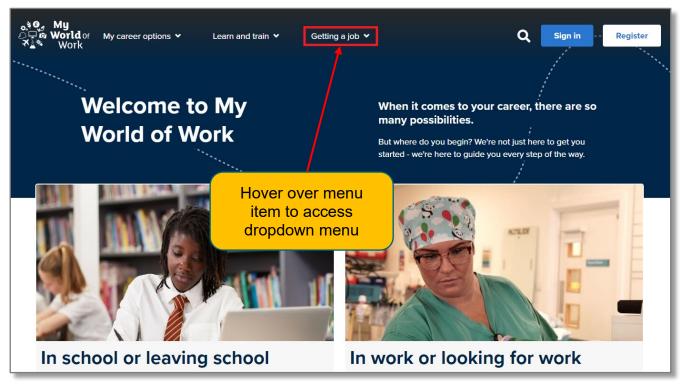
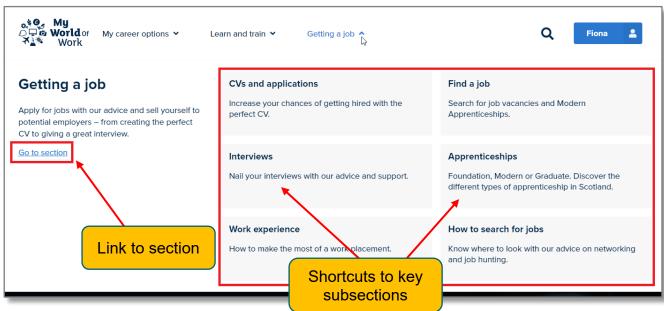
#### **Getting a Job**

Get help with every step of your job hunt – from advice on how to search for jobs, through information about work experience and Modern Apprenticeships. When you find the right opportunity, use the resources to help you create the perfect CV, apply and prepare yourself for the interview. You can also access information to help you understand your employment rights.

From the Home page, hover over "Getting a job", then click on "go to section" in the pop-up menu:

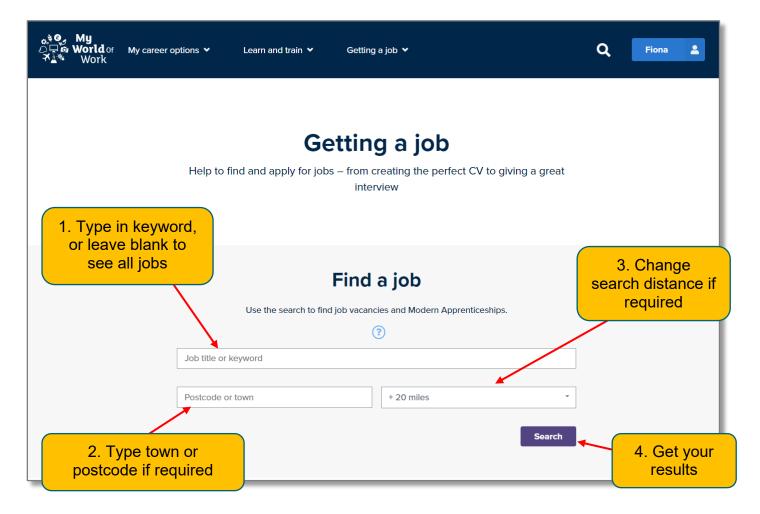




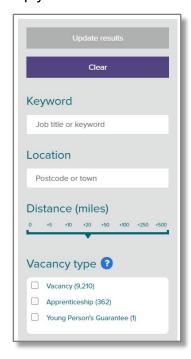


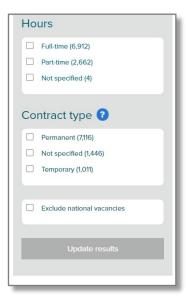
This takes you straight to the Getting a job search tool, which allows you to search for current vacancies and Modern Apprenticeships across Scotland.

You can type in a location and a search radius to narrow or expand the results; there are other options when the results appear e.g. full time, part time etc available in the form of tick boxes.

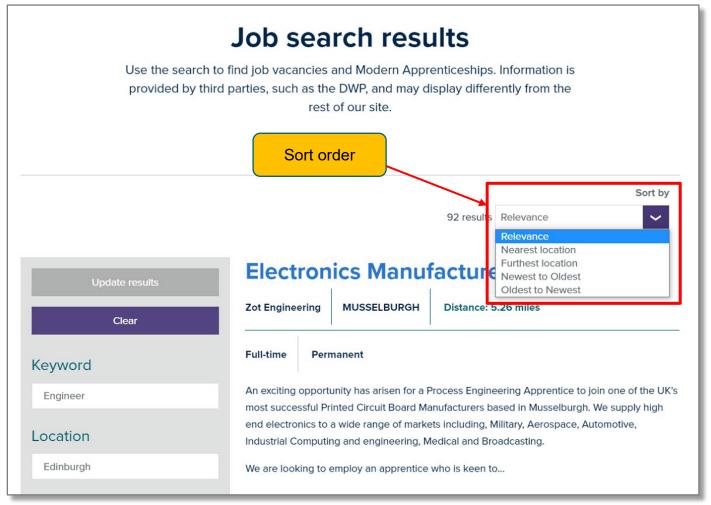


When the results appear, there are now additional options down the left in the form of text filters and tick boxes. Simply click on the box to change any option until you have what you are looking for.





At the top right of the search results, you can change the sort order from relevance to distance or date of posting.

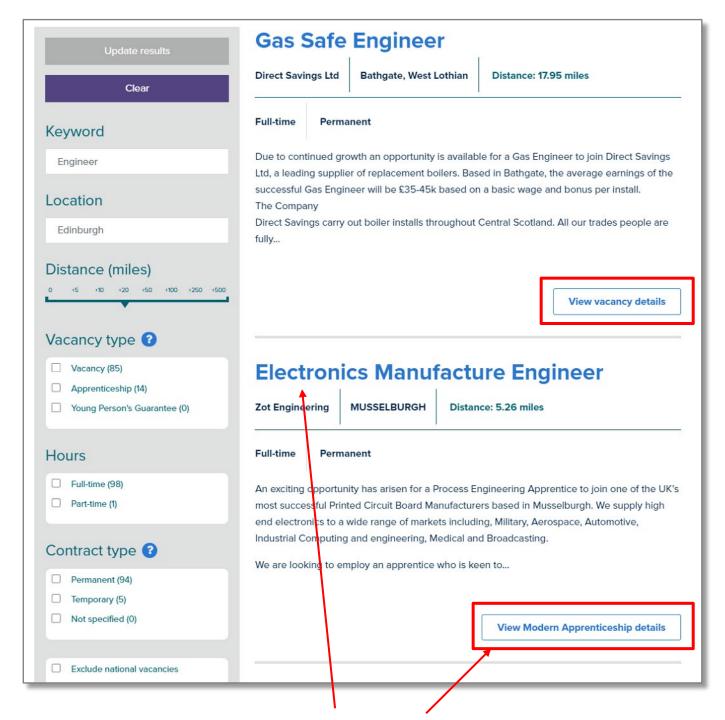




The filters down the left side allow the results to be limited to the options most relevant to you.

To the right of the filters, you will see a list of available vacancies and Modern Apprenticeship opportunities.

A link at the bottom will allow you to" view all" if there are more than can be displayed on one page.

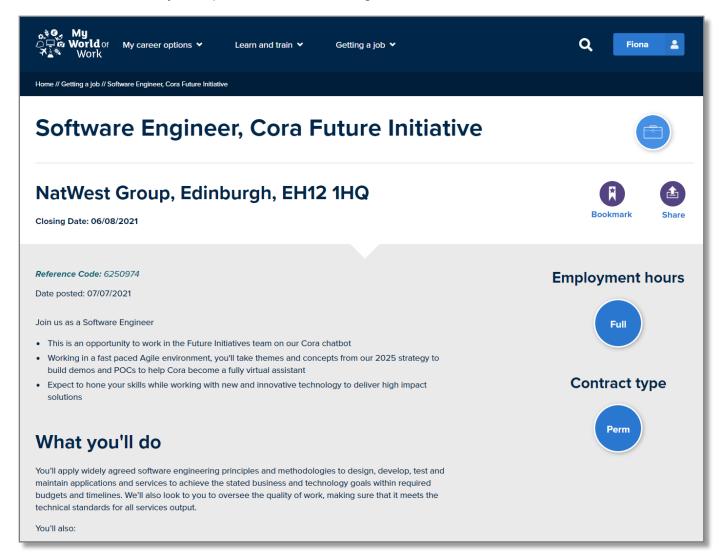


From the vacancies displayed, click on the job title or 'View more....' button to display details



Details provided include; a description, contract type, hours and any salary information.

The date the vacancy was posted and the closing date, will be shown



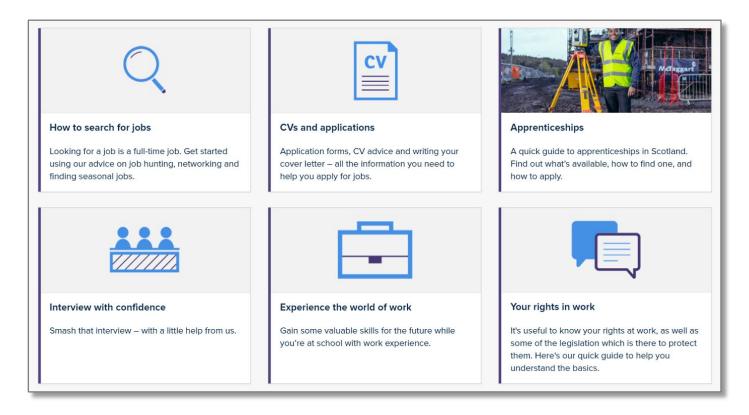
and a **link** provided to display more information and to start the application process.





The resources situated below the 'Find a Job' tool on the "Getting a job" page use text and video resources to provide more information on things you need to know when searching for a job.

These include advice on CVs and applications, and help preparing for that all-important interview.



Let the resources and tools on My World of Work guide you all the way from job search to job success!

