



Work Experience opportunities 2015-2016

by Siobhain McDonagh
MP for Mitcham and Morden

“I have gained so much working here at B&Q, throughout all the pressure and demands I have enjoyed every single bit of it. What makes this experience even better is that after my work experience ends, I may be starting part-time from September. I am happy I decided to do work experience here, not regretted it one bit!” Carol Frempong, Work Experience at B&Q

“Grace has been an asset! She has settled into our work environment extremely well, taking direction and working well within the team.” Lisa Kinghorn, Vision Housing, Employer

“Our young worker is still working with us and we hope to be in a position employ him on a full apprenticeship at the end of his work placement. He has been working as a metal worker in our factory and he has gained many new skills. He has worked hard and shown a real appreciation and understanding for metalwork. The scheme has been very successful for both Akim and ourselves.” Julie Laws, Shelley Engineering Limited, Employer

British Gas is currently recruiting for full-time SMART metering roles:

Roles will be advertised on www.britishgasjobs.co.uk plus on Facebook, Twitter, and regional job websites.

The first stage of the application includes:

- On line tests – mechanical, verbal & numerical
- Upload of personal details & work experience
- Short telephone interview

The next stage is face to face, including:

- Group exercises (pre-work required)
- Competency interviews
- Dexterity tests

These are ideal roles for someone with a passion for engineering work and a desire to start their careers with British Gas.



Dear friend

How many times have you been told you won't get a job because you don't have the experience? It does seem that employers require more and more experience, but how do we get it?



In this booklet are offers by local and London based employers willing to give you that chance. The employers in this booklet are offering Work Experience placements to young people who are unemployed. The placements are entirely voluntary on both sides and can be broken with just 24 hours notice and employers have also agreed to allow time off for attending the Jobcentre. For further information about these placements, then please refer to the Frequently Asked Questions on page 46.

I originally ran the scheme in 2011 and again in 2013 so I wanted to put together this booklet again because I remember what it's like to try and get a job when unemployment is high and you don't have the contacts to gain experience. I also remember how youth unemployment scarred our local community in the 1980s with many families never recovering. I never want to see that happen again. The response I have had from employers has been fantastic so I'd like to say a big thank you to everyone who has offered a placement and to the Mitcham Jobcentre who have been involved in this scheme.

If you are interested in any of the placements in this booklet please contact Billy in my Morden office on 020 8542 4835 to receive your personalised reference number so that I can keep in touch with you in the future to offer not only work experience placements but specialist employment training such as CV writing, interview skills and tricks for finding jobs on the internet.

I hope there might be a placement to suit you.

Best wishes,

Siobhain McDonagh

Siobhain McDonagh MP

1

Have a look through the booklet and see what the placements entail and what you would enjoy doing.

2

Decide on the placements you would like to apply for.

3

Call Billy at my office on 020 8542 4835, who will be able to provide you with a personalised reference number which you will need to provide to the employer when applying for the position.

4

Once you have your reference number you need to write your Cover Letter and CV to apply for the placement. At the back of this booklet there are examples of how to write a CV and Cover Letter to help you. You need to send this directly to the employer. You can either post, email or call the employer.

5

If you need help applying or are unsure how to go about contacting an employer, then please contact Billy in my office or Liz Sherwood, Young Persons Mentor. They can help with any questions you might have and will be able to help you with writing your application letter – their full details are on the useful contacts page.

6

Once you have sent the employers your CV and cover letter they will contact you directly if they wish to consider you for the place. You may be asked to do an interview. The placements will be starting around January 2016.

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KWSR & CO

Ms Susan Rahman
136 Merton High Street
London
SW19 1BA

Tel: 020 8543 4421
Email: susanrahman@kwsr.co.uk
Website: www.kwsr.co.uk

KWSR & Co is a chartered and certified accountancy practice in South Wimbledon. We have been established for over 45 years in the UK. We offer tax advice, tax assessment and audit services to the community and consider ourselves an advocate for supporting local businesses.

Placement

- 3 months initially
- Full time

The successful candidate will assist the office accounting team with basic administration duties. The successful candidate will also complete reception duties such as: answering the phone; looking after incoming/outgoing mail and maintaining a tidy meeting room.

We are looking for a self-starter, with an organised nature and professional appearance. Someone that can easily adapt to new environments and has a desire to learn the basic elements of the accounting world mixed with a strong passion for order and accuracy.

The successful candidate will improve their organisational, interpersonal, administration, timekeeping, self-motivation and reception skills.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

The Generator Business Centre

Ms Clair Attwater
Tuition House
27-37 St George's Road
Wimbledon
London
SW19 4EU

Tel: 020 8408 1501
Email: clair@mertonchamber.co.uk
Website: www.mertonchamber.co.uk/
thegenerator/

The Generator Business Centre was set up to nurture new and existing business and is managed by Merton Chamber of Commerce. The business centre is a dynamic location for ambitious, growing business from all sectors.

Placement

- 8-12 weeks
- Full time or part time

The placement will be to provide excellent customer service to tenants, businesses, suppliers and visitors to The Generator Business Centre. This will include: assisting the reception and back office with day-to-day tasks; administrative tasks such as filing, sorting post, franking, updating diaries and maintaining tenant directories; providing support for Business Support Service/Consultants.

We are looking for someone who is organised, a good communicator and who is able to work both in teams and independently. A good telephone manner is essential and a working knowledge of Microsoft Office is desirable.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Hertz Rent a Car (Aptiga Ltd)

Mr Simon Boyle
Unit 1
1-7 Amenity Way
Morden
Surrey
SM4 4AU

Tel: 020 8335 0060
Email: simon.boyle@aptiga.co.uk
Website: www.hertz.co.uk

Hertz is the largest car rental company in the world, and has been providing quality car rental for over ninety years. Aptiga Ltd operates a busy and successful Hertz rental franchise based in Morden. They employ twenty people and operate 200 vehicles at busy times.

Placement – Customer Service Representative

- 8 weeks
- Full Time

Aptiga Ltd are looking for a friendly, professional and social person with a 'how can I help you attitude' to become a customer service representative at their Hertz branch in Morden. As part of this position you will be trained to qualify and process customer rentals, respond to customer enquiries, adhere to company policy and procedures, sell optional services and operate the Hertz car rental computer system (used worldwide). This position will give you experience in office administration, customer service, vehicle knowledge, sales techniques, working in a busy but friendly environment.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Aptiga Ltd

Ms Penny Poulson
Unit 1
1-7 Amenity Way
Morden
Surrey
SM4 4AU

Tel: 0208 335 0080
Email: penny.poulson@aptiga.co.uk

Aptiga Ltd has been trading for over twenty years providing customers solutions for their vehicle requirements. This department specialises in all areas of vehicle leasing and sales.

Placement

- 8 weeks
- Monday-Friday, 10am-4pm

This placement will entail supporting the sales team with customer correspondence and enquiries. As well as planning for deliveries and collection, website administration, collating information generated by calls to schools and companies and inputting onto the database.

Aptiga Ltd would be looking for a bright and confident individual who can work in a team as well as working using their own initiative. Good telephone manner and being able to communicate to the general public, schools and other organisations is essential. The successful candidate should be educated to GCSE standard with good English and numeracy skills. Must be computer literate and have an enthusiastic approach to their work.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Barchester Healthcare

Mr Paul Hart
Wimbledon Beaumont
35 Arterberry Road
Wimbledon
London
SW20 8AG

Tel: 020 8944 8299
Email: paul.hart@barchester.com
Website: www.barchester.com

Barchester Healthcare is one of the UK's most respected care home companies. They provide care and services to thousands of residents throughout the UK in their nursing homes with apartments. The Barchester Group cares for over 10,000 people at more than 200 different locations.

Placement

- Length of placement offered depends on assessment
- Full or part time

There are a wide range of placement opportunities with Barchester including catering, domestic, administration, activities, gardening and maintenance. Successful candidates will gain an understanding of a range of skills in a service environment within nursing care. You will be interacting with the elderly and a wide range of service users.

Candidates need to be caring, compassionate as well as reliable and have empathy for the elderly.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Bridging the Gap

Dr James Stevens-turner
C/o SMCA
Cobham Court
Haslemere Avenue
Mitcham
Surrey
CR4 3PR

Tel: 020 8090 1486
Email: james@btguk.org
Website: www.btguk.org

Bridging the Gap is a registered charity which works with ex-offenders. It aims to help reduce re-offending by helping discharged prisoners settle into their communities after release.

Placement 1 – Data Entry Clerk

- 12 weeks
- Full time or part time
- To start ASAP

As a data entry clerk you would gain skills of accurate data capture, be able to update, maintain and retrieve information held on our computer system. You will need a basic knowledge of word processing, spreadsheets and databases, and your skills and speed in inputting data will be of essence.

Placement 2 – Admin Assistant

- 12 weeks
- Full time or part time
- To start ASAP

The placement will entail general office duties, answering phones and taking messages, assisting in sending out information to prisons and prisoners.

Sourcing information on which companies have an open policy on employing ex-offenders and compiling lists of the type of positions that they offer. Sourcing information on courses that ex-offenders can undertake at the various colleges around the area, which will help them get back into the working environment.

Placement 3 – Fundraiser

- 12 weeks
- Full time or part time
- To start ASAP

No charity can exist without some sort of funding, and BTG is no different. Do you have a flair for organising fundraising events? We need someone to help raise the funds required to keep us going. BTG is run on a shoe string, but we still need the input of funding.

The successful candidate will be asked to seek out partners, funders etc for our different range of activities.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Jimmy Asher Foundation

Mr Joseph Maye
Flat 4
Crusoe Road
Mitcham
London
CR4 3LG

Tel: 07875310782
Email: info@jimmyasherfoundation.org

Our mission is to offer a “helping hand for young people” through our sports sessions/ events and media and life skills workshops such as healthy cooking and furniture upcycling.

Placement – Administrator

- 12 weeks
- Full time or part time

As part of this placement successful candidates will be required to complete the following tasks: preparation of tender applications; maintaining accurate records of expenditure; organise sports sessions and workshops; work on funding bids; general administrative procedures.

We are looking for someone who has good administrative and time management skills, as well as the ability to work as part of a team and independently.

Qualifications are desirable but not essential.

Successful candidates will learn how to work with an attention to detail as well and will improve their time management skills.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Merton Community Transport

Ms Susanette Mansour
Wandle Valley Resource Centre
Church Road
Mitcham
London
Surrey
CR4 3BE

Tel: 020 8648 1001
Email: susanette@mct.uk.com
Website: www.mct.uk.com

Merton Community Transport (MCT) is a local charity providing innovative, flexible and accessible transport solutions to affiliated organisations and individuals in Merton and surrounding districts. MCT, by providing affordable transport services, helps to achieve social change in our community.

Placement – PR and Social Media Assistant

- 12 weeks plus
- Part time

Merton Community Transport (MCT) is looking for a PR and Social Media Assistant to join the team. Specifically we're looking for someone with a marketing and creative mind, a thirst to learn, an innovative approach to their world and knowledge and understanding of both the digital and social media space. Supporting the Office Manager, you'll be at the heart of driving marketing campaigns for a project or service.

As part of this placement you will be required to complete the following tasks: compiling and distributing financial and statistical information such as budget spreadsheets; analysing spreadsheets; provide assistance in writing reports, creating promotional flyers, similar documents and other promotional activities; help to organise market research as well as general administrative tasks.

We are looking for someone who is imaginative with a sense of adventure when producing and publishing marketing flyers. The ideal candidate will have strong time management, IT and creative writing skills. Applicants should have experience of social media platforms such as YouTube, Twitter and Facebook, as well as mobile applications and their usage.

The successful candidate will get the opportunity to work as part of a diverse and friendly team, to experience and receive insight into daily operations of an organisation, networking and promotion of services whilst developing their admin, communication and interpersonal skills.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

The Vine Project

Mr Joel O'Loughlin
Unit 3
24 Wandle Way
Willow Lane Industrial Estate
Mitcham
London
CR4 4NB

Tel: 020 8685 6640
Email: joel@thevineproject.org

The Vine Project finds new homes for unwanted furniture, household goods and kitchen appliances. We are grateful to everyone who donates these items to us because it enables us to provide quality goods at affordable prices. In this way we are able to support local communities and families in need, as well as offering training and employment opportunities.

Placement

- 1-4 weeks
- Part time – (30 hours per week)
- Applicants should have a clean UK Driving Licence

As part of this placement volunteers will work in our deconstruction and furniture restoration workshops.

We are looking for candidates who are interested in working alongside our furniture collections team and have a clean driving licence.

Successful applicants will gain experience of working in teams, as well as an understanding of the importance of recycling and reusing unwanted furniture and materials.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

South Mitcham Community Association

Ms Brenda Josiah
SMCA Community Centre
Cobham Court
Haslemere Avenue
Mitcham
London
CR4 3PR

Tel: 020 8648 3740
Email: brenda@smca.co.uk
Website: www.smca.co.uk

South Mitcham Community Association is a lively community centre which acts as a Healthy Living Centre where families and individuals can participate in a variety of activities to increase their skills and fitness. The busy centre has activities open seven days a week and hundreds of people come to the Centre from all over Merton and beyond.

Placement – Activity Assistant

- 8-12 weeks
- Part time
- Applicants must be aged 16 or older

As part of this placement you will be working alongside the Community Centre Manager and the Activities Co-ordinator to create and publicise a full programme of activities for local families.

This opportunity would be great for an energetic candidate who is interested in community work and would like to learn how to run a wide range of community services. We are looking for someone who is patient, able to work in a busy environment and has some computer skills.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Admiral Scaffolding Group Limited

Ms Laura Clark-Withers
65 Weir Road
Wimbledon
London
SW19 8UG

Tel: 020 8971 3130

Email: hr@admiral-scaffolding.co.uk

Website: www.admiral-scaffolding.co.uk

Admiral Scaffolding is a multi award winning company offering a scaffolding service to London and the South East. We are geared to undertake projects ranging from £2,000 to £1,000,000 in value and employ fully trained and professional hardworking operatives. Out on site is where the face of our business operates but behind the scenes lies a very experienced and efficient management team running the cogs of the business.

Placement 1 – Junior Clerical Assistant

- Full time – 8am-4pm (Mon-Fri)
- Minimum 6 weeks

This placement will involve answering phones, replying to emails, making purchases, assisting with customer enquiries and basic admin tasks such as filing and data entry. Training will be provided on all of this as well as our in house bespoke IT systems.

We are looking for candidates to have proficient IT skills, particularly in Word, Excel and Outlook along with a positive and cheery disposition. A polite and professional attitude to all incoming visitors and phone calls as well as staff is important. Scaffolding knowledge is not important but an eagerness to learn and a keen eye for detail is essential.

Successful applicants will gain experience of working in a fast-paced environment and learning to deal with problems hands on. The

candidate would experience working as part of a team and dealing with customers, suppliers and staff on a daily basis. No two days are the same here so the successful candidate would definitely learn something new every day.

Placement 2 – Junior Surveyor

- Full time – 8am-4pm (Mon-Fri)
- Minimum 6 weeks

This placement will involve site visiting and learning the different elements of scaffolding and how to price them. This placement will also give the candidate an understanding of labour and material costs and target setting. Training will be provided.

We are looking for candidates to have proficient IT skills, particularly in Word, Excel and Outlook along with a positive and cheery disposition. A polite and professional attitude to all incoming visitors and phone calls as well as staff is important. Scaffolding knowledge is not important but an eagerness to learn and a keen eye for detail is essential.

Successful applicants will gain experience of working in a fast-paced environment and learning to deal with problems hands on. The candidate would experience working as part of a team and dealing with customers, suppliers and staff on a daily basis. No two days are the same here so the successful candidate would definitely learn something new every day.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Affordable Facilities Limited

Mr Steve O'Farrell
65 Weir Road
Wimbledon
London
SW19 8UG

Tel: 020 8971 3130

Email: steve@asgl.co.uk

Website: www.affordable-facilities.co.uk

Affordable Facilities are a Wimbledon based company offering site services to the construction industry. We currently offer temporary hoarding, lighting and scaffolding alarms.

Placement – Trainee Installer

- Full time - 7am-4pm (Mon-Fri)
- Minimum 6 weeks

This placement will involve working out on site with other employees installing hoarding around building sites. Full training will be given.

We are looking for someone with a keen eye for detail and an enthusiastic approach to their work. No qualifications are necessary as the placement is for a trainee but the candidate must be adaptable and punctual.

The successful applicant will gain experience of working on site as part of a team and how to deliver a contract to the client's specification.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Norman Road Haulage

Mr Gareth Griffiths
132-136 London Road
Mitcham
London
Surrey
CR4 3LB

Tel: 020 8640 7411

Email: gareth@normanroadhaulage.co.uk

Website: www.normanroad.co.uk

Norman Road Haulage provides waste services to the construction and building industry. In addition to this, our substantial fleet of vehicles engage in the supply of all types of primary aggregates, recycled aggregates and topsoil.

Norman Road Haulage is committed to providing a professional and legitimate service at a very competitive price.

Placement – Workshop Assistant

- 12 weeks
- Full time

We are looking for a candidate who is physically fit, willing to learn and able to complete work to deadlines.

As part of this placement the successful applicant will gain knowledge of heavy goods vehicle technology as well as the tasks required to ensure that they are repaired and maintained.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Paul Strank Roofing

Mr Tom Price, Manager
22 Weir Road
Wimbledon
London
SW19 8UG

Tel: 020 8944 6010

Email: admin@paulstrankroofing.co.uk

Website: www.paulstrankroofing.co.uk

Paul Strank Roofing is an award winning South London business which specialises in all areas of roofing. Providing over 46 years of experience, craftsmanship and professionalism, Paul Strank Roofing has established itself as a trusted roofing contractor.

Placement 1 – Office Trainee

- Full time – working hours: 8am-5pm (Mon-Fri)
- Minimum 4 week placement

Candidates will need good computing skills including emailing and Microsoft Word and Excel, as well as a good and professional telephone manner. The placement will involve answering phones, booking appointments, dealing with customer enquiries, filing, creating estimates and invoices and replying to emails.

Placement 2 – Yard Assistant

- Full time – working hours: 7:30am-5pm (Mon-Thurs), 7:30am-4pm (Fri)
- Minimum 4 week placement
- Candidates will need a driving license

The placement will be labour intensive, involving helping customers, loading vehicles and restocking the yard.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Benedict Primary School

Mrs Diane Seccombe
Church Road
Mitcham
CR4 3BE

Tel: 020 8648 4726

Email: dseccombe@benedict.merton.sch.uk

Website: www.benedictprimaryschool.org.uk

Benedict Primary School offers places to children from nursery to Year 6. We offer high standards of teaching and learning which engage all children so that they make good and better progress and learn with enthusiasm. We use Habits of Mind to develop positive qualities that will enrich their life experiences and Thinking Hats so that there is no limit to learning. We aim to make the school experience for all stakeholders rich, rewarding and enjoyable.

Placement

- 12 weeks
- Full time or part time
- Disclosure and Barring Service check required

As part of this placement the successful candidate will provide support within the classroom or in administration in the busy school office.

We are looking for a polite and enthusiastic candidate who is willing to learn, take the initiative and engage well with others.

The successful candidate will gain valuable teaching and learning experience supporting learning in the classroom or experience in IT, admissions, reception and clerical duties in the office.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

The Priory C of E Primary School

Ms Jane White
Queens Road
Wimbledon
London
SW19 8LX

Tel: 020 8540 8059

Email: school@thepriory.merton.sch.uk

Website: www.thepriory.merton.sch.uk

The Priory Church of England Primary School offers places to children from nursery through to year six. The Priory Church of England Primary School offers high standards of teaching and learning which engages children at all levels to make good progress and enjoy their lessons.

Placement

- 12 weeks
- Full time or part time
- Disclosure and Barring Service check required

They are looking for a polite candidate who is willing to learn, to help them with administrative support in their busy school office. The placement will enable you to gain valuable experience in IT, admissions, reception and clerical duties.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

South Thames College

Mr Ryan McCann
Merton Campus
London Road
Morden
London
SM4 5QX

Tel: 020 8918 7170

Email: ryan.mccann@south-thames.ac.uk

Website: www.south-thames.ac.uk

South Thames is a Further Education College in South West London.

Placement

- 1 month
- Full time – 9:30am-4:30pm (Mon-Fri)

The successful candidate will work as part of the Business Support team to provide general administrative support to staff, learners, employers and external agencies. As part of this position duties will include: general administrative support; dealing with routine correspondence and enquiries from learners, employers, Job Centre Plus, other stakeholders and College staff; maintaining documents, files and electronic records in an audit ready state in line with department and College policies; review and update College monitoring systems; any other duties that may be reasonably requested.

The Business Support Team is looking for someone who is reliable and conscientious, with strong communication skills and the ability to work as part of a busy and adaptable team.

The successful applicant will gain experience of working in teams, as well as strong communication, administration and office skills.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

St Thomas of Canterbury R.C. Primary School

Ms Susan Breen
Commonside East
Mitcham
London
Surrey
CR4 1Y6

Tel: 020 8648 0869
Email: sbreen@st-thomascanterbury.merton.sch.uk

Website: www.st-thomascanterbury.merton.sch.uk

Placement 1 – Teaching Assistant

- 12 weeks
- Full time, 8:30am-3:30pm
- Disclosure and Barring Service check required (formerly CRB)

St Thomas Canterbury are looking for an enthusiastic and energetic individual to work as part of a friendly, hardworking team of teachers and support workers.

The position will be as a Teaching Assistant with Key Stage Two Children from 7-11 years old. The successful candidate should have studied English and Maths to GCSE level.

This placement is a great opportunity for someone who enjoys working with children and may be interested in going into teaching.

Placement 2 – Finance Assistant

- 12 weeks
- Full time, 8:30am-3:30pm
- Disclosure and Barring Service check required (formerly CRB)

Email:
office@st-thomascanterbury.merton.sch.uk

St Thomas Canterbury are looking for an enthusiastic and energetic individual to work as part of a friendly, hardworking office team.

The position will be as a Finance Assistant in the busy school office. The successful candidate will gain many transferable skills from working in an office environment, including administrative and bookkeeping skills.

This placement is a great opportunity for someone who wants to gain experience of working in an office environment and may be interested in working in a financial role in the future.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Crown Lane Studios

Mr John Merriman
8b Crown Lane
Morden
Surrey
SM4 5BL

Tel: 020 8540 5643
Email: info@crownstudio.co.uk
Website: www.crownlanestudio.co.uk

We are an independent recording studio, offering expert engineering and recording studio for all musical genres.

Winner of the Merton Chamber of Commerce Best Business of the Year 2015 Award.

Placement – Studio Assistant

- 4 weeks
- Full time or part time (flexible hours)

As part of this placement successful applicants will assist with the running of the studio and all tasks related to the operating of a small business.

We are looking for someone who is passionate about music and learning more about the industry.

This position will give the successful candidate first-hand experience of working in a recording studio and will increase their knowledge of the industry.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

The Colour House Theatre

Mr Charles Shakespeare
Merton Abbey Mills
London
SW19 2RD

Tel: 020 8542 5511
Email: cwjshakespeare@hotmail.co.uk
Website: www.colourhousetheatre.co.uk

The Colour House is a charity children's theatre which is open for a wonderful variety of theatre shows, events, music gigs and comedy. It has produced and staged over eighty five original musical adaptations of famous fairy tales, and for the past fifteen years it has run a weekly blues club.

Placement

- 12 weeks
- Full time – (Wed-Sun)

As part of this position the successful candidate would provide support with administrative work during the week and then at the weekends they will be helping with all aspects of the theatre at weekends. This will include working in the front of house, technical and production management.

The Colour House are looking for a young person who is looking to further their knowledge of the theatre and production industry. This placement would be the perfect opportunity for someone with a passion for theatre, film and music and interested in learning about all aspects of theatre production.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Rainbow Productions Ltd

Mr David Scott
Unit 3, Greenlea Park
Prince George's Road
London
SW19 2JD

Tel: 0208 254 5301
Email: david@rainbowproductions.co.uk
Website: www.rainbowproductions.co.uk

Rainbow Productions Ltd manufacture costume characters for international sports clubs, tournaments, film and television studios. They also provide appearances by celebrity characters such as 'Peppa Pig' and 'Postman Pat'.

Placement

- 12 weeks
- Full time

As part of this placement you will be involved in various areas, including:

- Buying and sourcing fabrics and haberdashery shopping
- Dyeing
- Wardrobe work (costume cleaning)
- Filing and invoice processing

From a placement with Rainbow Productions Ltd, you will gain an in-depth understanding of fabrics and the specifications required for our costumes. You will also gain valuable office and organisational skills, confidence in phone etiquette and working with suppliers.

This would be a great opportunity for someone who has an interest in textiles and costumes. The candidate should also be observant, organised, pro-active, alert and ready to respond in busy and urgent situations.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Moss & Co.

Mr Jonathan Moss
42 Wimbledon Hill Road
Wimbledon
London
SW19 7PA

Tel: 07943 404 216
Email: jon@mosswwimbledonhill.co.uk
Website: www.mosswwimbledonhill.co.uk

Moss & Co. is a highly reputable estate agents based in Wimbledon. The company works with clients who wish to buy, sell, rent or manage properties, and is renowned for its use of technology to provide excellent customer service.

Placement

- 12 weeks
- Full time
- Able to drive, preferable but not essential

Moss & Co. are looking for a polite, mature, presentable and enthusiastic candidate, to work alongside two negotiators and accompany them on viewings. As part of the job the successful candidate will engage in contacting new clients, arranging viewings, sales duties and general administrative office work.

This placement is a fantastic opportunity to learn how the property market works, particularly how to bring a new property onto the market and negotiating deals.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

People in Property

Mr Emin Karakaya
9 Coombe Lane
Wimbledon, London, SW20 8NE

Tel: 020 8944 7200
Email: info@peopleinproperty.co.uk
Website: www.peopleinproperty.co.uk

People in Property are estate agents who mainly deal with residential lettings and property management.

Placement – Lettings negotiator

- 2 months, with the chance for this to become a permanent position
- Full time
- Candidates must have a valid UK Driving Licence
- Successful candidates are provided with a company car and insurance

As part of this placement the successful candidate will be required to call back appointments and to arrange and accompany clients on viewings.

We are looking for someone who will be able to answer phone calls, arrange appointments with potential clients, existing tenants and landlords, as well as accompanying prospective clients on property viewings.

Due to this element of travel the candidate must have a valid UK Driving Licence. We will provide the successful candidate with a company car and insurance.

The successful candidate will gain organisational and communication skills, including the ability to successfully complete telephone sales and face-to-face negotiation.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Handelsbanken

Mr Barry Sexton
Suite 6
Rowan Centre
56 High Street
Wimbledon
London
SW19 5EE

Tel: 020 8946 0412
Email: base01@handelsbanken.co.uk
Website: www.handelsbanken.co.uk/wimbledon

Handelsbanken is a banking service which serves both corporate and personal customers.

Placement

- Up to 4 weeks
- Full time

This placement will be as part of a small team based in Handelsbanken's newly established branch in Wimbledon. As the customer base in this branch is being built the successful candidate will be offered a training plan to cover the core support needs of the office. As part of this placement there may be opportunities to join the account managers at customer meetings.

This position will require the successful candidate to be enthusiastic, keen to learn and able to work well as part of a team in a small customer-focused environment. Ideally the candidate would be educated to A-Level standard and have good IT, English and numeracy skills. This placement would be a great opportunity for anyone who has an interest in a banking career.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Adam's Fish Bar

Mr Zac Zacharia
31 Kingston Road
London
SW19 1JX

Tel: 020 8540 7688

Adam's Fish Bar is a restaurant offering takeaway and eat in.

Placement x 2

- Part time (2-3 evenings a week)
- 3-12 week placements
- Start ASAP
- These positions offer a salary of £8 per hour

On this placement you will gain experience in taking orders from customers, cleaning tables and kitchenware. You will be providing general kitchen/restaurant assistance as required.

Candidates are required to be presentable; uniform consists of maroon shirt/blouse and matching black trousers/skirt and clean black shoes. You must have a good level of English (in reading and writing) as well as being well mannered and with common sense.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Aya Lebanese

Amira Mahfouz
24 Merton High Street
London
SW19 1DN

Tel: 07946473134

Email: amiramahfouz@hotmail.co.uk

Website: ayacuisine.com/

We are a family run restaurant offering an authentic taste of the Lebanon. From a Gourmet Chicken takeaway restaurant in 1994 to the Gourmet Express charcoal grill in 2000, husband and wife team Ali and Amira invite you to their latest food adventure in South Wimbledon.

Placement 1 – Sales Marketing

- 8-12 weeks
- Full time or part time

Placement 2 – Waiter

- 8-12 weeks
- Full time or part time

Placement 3 – Receptionist

- 8-12 weeks
- Full time or part time

For each of these three roles we are looking for someone with good communication skills, who is polite, calm and able to deal with challenging customers.

Successful candidates will gain improved confidence and communication skills from engaging with the public on the telephone and face-to-face. This is a fantastic opportunity to gain transferable skills and learn more about working in a restaurant.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Coffee in the Wood

Ms Sophie Godding
99-101 High Street
Colliers Wood
London
SW19 2JF

Tel: 020 3490 4510

Email: hello@coffeeinthewood.co.uk

Website: www.facebook.com/CoffeeInTheWood

We are a local, family run Coffee Shop in Colliers Wood. We provide a good coffee, chunky artisan cake and a warm, welcoming environment.

Winner of the Best Coffee Shop in SW19 - Time Out Love London Awards 2014.

Placement – Assistant Barista

- 4 weeks
- Full time

As part of this placement the successful applicant will learn how to make coffee the way customer's like it and will gain firsthand experience of what it's like to work in a small, independent coffee shop.

We are looking for someone who is friendly and welcoming, with good communication and customer service skills, with the ability to multitask.

This placement will provide the successful applicant with experience of making bespoke coffee, as well as providing excellent customer service.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Dalchini Restaurant

Ms Veronica Sarkhel
147 Arthur Road
Wimbledon
London
SW19 8AB

Tel: 07947 118 818

Email: veronicasarkhel@yahoo.co.uk

Website: www.dalchini.co.uk

Dalchini, London's pioneering restaurant serving Hakka Chinese cuisine, is simple yet smart. The Hakka restaurant cuisine is a wonderful marriage of oriental techniques with Indian ingredients. Dalchini also does takeaways and home delivery, party and outdoor catering.

Placement 1: Waiter/Waitress

- 1 position for a full time Waiter/waitress, 2 positions for part time
- 12 weeks
- 18 years or over

This placement in Dalchini's thriving restaurant would give you hospitality skills and improve your confidence through working in the restaurant environment.

The applicant should have a pleasant disposition with good communication skills, fluent in English and attentive to a customer's needs.

Placement 2: Kitchen assistant

- 1 position for a full time Waiter/waitress, 2 positions for part time.
- 12 weeks

This position will require you to assist the kitchen staff by washing dishes and preparing the kitchen for service including handling food. A food hygiene certificate would be preferable but not essential. The applicant should have a pleasant disposition with good communication

skills and fluent in English, with a clean and tidy nature.

Placement 3: Part time delivery Bike Rider

- 12 weeks
- Part Time Evenings only
- Must have a CBT license
- Over 21 years of age with a clean license.

As part of this position you will be required to provide delivery assistance to the Dalchini restaurant as well as working in the restaurant. The applicant should have a pleasant disposition with good communication skills and fluent in English.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Tariro

Ms Caroline Katiyo
8 Crown Lane
Morden
London
SM4 5BL

Tel: 020 8542 4107
Email: caroline@tariro.co.uk

Tariro is a fair trade coffee shop which sells coffee, pastries, sandwiches, snacks and fair trade gifts. We are situated close to Morden station.

Placement – Assistant Barista

- 4 weeks
- Full time

As part of this placement the successful applicant will learn how to make coffee and will gain firsthand experience of what it's like to work in a small, independent coffee shop.

We are looking for someone who is friendly and welcoming, with good communication and customer service skills, with the ability to multitask.

This placement will provide the successful applicant with experience of making coffee, as well as providing excellent customer service.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

The Hair Room

Mr Tee Munusamy
7 High Street
Colliers Wood
London
SW19 2JE

Tel: 0208 540 4664
Email: xmtee@yahoo.co.uk

The Hair Room is a community hairdressers catering for men and women of all ages, but specialising in cutting and colouring.

Placement – Hairdressing Assistant

- 4-6 weeks
- Full time or part time –
(10am start, end time negotiable)

As part of this placement the successful candidate will assist with keeping the salon clean and tidy, washing hair, and depending on aptitude, learning more about hairdressing and the techniques involved.

We are looking for an individual who is enthusiastic, highly motivated and eager to learn new skills.

Successful candidates will gain experience of providing excellent customer service and many other tasks that are essential in the running of a salon.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Toolah's

Mr Chris Christophi
239 London Road
Mitcham
London
CR4 3NH

Tel: 0208 648 1384
Email: chris.christophi@hotmail.co.uk

Chris and Toolah have run a Ladies and Gentlemen's hairdressers in Mitcham for 41 years with a loyal client-base with those aged from 2 – 90 years of age.

Placement – Hairdressing Assistant

- 4 weeks
- Full time or part time

As part of this placement the successful candidate will greet customers, wash hair, and, depending on their aptitude, learn more about hairdressing.

We are looking for someone who is well-presented, enthusiastic and friendly.

The successful candidate will improve their communication and team working skills, as well as experience of working in a popular hairdresser.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Hotel Du Vin, Cannizaro House

Mr Phil Lewis, General Manager
West Side
Wimbledon Common
London
SW19 4UE

Tel: 0208 879 1464
Email: phil.lewis@hotelduvin.com
Website: www.hotelduvin.com

Hotel Du Vin, Cannizaro House is a four star deluxe hotel with 48 bedrooms, located on Wimbledon Common. The hotel also boasts a 2 Rosette restaurant, 4 event function rooms, a cocktail bar and terrace overlooking 34 acres of Cannizaro Park.

Placement

- 12 weeks plus
- Full time
- Applicants must be 18 or over

The successful candidate will get the opportunity to work as part of a diverse and friendly team, to experience and receive an insight into the food, beverage and housekeeping departments of the hotel industry.

This placement will give candidates a diverse and exciting experience, and therefore a 'can-do' attitude is a must. Previous experience is an advantage, but not necessary, as long as the candidate has a willingness to learn and good attention to detail.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

**Monteacute House Ltd,
Holiday Inn Express**

Mr Minhaz Manji
200 High Street
Colliers Wood
London, SW19 2BH

Tel: 020 7401 3330
Email: minhaz@firstinn.co.uk
Website: www.exhiwimbledon.co.uk

At Holiday Inn Express London our objective is to provide hotels of excellent quality and outstanding cleanliness that represent value for money in a very competitive market. We have successfully delivered new hotel products and maintained quality throughout the years.

As well as being a member of the Holiday Inn Express group and also part of 4 hotels owned and operated by Monteacute House Limited, we are able to give a very personal service to our guests while also offering all the benefits of a large chain.

Placement

- Length of placement is dependent on what is available
- Full time or part time – depending on the time of year and seasonal work.

Possible placements include: front of house reception; accounts; house-keeping; kitchen staff.

We are looking for someone who is hard-working, conscientious, trustworthy and eager to learn and work as part of a team.

Applicants should have good references and a clean record. Although each candidate is viewed as an individual, we have to ensure honesty for the security of our guests.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

AmicusHorizon

Mr Tom Arkle
Grosvenor House
125 High Street
Croydon
Surrey, CR0 9XP

Tel: 020 8726 8974
Email: tom.arkle@amicushorizon.org.uk
Website: www.amicushorizon.org.uk

Amicus Horizon is an award winning housing association providing homes and services to communities across London, Kent and Sussex. We're a strong regional housing association and own/manage just under 28,000 homes, providing different housing choices to people with a range of needs. Between 2015 and 2018 we'll deliver over 800 new homes.

Placement – Admin Assistant

- 4 weeks
- Part time – 2 days per week
- Applicants must be aged 18 and over

As part of this position the successful applicant will provide administrative support for a Digital Inclusion project. This will include the following tasks: scheduling computer training appointments with the project officer; help promote Digital Inclusion in London; provide assistance in supporting Digital Champions (intro emails, follow-up emails, finding/matching learners).

This placement is a great opportunity to develop your administration and planning skills. We are looking for a candidate who is highly motivated, interested in learning new skills and passionate about making a difference to their local community.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Circle Housing Merton Priory

Ms Penny Rowland-Hill
The Grange
1 Central Road
Morden
London
SM4 5PQ

Tel: 0300 500 3000
Email: penny.rowland-hill@circle.org.uk
Website: www.circle.org.uk/merton-priory

Circle Housing Merton Priory (formerly Merton Priory Homes) was formed in 2010 following the transfer of over 9,000 homes across Wimbledon, Morden and Mitcham from Merton Council. We are one of the 12 partners that form the Circle Housing Group, one of the UK's largest providers of affordable housing, but retain our individual and independent approach and run our services to meet the needs of our residents.

Placement

- 4 weeks
- Flexible hours; full time or part time

The successful candidate will undertake a range of administrative tasks across the organisation and support the Customer Service Team on reception on reception and in the Contact Centre. Working within small teams will enable the candidate to build their confidence throughout their time with CHMP.

Candidates will need to be reliable and understand the importance of confidentiality and data protection. They will also need to be willing to be flexible and engage in a range of duties. No qualifications are required; however, candidates will require a good level of literacy.

This placement will provide a great opportunity to experience a number of areas of the organisation, including Community

Development and Customer Service. Candidates will have the opportunity to enhance their communication, organisational and customer service skills, and will gain an understanding of the range of roles within a housing association and how they work together to provide social housing.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Family Mosaic Housing Association

Employment Team
Albion House
20 Queen Elizabeth Street
London
SE1 2RJ

Tel: 020 7089 1345
Email: mary.ward@familymosaic.co.uk
Website: www.familymosaic.co.uk

Family Mosaic is an award winning housing association which provides good quality, affordable homes to rent and buy, as well as care and support services to thousands of people who need extra support.

Placement – Business Administration

- 12 weeks
- Full time or part time, can be flexible
- Central London

This position will give the successful candidate first-hand experience in a busy, vibrant and professional office environment providing administrative support across a variety of business functions from the Housing Management teams to the organisations very own Employment Team. By the end of the placement the individual should be able to demonstrate how to be dedicated, courageous, confident and smart when working.

Family Mosaic Housing Association are looking for someone who is enthusiastic, well presented, able to communicate well with the ability to multitask and prioritise with a 'we can' attitude. Must be competent in Microsoft Word and Excel, Outlook and be willing to learn additional in-house database systems.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Grenfell Housing and Training

Ms Jess Gale
16-20 Kingston Road
Wimbledon
London

SW19 1JZ

Tel: 020 8545 2597
Email: jessica@grenfell-housing.co.uk
Website: www.grenfell-housing.co.uk

Grenfell Housing and Training are a local charity, housing and supporting young single homeless people, training individuals who are unemployed and supporting families in housing crises. We also let out conferencing and meeting space to help fund our essential charitable work.

Placement

- 4 weeks
- Full time or part time. (Part time is 21 hours per week; this can be done 3 days per week or spread across 4-5 days)

As part of this placement the successful applicant will start with a full induction and will initially be placed within our central administration and conferencing team, who are the hub of the organisation and service all the departments. Working within this team will give the successful applicant an insight into the whole company. Here they will gain experience of reception work, administration and setting up and letting rooms. Depending on interest and capability the person on work experience can then spend time in each team learning about the different parts of the organisation.

We are looking for someone who is enthusiastic, who has good common sense and a 'can-do' attitude.

Depending on interest we would seek to give the individual the opportunity of working/ experiencing all parts of the organisation from administration through to housing management, buildings/facilities, support, training etc.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Vision Housing Consultancy Services Ltd

Ms Catherine Williams
150a Falcon Road
Clapham Junction, London, SW11 2LW

Tel: 020 7924 6727

Email: info@visionhousing.org.uk

Website: www.visionhousing.org.uk

Vision Housing is a charity that provides accommodation via the private rented sector to ex-offenders and vulnerable people along with on-going tenancy sustainment support.

Placement

- 6 months
- Full time

As part of this position the successful candidate will be placed within the Resettlement Team.

In this role the successful candidate will complete the following tasks: identifying accommodation across London and arranging viewings; maintaining a landlord database, assisting the Resettlement Team with the housing process; assisting clients with benefit enquiries; updating client information packs; contacting and promoting Vision Housing to landlords.

We are looking for someone with good administrative skills, who is IT literate with a knowledge of Microsoft Office and the internet, as well as a polite telephone manner.

As part of this placement the successful candidate will gain many skills including the ability to work with an attention to detail, experience of working within teams and improved communication skills.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Courtyard Solicitors

Mr Chris Shepherd
2 St. Mark's Place
Wimbledon
London, SW19 7ND

Tel: 020 8946 9466

Email: cshepherd@courtyardsolicitors.co.uk

Website: www.courtyardsolicitors.co.uk

Courtyard Solicitors was established in 2008 and specialises in the following legal work for its clients: buying and selling property, disputes and court cases relating to property and commercial matters, wills – and disputes over wills, Powers of Attorney, divorce, family disputes and immigration.

Placement – Legal Assistant (trainee course)

- 4 weeks – beginning after 4th April 2016
- Part time (Tues-Thurs)

This placement will include practising general office duties such as answering the telephone and chasing up outstanding queries with other organisations. There will also be an opportunity to attend court, and learn the basics of legal research.

We are looking for self-motivated applicants who are interested in finding out about a possible career in the law.

The successful candidate will need to show an understanding of the need for confidentiality in relation to legal cases. No qualifications are required but candidates should have a good working knowledge of Microsoft Word.

This placement will provide a good introduction to the legal world and general office work.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

HK Solicitors

Mr Imran Ahmed
111 London Road
Morden
Surrey
SM4 5HP

Tel: 07886973342

Email: info@hksolicitors.co.uk

Website: www.hksolicitors.co.uk

HK Solicitors is a specialist law firm based in the heart of Morden town centre. HK Solicitors specialises in many areas of law with emphasis on personal injury, immigration, family law, civil litigation, criminal law and consumer affairs.

Placement

- 4-6 months
- Full time or part time
- Law graduates

HK Solicitors are looking for a law student, to work in their Morden office on a voluntary basis. This opportunity would be good for someone who wishes to gain practical legal experience following a law degree.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

South West London Law Centres

Ms Shyam Popat
5th Floor, Davis House
Robert Street
Croydon
London, CR0 1QQ

Tel: 020 8772 7053

Email: shyam.popat@swllc.org

Website: www.swllc.org

South West London Law Centres (SWLLC) is an independent registered charity providing specialised legal advice and assistance. We undertake legal casework and representation in the social welfare law fields of debt, employment, immigration, housing and welfare rights.

Placement

- 3 months
- 4 days per week

The placement will consist of the following tasks: office administration; casework support; and personal and professional development.

We are looking for someone with the following qualities: the ability to communicate clearly in writing, in person and on the telephone; ability to work well as part of a team and form effective working relationships with others; the ability to supervise volunteers in basic office procedures including reception and telephone duties; good IT skills, in particular Microsoft Office; excellent organisational skills; supportive of the objectives of SWLLC; the ability to work independently under pressure and to maintain confidentiality.

As part of this placement the successful candidate will gain experience of working in a busy but fun office and would learn how to deal with clients and carry out administrative tasks.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Springfield Advice & Law Centre

Ms Melanie Gonga
Building 7
Springfield University Hospital
61 Glenburnie Road
London, SW17 7DJ

Tel: 020 8767 6884

Email: mgonga@springfieldlawcentre.org.uk

Website: www.springfieldlawcentre.org.uk

We are a law centre and provide legal advice and representation, mainly for people with mental health difficulties and care-support needs. We try to resolve our clients' legal problems in an environment sensitive to their needs.

Placement

- 4-12 weeks
- Full time, at least 10am-4pm

As part of this placement the successful candidate will initially provide assistance with general administration and office tasks. Beyond that the successful candidate will assist with client interviews, attend court hearings and draft legal documents. The more enthusiastic the candidate the more opportunities we can offer.

We are looking for someone who is willing to learn and work hard. Formal qualifications are not essential but good communication skills are desirable.

The successful candidate will gain experience of working in an office environment and will improve their admin and IT skills. They will also gain legal experience and awareness of social care issues.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

London Borough of Merton

Ms Kim Brown
Civic Centre
Morden
London
SM4 5DX

Tel: 0208 545 3152

Email: kim.brown@merton.gov.uk

Website: www.merton.gov.uk

The London Borough of Merton is the local authority that provides local services across the areas of Wimbledon, Mitcham, Morden and Colliers Wood and oversees education, health, and other essential services in our community.

Placement x 6

- 8-12 weeks
- Full time or part time

We are looking for up to SIX candidates to work across our departments (Finance/Accountancy, IT, Human Resources, Democratic Services, Waste Services, Facilities Management, and Customer Service) where you will be able to gain a greater understanding of how a local authority operates.

Candidates should be computer literate, have a good standard of written work, be enthusiastic and committed to working hard. The London Borough of Merton exists to serve the taxpayers who fund it and so all candidates should be mindful that they are helping provide a public service.

When applying, please specify which department you would like to work in.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Merton Clinical Commissioning Group

Mo Gault
120 The Broadway
London
SW19 1RH

Tel: 020 3668 1917

Email: mo.gault@mertonccg.nhs.uk

Website: www.mertonccg.nhs.uk

Merton Clinical Commissioning Group is a local NHS body responsible for planning, buying (commissioning) and monitoring local healthcare services for everyone in the borough of Merton. It works closely with the local council and a wide range of voluntary groups within Merton.

Placement

- 3 months
- Full time or part time – hours of employment will be normal office hours
- Applicants must be aged 18 or over

As part of this placement the successful applicant will provide administrative and business support by undertaking a variety of office support related activities. These will be tailored to the successful candidate's own knowledge and abilities.

The successful applicant will gain experience of working in an office environment and will improve their administrative, communication and letter writing skills.

Computer literacy and an understanding of word and excel would be advantageous.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

South West London Elective Orthopaedic Centre

Ms Amanda Brown
Epsom General Hospital
Dorking Road
Epsom, KT18 7EG

Tel: 01372735425

Email: amanda.brown@eoc.nhs.uk

Website: www.eoc.nhs.uk

The South West London Elective Orthopaedic Centre (SWLEOC) is an NHS treatment centre providing regional elective orthopaedic surgery services (including in-patient, day-case and outpatient). SWLEOC provides high quality, cost efficient, elective orthopaedic services amongst the best in the world. It is a leading centre focusing on research development and patient outcomes from their operations.

Placement – Research Administration

- 1 month
- Full time

You will be assisting the team with research administration, which would entail collecting and entering data, sending out letters, assisting the research nurse, getting information from patients and general administrative duties within the office.

As part of this placement you will learn how research projects work, gain insight into working for a large organisation and knowledge of working in administration.

We are looking for an enthusiastic person, who is happy working in an office environment, with some computer knowledge. A CRB check would be helpful, as you will be working with patient information.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

St. George's University Hospitals NHS Foundation Trust

Professor Brendan Madden
Blackshaw Road
Tooting
London
SW17 0QT

Tel: 020 8725 1094

Email: work.experience@stgeorges.nhs.uk
(Please write 'MP Work Experience Scheme' in the subject line)

Website: www.stgeorges.nhs.uk

With nearly 8,500 dedicated staff caring for patients around the clock, we are the largest healthcare provider in south west London.

Our main site, St George's Hospital in Tooting – one of the country's principal teaching hospitals – is shared with St George's, University of London, which trains medical students and carries out advanced medical research. St George's Hospital also hosts the St George's, University of London and Kingston University Faculty of Health and Social Care Sciences, which is responsible for training a wide range of healthcare professionals from across the region.

Placement

- Either full time or part time, 10am-4pm
- Up to 3 months
- Candidates must be aged between 18-24

This is an exciting opportunity to shadow the multidisciplinary cardiothoracic team and gain an insight into the work of diverse healthcare professionals for example: doctors, nurses, dietitians, physiotherapists, technicians, social workers, administration staff, medical and nursing students, porters, pharmacists and researchers. The 'student' would be respected as a member of the team and will gain an insight in to the professionals' and patients'

experiences; develop a deeper appreciation of team working within the health care system and informally learn about the science underpinning the care of patients requiring cardiothoracic surgery.

Additionally there may also be the opportunity to assist with research projects, for example collecting data and entering it onto a database, as well as analysing information. Any involvement with research that gets published would be formally acknowledged in the journal article.

We are looking for someone who is aged between 18-24 years, have a very keen interest in health care and have clear objectives for what you want to gain from this opportunity. You will be expected to behave in accordance with the Trust's values at all times and abide by the code of conduct underpinning the placement. You will have excellent communication and interpersonal skills, competence with Microsoft Office and a drive to learn.

To apply for this position please submit your CV with a covering letter explaining why you want this placement, as well as the names and contact details of two referees (if you have any previous employment, work shadowing or voluntary work experience please ask the supervisors you had to provide a reference).

The placement can commence following successful interview and references, and completion of relevant Human Resources policy requirements, including the Disclosure and Barring Service clearance which the Trust will organise.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Wimbledon and Putney Commons Conservators

Ms Paula Graystone
Manor Cottage
Windmill Road
London, SW19 5NR

Tel: 020 8788 7655

Email: paula@wpcc.org.uk

Website: www.wpcc.org.uk

The Commons comprise about 1,140 acres of countryside, with Putney Lower Common separated by about one and a half miles. Within the Commons is Richardson Evans Memorial Playing Fields covering 48 acres, providing football, rugby and other field sports facilities. The Commons are administered by a Board of Conservators who are charged under their own 1871 Act of Parliament to keep the Commons open, unenclosed, un-built on and in their natural aspect preserved for exercise and recreation.

Placement – Commons Maintenance Operator

- Full time – working hours 8am – 4.30pm (Mon – Fri)
- 8 week placement
- Start ASAP

This placement will involve all areas of maintenance work. A large part of the maintenance department's work includes litter clearance. This is an on-going task and a very important part of the day to day routine of the maintenance team. Other duties are grass and hedge cutting, ditch and path restoration and other conservation or maintenance work.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Boggio Studios

Ms Julia Boggio
Unit 5
The Apprentice Shop
Merton Abbey Mills
Watermill Way
London, SW19 2RD

Tel: 020 7042 9777

Email: recruitment@boggiostudios.com

Website: boggiostudios.com

Boggio Studios is London's top portrait photography studio, offering a luxury service to families in the UK and internationally.

Placement – Assistant Photographer/ Post-Production Assistant

- 3 months
- Part time

As part of this placement your job will be to assist Julia, our Creative Director, with her daily tasks. These tasks change depending on the day: some days there will be photo shoots at which you will be expected to be on hand to do anything from making cups of tea, moving lighting, holding reflectors or entertaining children. You will learn about studio workflow and assist with post-production, including processing images and some retouching, which you will be taught how to do in the Boggio Style. Additionally there are other studio tasks that you will be expected to help with, for example marketing tasks, but all will give you an insight into the work involved in making a luxury studio tick.

We are looking for someone who is a self-starter, a quick learner and who knows how to make themselves useful in stressful situations. Knowledge of Creative Suite, most importantly Photoshop, is a plus. Experience with lighting equipment is a bonus. Good customer service skills are a MUST.

A young person at Boggio Studios would get to experience the luxury photography market first hand, including working with demanding clients and providing a high-end service.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Office of the Leader of Merton Council

Ms Deirdre Costigan
Merton Council
Civic Centre
London Road
Morden
SM4 5DX

Tel: 020 8545 3424
Email: deirdre.costigan@merton.gov.uk
Website: www.merton.gov.uk

Councillor Stephen Alambritis is the Labour Leader of Merton Council. He is in charge of all the council's services, including parks, leisure centres, education, day centres for old people and rubbish collection.

Placement

- 8 weeks
- Full time or part time

The candidate will shadow the leader of the council as he meets council officers, politicians, and residents to talk about anything from building new schools to improving our parks and play-grounds.

Candidates must be presentable and enthusiastic. Discretion and confidentiality is also a requirement as the successful candidate may attend many confidential meetings.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Siobhain McDonagh MP

Ms Dee Colgan
House of Commons
London
SW1A 0AA

Tel: 020 7219 4678
Email: dee.colgan@parliament.uk
Website: www.siobhainmcdonagh.org.uk

Siobhain McDonagh is the Labour Member of Parliament for Mitcham and Morden. Siobhain has been born and brought up in the area and works hard to represent all of its residents through dealing with individual problems as well as larger community-wide issues.

Placement

- 12 weeks
- Full time or part time

The position will be based in both Parliament and in the constituency office, and will involve admin work, data-inputting, event organising, communicating with residents and general office duties.

Applicants for this position need to be presentable and enthusiastic. Discretion and confidentiality is also required.

As part of this placement the successful candidate will gain experience of working in a busy political office environment, working with both paid staff and volunteers.

This placement is an ideal opportunity for anybody interested in politics or an office based job.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

The Social Enterprise Press

Mr Roy Court
17 East Place
West Norwood, SE27 9JW

Tel: 020 8640 6015
Email: roy@sepress.org
Website: www.sepress.org

Social Enterprise Press is a digital printing and direct mail fulfilment company providing training and employment for ex-service personnel and people with mild learning difficulties.

Placement 1 - Media Sales

- 8 Weeks
- Full Time, 9.30-4.30pm

This placement will offer both theoretical and practical training in media sales, both in the office and out in the field. The successful candidate would be confident and articulate, with good writing ability and basic computer skills. If successful, this placement could lead to a permanent position.

Placement 2 - Design and Layout

- 8 Weeks
- Full Time, 9.30-4.30pm
- 16-18 years old

This placement will offer training in design and layout for publishing, as well as an introduction to printing and print finishing. The training will be overseen by our design director, and given the right attitude this could lead to the person being offered an apprenticeship in design and pre-press.

The successful candidate must have very good computer skills.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Sarkhel Property Management

Ms Veronica Sarkhel
56 Haslemere Avenue
Wimbledon
London
SW18 4RP

Tel: 07947118818

Email: veronicasarkhel@yahoo.co.uk

As well as running the Dalchini Restaurant, Dalchini Ltd's owner also has a property portfolio and is in charge of their own property management.

Placement – Property Management Assistant

- 12 weeks
- Full time

This placement will give you an insight into property management and enhance your administrative skills. The applicant should have a pleasant disposition with good communication skills and fluent in English. Must be computer literate, with a good telephone manner and have a passion for admin duties.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Capital Training Group

Ms Robyn Harley
First Floor - 10 Woodman Works
204 Durnsford Road
Wimbledon Park
London
SW19 8DR

Tel: 020 3457 2241

Email: robyn.harley@capitaltraininggroup.co.uk

Website: www.capitaltraininggroup.co.uk

Capital Training Group is a recruitment and training company based in Wimbledon. They deliver apprenticeships and adult skills training and provide recruitment to the transport, aviation, security and construction sectors.

Placement

- 4 weeks
- Full time

This position with Capital Training Group will be working in a busy office environment and the administrative duties will include: filing, photocopying, typing, helping with telephone enquiries and general office duties.

This placement will provide the successful candidate with highly valuable organisational skills. It offers an insight into workplace ethics and will give the candidate the confidence to use their initiative in future office environments.

Capital Training Group are looking for a motivated, reliable and enthusiastic young person to join their team. Ideally the candidate will have Maths and English grade C and above. Also competency with Microsoft Office would be highly beneficial.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

B&Q New Malden

Ruben Perez
HR Manager
175 Burlington Road
New Malden
Surrey
KT 3 4PT

Tel: 020 8336 8609

Email: nmn306.personnel@b-and-q.co.uk

B&Q is the largest home improvement and garden centre retailer in the UK and Europe and the third largest in the world. B&Q strives to offer everything customers need to successfully achieve their home improvement and DIY projects.

Placement – Customer Advisor

- 12 weeks
- Part time

B&Q are looking for a helpful, friendly and energetic person to join their team for 12 weeks in the New Malden Warehouse.

From this placement you will gain valuable experience in customer service, stock management, and till training. During this placement you will be asked to support customer projects and it will provide an environment to meet different people. This placement would be perfect for someone with a passion for DIY or interior design.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Global Fashion Links

Ms Ayesha Tanveer
Church Road
Mitcham
London
Surrey
CR4 3BW

Tel: 020 8407 9260

Global Fashion Links is a business that has its own fashion line and has supplied souvenir goods to the London tourist market for the last 15 years.

Placement

- 4 weeks - 1 year (negotiable)
- Full time or part time
- Applicants must be educated to A-Level standard

We are currently looking to fill positions in the following areas: marketing; distribution; photography; online listings; blogging; sales; design.

We are looking for someone who is motivated, hard working and willing to learn new skills.

Successful candidates could be placed in a variety of areas and would gain many transferable skills. These include: customer service and IT skills; the ability to work in an office environment, as well as an understanding of the fashion industry.

The candidate will have A-Levels and will be assessed at an interview.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Saams Hall of Timmy

Mrs Mano Nagamani
6-12 London Road
Morden
London
Surrey
SM4 5BQ

Tel: 07809742474

Email: mano149@hotmail.co.uk

We are a retail store that sells many different types of household items including: rugs, kitchenware and electrical appliances, stationary and DIY materials.

Placement – Sales Assistant

- 6 months
- Part time

This position will consist of the following tasks: shelf stocking; calculating prices; maintaining a clean and tidy workplace, as well as providing customer care.

We are looking for someone with GCSE grade C and above in Maths and English.

The successful applicant will gain customer service, time management and organisational skills, as well as experience of working in a retail environment.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Premier Foods

Ms Zoe Turner
Hovis Sebon
15 Ellis Road
Mitcham
Surrey
CR4 4HX

Tel: 020 8254 5610

Email: zoe.turner@hovis.co.uk

Website: www.premierfoods.co.uk

Premier Foods is the UK's largest food producer; more than 99% of all UK households bought a premier foods brand last year. They supply some of Britain's best loved brands, including Bisto, Mr Kipling cakes and OXO cubes. Their factory in Mitcham mainly produces breads and morning goods for Marks and Spencer, Sainsbury's, Waitrose, Lidl and Hovis.

Placement 1 – Bakery Operative

- 12 weeks
- Full or part time

As part of this placement you will be working within the operations team, learning a variety of bakery skills including dough making, wrapping, despatching and dispensing raw materials.

This opportunity would be perfect for somebody who has an interest in the food industry. They are looking for someone who is a team player with a basic level of literacy and numeracy, and food hygiene experience is preferable but not essential.

Placement 2 – Office Administration

- 12 weeks
- Full or part time

This position will be within the small friendly team of office staff on site, learning skills in data logging, telephone communication, handling post, filing and archiving.

This placement would be a great opportunity to experience working in an office environment. This position will require the candidate to be computer literate, with a basic level of literacy and numeracy.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

The Co-op Mitcham

Mr Jaresh Suppiah
180-184 Streatham Road
Mitcham
Surrey
CR4 2AF

Tel: 020 8687 5847

Co-operative retail food stores operate within the Co-operative Group, which is the UK's largest mutual business, owned by over seven million consumer members. The Co-op is renowned for its ethical practices in what they sell and in their management.

Placement

- 12 weeks
- Part time

This placement will provide the successful candidate with the experience of working in the retail food environment. The Co-op is looking for someone who is friendly and hardworking, with good people skills to work in the hot food area. Full training will be provided on the job.

This opportunity would be perfect for someone who would like to gain experience in retail, particularly working with food, and who also enjoys meeting new people.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Theo Paphitis Retail Group

Mr Mike Winstone
22-24 Worple Road
Wimbledon
London
SW19 4DD

Tel: 07931172375
Email: mwinstone@ryman.co.uk
Website: www.ryman.co.uk
www.robertdyas.co.uk
www.bouxavenue.com

We are a retail group which owns the following businesses: Ryman (stationary), Robert Dyas (home and garden) and Boux Avenue (lingerie).

Placement

- 8-12 weeks
- Full time or part time – (25-37.5 hours per week)

This placement will consist of working and supporting the Recruitment, HR and Learning and Development teams, spending 3-4 weeks in each team to gain a basic understanding of what an HR Department does.

We are looking for someone who is enthusiastic, hard-working and willing to learn.

As part of this placement the successful candidate will gain experience of working in a busy and customer focused HR team supporting three retail businesses.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Waitrose

Ms Ann Gray
Alexandra Road
Wimbledon
London, SW19 7JY

Tel: 020 8947 9619
Email: pcmwimbledon@waitrose.co.uk
Website: www.waitrose.com

Waitrose is part of the John Lewis partnership. As such we are the food shop division. We sell both fresh and ambient goods, as well as a range of other products. We are well known for our customer service and have won awards for different parts of our retail business.

Placement

- 12 weeks
- Full time or part time

As part of this placement the successful candidate would work as part of a team and would/could be moved across all sections of the branch, so that they develop multiple skills in a range of areas.

We are looking for someone who is presentable, able to adapt to changing circumstances and is willing to learn. The candidate needs to be flexible and proactive, and must maintain a smart appearance and good time keeping at all times. Formal qualifications are not necessary for this role.

By interacting with both customers and partners, the successful candidate will gain confidence in their abilities and would learn to work as part of a team and under their own initiative. The successful candidate will also gain knowledge and experience of branch procedures, systems and legalities.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Fyne Dezynes Ltd

Dr James Stevens-Turner
SMCA Community Centre
Cobham Court
Haslemere Avenue
Mitcham
CR4 3PR

Tel: 020 7096 0855
Email: james@fynedezynes.co.uk
Website: www.fynedezynes.co.uk

Fyne Dezynes is a company limited by guarantee; it is also a Social Enterprise. Any money raised from the activities goes into the work of helping ex-offenders to start up their own businesses.

Placement 1- Office support

- 12 weeks
- Full time or part time
- To Start ASAP

The placement will entail general office duties, answering phones and taking messages, assisting in sending out information to prisons and prisoners.

Placement 2- Fundraiser

- 12 weeks
- Full time or part time
- To Start ASAP

We need someone to help raise the funds required to keep us going. All the money raised by Fyne Dezynes is used in the work of Fyne Dezynes; it does not go into the pockets of any shareholders. Fyne Dezynes is run on a shoe string, but we still need the input of funding. You will seek out partners, funders for the different range of activities.

Both placements will give a broad understanding of the world of business and the operation of a small business. Successful candidates will need to be well presented, able to communicate confidently – both face to face, over the telephone and in writing. Applicants should have at least a basic level of education in Maths and English. Also a good command of the English language is essential due to the fact that there are often complicated regulations to understand. If you are looking for a career in working with ex-offenders or in the criminal justice system this would be ideal for you.

This would be a great opportunity for anybody interested in marketing and sales.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

AFC Wimbledon Foundation

Mr Lewis Westlake
The Cherry Red Records Stadium
Jack Goodchild Way
422A Kingston Road
Kingston upon Thames
Surrey
KT1 3PB

Tel: 020 8547 3528

Email: lewis.westlake@
afcwmbletonfoundation.org.uk

We are a Professional Football Club Foundation – providing sport for the local community, in a range of settings including schools.

Placement 1 – Sports Development Assistant

- 12 weeks
- Full time
- Applicants must be aged 18 or over
- A DBS check will need to be completed before starting placement

As part of this placement the successful candidate will support coaching sessions, set up/down equipment, complete some computer inputting as well as stock control.

We are looking for applicants who are over 18 and have good spoken English. We are particularly interested in supporting ex-offenders and those with a disability.

Successful applicants will gain the following skills: experience of working in a sport environment with young people; coaching skills; knowledge of ground keeping of a professional football pitch; administrative, organisational, time management and communication skills.

Placement 2 – Facilities Operation Assistant

- 12 weeks
- Full time
- Applicants must be aged 18 or over
- A DBS check will need to be completed before starting placement

As part of this role the successful candidate will complete many tasks including: cleaning, supporting the groundsman, kit washing and sorting, mail shots and general assistance for all club departments.

We are looking for applicants who are over 18 and have good spoken English. We are particularly interested in supporting ex-offenders and those with a disability.

Successful applicants will gain the following skills: experience of working in a sport environment with young people; coaching skills; knowledge of ground keeping of a professional football pitch; administrative, organisational, time management and communication skills.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Fulham Football Club Foundation

Ms Danielle Richards
Parkgate House
356 West Barnes Lane
Motspur Park
Surrey
KT3 6NB

Tel: 08704 425 432

Email: drichards@fulhamfc.com

Website: www.fulhamfc.com/
fulham-fc-foundation

Fulham Football Club Foundation is a leading community sport charity that aims to build better lives through sport. We use the power of sport to deliver a variety of inspiring education, health, disability, social inclusion and football and sport programmes in our community. As the Club's own registered charity, we have played a key role in our community for over 20 years, employing over 100 full-time, part-time and sessional staff based from our Motspur Park office. Our work aims to 'build better lives through sport' and we continue to pioneer innovative and inspiring programmes for many disadvantaged young people in our community.

Placement

- Maximum 3 months
- Part time, 30 hours per week
- A DBS check will need to be carried out and returned BEFORE the placement can commence
- Applicants must be aged 16-18

This placement will consist of coaching support; youth work support; event support and general admin.

We are looking for candidates aged 16-18 who are motivated, enthusiastic and willing to learn.

A DBS check will need to be carried out and returned BEFORE this placement can

commence. An NGB Level 1 Sports Qualification is desirable, but we will assess all applicants on a case by case basis.

Successful applicants will gain coaching knowledge, administrative skills and general employability skills.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

The All England Lawn Tennis Club (Championships) Limited

Ms Jill Homan
Church Road
Wimbledon, London, SW19 5AE

Tel: 020 8944 1066

Email: recruitment@aeltc.com

(Please apply with the subject line 'Gardener – Work Experience Placement')

Website: www.wimbledon.com

The All England Lawn Tennis Club (AELTC) organises and stages The Championships, Wimbledon.

Placement – Gardener

- 8 weeks
- Full time – (Mon-Fri, 8am-4pm)
- Deadline for applications is Friday 4th December 2015

This role will involve maintenance of all horticultural elements of the AELTC grounds, including car park areas, to a high standard.

A young person on a work experience placement would gain experience of working within a small team maintaining horticultural elements of the AELTC grounds including:

- Planting and plant management
- Weeding
- Feeding and watering
- Clearing and pruning
- Internal plant management
- Planter management

We are looking for someone with an enthusiastic, pro-active approach to work who is hardworking, reliable, punctual and able to follow instructions. They should also enjoy working as part of a small team and working within agreed guidelines. Some horticultural experience would be preferred but is not essential.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

Tooting & Mitcham Football Club

Ms Jackie Watkins
Imperial Fields
Bishopsford Road
Morden
London, SM4 6BF

Tel: 020 8685 6193

Email: jackie@tmld.org

Website: www.tmu-fc.co.uk

Tooting & Mitcham United Football Club is a semi-professional association football club based in the London Borough of Merton and playing at Imperial Fields (also known as the KNK Stadium) in Morden. The Club is actively involved with creating opportunities in sport, education and enterprise.

Placement 1 – Reception Admin

- 12 weeks
- Full time

As part of this placement the successful candidate will arrange the booking of sports and recreational activities, with both organised sports clubs and individual members of the public.

The successful candidate will gain administrative and customer service skills.

Placement 2 – Grounds Maintenance

- 12 weeks
- Full time

As part of this placement the successful candidate will gain experience of maintaining high-quality sports pitches and facilities.

We are happy to take applicants with or without any previous experience who are happy to work as part of a team.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

UPTOWN UK LTD

Ms Joan Simms
High Path Community Resource Centre
63 High Path
South Wimbledon, SW19 2JY

Tel: 07957112260

Email: simmsjm@aol.com

Website: www.uptownuk.com

UPTOWN UK provides a range of general youth clubs, learning centres and Dance Academy. Our service is for young people aged 10 – 19 and up to 25 if an able young person has a disability. Our services are based in South Wimbledon and Mitcham.

We aim to provide good quality youth work for young people. Providing a safe environment, where young people can come together, make new friends, learn and share new skills and have support with Education Employment and Training.

Placement

- 3 Positions available
- Part time (Wed-Sat Evenings)
- 8-12 weeks
- To start ASAP

UPTOWN are looking for an enthusiastic, motivated individual who is looking for an opportunity to work with and for young people.

This would be a great position for anyone who is interested in dancing, drama, sports, music production, djing, computer skills, film making, arts and crafts, cooking, debating and talking with young people or general office administration such as data inputting, ordering, faxing and providing customer service.

Before applying for these positions please contact Billy on 020 8542 4835 for your reference number.

1. Who can apply for a Work Experience placement?

Any local unemployed person can apply for a work experience placement. We are aiming to give experience to those aged 18-24 years old, however any age group can apply for the positions in this booklet unless stated otherwise by the employer in the adverts.

2. Will I be paid?

Work Experience placements are generally not paid. It is a way for someone who is unemployed and looking for work to gain experience. It will also mean that you will receive a reference at the end of the placement which you can use when seeking future work.

3. Will it affect my ability to claim Jobseekers Allowance?

If you are claiming Jobseekers Allowance you are able to do a work experience placement for between 2-8 weeks for 25-30 hours week and still receive your payments. If there is a placement advertised that you would like to apply for in this booklet that is for longer than 8 weeks, please discuss this with the employer and your Job Centre Adviser. Whilst you are on the placement you must still attend your job centre interviews and any other job interviews that are required of you, the employers will make time for you to do this as long as you let them know. In some cases the Job Centre can help you to cover travel expenses, you should discuss this with them.

4. How can I apply for a work experience placement?

There is a more detailed description of how to apply for the placements at the front of this booklet. But if you are interested in any of the Work Experience Placements advertised in this booklet then you will need to ring Billy in my office first who will give you a personalised reference number, which you will have to provide to the employer. Once you have received this then you should write to or email the employers

directly with a CV and cover letter explaining that you would like to apply. There is a CV and cover letter template at the back of this booklet to help you.

If you need help applying or are unsure how to go about contacting an employer, then please contact Billy in my office or Liz Sherwood, Young Persons Mentor. They can help with any questions you might have and will be able to help you with writing your application letter – their full details are on the useful contacts page.

5. How will I know if I have been accepted on to a work experience placement?

After you have applied directly to employers for a placement advertised in this booklet, the employers will then contact you directly if they wish to consider you for the place. You may be asked to attend an interview.

6. Do I need to pay for a DBS check?

It is best to discuss with each individual employer during the interview stage to see if they are willing to pay towards the cost of the DBS as some have already expressed a willingness to assist financially.

7. Do I need to sign a contract?

You do not need to sign a contract, but it is best to discuss/agree with your employer, what experience you will gain during the placement. Any work experience placement is an informal agreement that can be broken with 24 hours notice by either you or the employer.

8. What will I have to show for my work once I have completed the placement?

Your employer will write you a reference that you can use seeking future work and all those involved in the work experience placements will be invited to training events and will be presented with a certificate at the work experience Awards Ceremony which I will be holding at the Houses of Parliament. Your employer will attend and friends and family are all invited!

If you are interested in any of the placements in this booklet but you are unsure of how to apply or write an application letter, then please feel free to contact our Young Person Mentor, Liz Sherwood or Billy in my office. They can help with any questions you might have and Liz can provide advice and support during the application process. Their contact details are as follows:

Liz Sherwood, Young Person Mentor

1 Crown Road, Morden, SM4 5DD

T: 07891 889389

E: liz.sherwood@talktalk.net

Billy Christie

1 Crown Road, Morden, SM4 5DD

T: 020 8542 4835

E: billy@mmlp.org.uk

If you have any further problems during your placements then please do not hesitate to contact Liz, Billy or Siobhain. If Siobhain is unavailable then please speak with Billy.

Siobhain McDonagh MP

House of Commons, London, SW1A 0AA

T: 020 8542 4835

E: mcdonaghs@parliament.uk

For those of you claiming Jobseekers Allowance, please discuss any benefit concerns you might have with your Jobcentre Advisor. They can also provide you with advice about travel, lunch and childcare costs. For general advice or guidance if you are claiming benefits you can contact Gary Dunmore at Mitcham Jobcentre:

Gary Dunmore, Mitcham Job Centre

Boundary House, 317-321 London Road, CR4 4YF

T: 0208 687 3079

E: gary.dunmore@dwp.gsi.gov.uk

Template application letter

Here is an example for a letter you can use if you are applying for any of the placements in this booklet. Use the cover letter to show why you want the placement and tell the employer a little bit about how your personality and experience would be relevant to the placement.

(Your name) e.g. Sarah Smith
(Your address)
(Your telephone/ mobile number)
(Your email address)

Dear (Employer)

Re: Midday Supervisor - Education placement

My name is and I would like to apply for your Work Experience placement which I have seen in Siobhain McDonagh's Work Experience booklet.

I attended Raynes Park High School which I left school last year and I didn't get any qualifications, but I did excell in sports and I still play every week for my local five a side football team.

I also often babysit for my neighbour who has a three year old child and I would really like to gain more experience working with children. I get on very well with children and I feel confident looking after and interacting with them.

I am an outgoing, mature individual and I think that I would be able to work very well in a school environment.

Therefore, I would like to apply for your Midday Supervisor Work Experience placement.

I look forward to hearing from you about this position.

Yours sincerely,

(Your name)

Your Name

[Your email address] [Telephone Number]

[Your Address]

Personal Statement

Open the CV with a short statement about yourself, summarising your positive qualities and why you should be considered for the position.

Remember the CV should be able to fit onto 2 pages.

Education

2010-2013 **E.g. South Thames College**

- Courses you did, (what grade you received)
- E.g. English Literature (B)

2005-2010 E.g. Raynes Park High School

- GCSE's completed
- E.g. Maths (C)

Employment

Job Title

Company Name

Location

Dates of Employment

Give a brief introduction about what the company does and explain what the role entailed and any skills you gained.

Key Achievements:

- Provide a list of key achievements whilst you were working there.
E.g. Meeting sales targets.

Additional Skills

- Any other skills you may have gained.
- E.g. Computer skills (Word, Excel, Emails), a driving licence, people skills.

Interests and Hobbies

- Your hobbies are just as important as your previous work experience, so make sure you list your interests and the skills you have gained from them.
- E.g. Captain of my local football team, gained leadership qualities and teamwork skills.

References

Any references from previous employers. Or write 'References available on request'

Adam's Fish Bar	20	Office of the Leader of Merton	
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Group Limited	12	Paul Strank Roofing	14
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Coffee in the Wood	21	& Law Centre	30
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Printed and promoted by Billy Christie, on behalf of Siobhain McDonagh,
both at 1 Crown Road, Morden, Surrey SM4 5DD.