

Information for Jobseekers

Whether you are searching for a job, writing your CV, filling in a job application, preparing for an interview or want to update your skills, we've brought together resources with lots of useful information for you.

Applying for a Job

These websites and resources are useful when applying for jobs, writing and updating your CV or finding the right training and qualifications.



Universal Skills

www.220soft.co.uk/bolton/us

Universal Skills provides an online step-by-step guide to Job Skills, Finding a Job and Universal Credit. There is also a full introduction to basic computer skills - including tablets and mobiles.

**National
Careers
Service**
Helping you take
the next step

The National Careers Service

<https://nationalcareers.service.gov.uk/>

The National Careers Service can help you with your career, learning and training choices. You can also call them for free on **0800 100 900**, get in touch via their [webchat](#).

You can use their [Skills Toolkit](#), a range of free online courses, tools and resources to help you improve your digital and numeracy skills.

Skills Support for Employment Scheme

<https://www.bolton.gov.uk/help-finding-work/skills-employment-scheme>

Skills Support for Employment is a Greater Manchester Programme which offers free one to one support, training, qualifications, work experience and help finding the perfect job. Free training is available to help with confidence and employability skills and work placements are available in a number of companies across Bolton.

Bolton at Home Getting Into Work Programme

<https://www.boltonathome.org.uk/getting-into-work/>

We offer a range of services to help you gain the skills, confidence and motivation to get back into work, including Work Clubs, training courses, skills support and the innovative Working Wardrobe which provides suitable clothing for interview candidates

**The
Workshop
Bolton**

**Bolton
at Home**

Choosing a Career

The internet has hundreds of websites advertising job vacancies and career options, but we have selected a few free resources which can help you find the right job for you.



Prospects

<http://www.prospects.ac.uk/>

This website provides information about careers, courses and job opportunities for graduates. Register to access the Prospects Career Planner, matching your skills and experience to relevant jobs.

There's even [specific information](#) for COVID affected careers.



COBRA

<http://askaboutbiz.cobwebinfo.com/>

COBRA is a continually expanding business encyclopaedia covering all aspects of starting and running a business. From writing a business plan to expanding an existing business, it has over 4000 factsheets, market reports, contacts, and sources of funding and support to help you get started. **[Library membership number required.]**



Jobseeking on GOV.UK

<https://www.gov.uk/browse/working>

This brings all of the official information and resources on jobseeking together from GOV.UK. There is the [Find a Job](#) service to search for vacancies and even [Job Search Ideas](#) to inspire you. You will also find information about moving from benefits into work, and your rights at work.

Online Training

Although access to training opportunities is currently restricted, the following websites provide access to FREE online courses, many of which are vocational. Please note: most of these require registration with an email address and some sites include paid for courses.



Open University

<https://www.open.edu/openlearn/free-courses/full-catalogue>

Produced by The Open University all **OpenLearn** courses are free to study. There are nearly 1000 free courses across 8 different subject areas and the courses are available to start right away.



Edx - free courses from the best universities

<https://www.edx.org/>

Over 2500 courses offered for free from 140 institutions. Founded by Harvard University and Massachusetts Institute of Technology (MIT) in 2012, edX offers high-quality courses from the world's best universities and institutions to learners everywhere.

FutureLearn



<https://www.futurelearn.com/courses>

A diverse selection of courses from leading universities and cultural institutions from around the world. Courses are delivered one module at a time with multiple accessible options so you can fit learning around your life. Please ensure that you choose the free option.



Learn My Way

<https://www.learnmyway.com/>

Free courses from the Good Things Foundation on using a computer, browsing the web, sending an email and finding work online.

Volunteering

Volunteering can be a great way to get work experience and try out careers and areas of work you are interested in.



Work Together Programme

<https://www.gov.uk/moving-from-benefits-to-work/work-experience-and-volunteering>

The Jobcentre Plus Work Together Programme provides the opportunity to volunteer with a local organisation if you are unemployed and looking for work.

Jobcentre Plus also gives the option of taking up a Work Trial. This gives you the chance to try out a job while still getting benefits. It can last up to 30 working days, and you might get offered a job at the end.



Bolton Community and Voluntary Services

<http://www.boltoncvs.org.uk/volunteering-services>

Bolton CVS works to coordinate volunteering across Bolton, putting volunteers in touch with groups, organisations and charities who can make best use of their talents.



Do It

<https://do-it.org/>

Do It is a national volunteer recruitment site: you can search for volunteering opportunities geographically and across a wide range of sectors.