone, Internet,
Photo-copiers, Fax Machines

Interview Techniques

Information on:

Employment Law

Benefits

Taxes

Where to look for work

Would you be interested in attending talks from local employers and local job agencies?

Yes

No

How would you like the meeting to be structured?

(e.g. would you like to meet for a few minutes sharing information and achievements, or a specific tone for the meeting with a more structured feel, would you like to set goals for the next meeting)

How long do you spend looking for work per week?

Up to 10 hours

10-20 hours

20+ hours

Do you have any other suggestions?

Thank you for having taken the time to complete the above questionnaire, your views are important to the Town Council