



Work Experience opportunities 2013-2014

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, I have not regretted it one bit!”

Carol Frempong, Work Experience at B&Q (2011)

“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 (2011).

“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 (2011).

“(Both) candidates ... excelled in their work experience. Both Erna and Felix were a joy to work with. Very hardworking and task orientated, punctual, accurate and well mannered and presented.”

Tammy Howlett, The Vine Project, Employer (2011).



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 30.

I originally ran the scheme in 2011 and it was such a success that I wanted to do it again! My main motivation behind the booklet was that I remember what it is 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 Nic 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 and to offer you 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** 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 Nic 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 a 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 of how to go about contacting an employer, then please contact Nic 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 and 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 attend an interview. The placements will be starting around January 2014.

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AFC Wimbledon Community Football Scheme

The Cherry Red Records Stadium
Jack Goodchild Way
422a Kingston Road
Kingston upon Thames
Surrey
KT1 3PB

Tel: 020 8974 5712

Email: communityfootball@afcwimbledon.co.uk

AFC Wimbledon are working in partnership with Street League, a national charity, in an attempt to improve the lives of local people by running free street football sessions for anybody aged 16 to 25.

Successful participants are recruited from the Street Football sessions to join a free eight week academy programme where you will receive two hour classroom sessions each day followed by football coaching for the same amount of time.

On completing the course you will receive a Community Sports Leaders Award and a National Open College Network qualification in Employability Skills. As part of the training experience participants will also work on CV writing and mock interviews.

The next free football session will begin in January 2014 with the academy programme beginning in February 2014.

Before applying for this position please contact Nic on 020 8542 4835 for your reference number.

Hertz Rent a Car (Aptiga Ltd)

Mr Andrew Bell
220 Garth Road
Morden
Surrey
SM4 4NL



Tel: 020 8335 0060

Email: Andrew.bell@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

- 12 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 this position please contact Nic on 020 8542 4835 for your reference number.

Aptiga Ltd

Ms Penny Poulson
220 Garth Road
Morden
Surrey
SM4 4NL

Tel: 020 8335 0060

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

- 12 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 written English and numeracy skills. Must be computer literate and have an enthusiastic approach to their work.

Before applying for this position please contact Nic on 020 8542 4835 for your reference number.

All Saints Community Resource Centre

Ms Zoey O'Brien
44 All Saints Road
Wimbledon
SW19 1BX

Tel: 020 8274 5388

Email: Zoey.O'Brien@merton.gov.uk
AllSaintsCentre@merton.gov.uk

The All Saints Centre is a day centre in South Wimbledon for adults with physical and learning disabilities. It provides a friendly day service which offers support and care through a wide range of activities.

Placement

- 12 Weeks
- Full time or part time
- Disclosure and Barring Service Check needed (CRB)

This position with All Saints Community Day Centre will provide the successful candidate with experience of working as part of a team in the social care environment. As part of the placement you will be asked to assist with the vast range of activities on offer, including: arts and crafts, table tennis, quizzes, swimming and cycling.

All Saints are looking for a candidate who is friendly and patient, with good communication skills. They are also looking for someone who has any skills or interests that they can bring to the centre, for example, an interest in art, drama or sports.

Before applying for this position please contact Nic 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 UKs 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 by 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 this position please contact Nic on 020 8542 4835 for your reference number.

Caremark Merton

Ms Evelyn Chiejina
32-44 London Road
Morden
Surrey
SM4 5BT

Tel: 020 3582 4377

Email: evelyn.chiejina@caremark.co.uk

Website: www.caremark.co.uk/merton

Caremark Merton is part of a franchised network of offices delivering care and support services to a diverse range of people, of all ages and ethnicities in the (Merton) area. Their clients have chosen to remain living independently at home and need some level of care and support to enable them to do so. Our services ensure their desired level of independence is maintained whilst they continue to live safely at home.

Placement - Office Co-ordinator

- 6 Months
- Full time
- Start ASAP
- Disclosure and Barring Service check required (formerly CRB)
- Travel Expenses paid

Caremark Merton is looking for someone who is friendly and willing to learn, to join their office team. This opportunity as an office co-ordinator will provide the successful candidate with planning, organisation, administrative and time management skills.

They are ideally looking for someone who is ICT literate, and have A-level qualifications.

Before applying for this position please contact Nic on 020 8542 4835 for your reference number.

Sunrise Day Care Services

Mr Hussain
New Horizon Centre
South Lodge Avenue
Pollards Hill
CR4 1LT

Tel: 020 8432 9403

Email: info@sunrisedaycare.org.uk

Website: www.sunrisedaycare.org.uk

Sunrise Day Care Services provides a day care and care in the home for elderly and frail people with different disabilities, including mental health and physical disability. They also run a Day Care Centre, Mondays to Fridays, to give their loved ones a break from their caring roles.

Placement

- 4-8 Weeks
- Full or Part time
- Disclosure and Barring Service Check required (CRB)

The successful candidate will be working alongside qualified Care Workers who will guide you through completing different tasks relating to our client's care needs. As part of the placement basic health and safety and risk assessment training will be given prior to engaging in any tasks.

An ideal candidate would be someone who has done NVQs or QCSs in Health & Social care or a student who is doing a course relating to health and social care. However these are not necessary and they are happy to take on anyone who is compassionate, friendly and willing to learn.

Before applying for this position please contact Nic 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.

Placement 4- Newsletter Editor

- 12 Weeks
- Full Time or Part Time
- To start ASAP

Bridging the Gap is looking for candidates who have a particular interest or flair in writing and current affairs to do with the criminal justice system. Organisational skills and an ability to prioritise tasks are essential as is enthusiasm and a friendly approachable attitude. You will need to source articles for the newsletter.

A 'can-do' and enthusiastic attitude is a must for all these placements and any of these would be a great opportunity for those looking for a career working with ex-offenders or the criminal justice system. 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.

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

Commonside Trust

Ms Naomi Martin
New Horizon Centre
South Lodge Avenue
Pollards Hill
CR4 1LT

Tel: 020 8764 9582

Email: naomi@commonsideside.net

Website: www.commonsideside.net

Commonside Trust is a local charity based in Pollards Hill; it works to improve the lives and environment of people living in Merton. It does this through a number of ways including the New Horizon Centre, a busy community centre, the Step Forward Programme for parents and the lunch clubs for the elderly.

Placement

- 12 weeks
- Part time, 11am-2pm Monday to Friday

This placement, working with the elderly at Commonsideside, will be a great introduction for someone interested in health and social care. As part of the placement, you will be asked to prepare the dining room, serve food and plan after lunch activities. They are looking for a polite team-player who is enthusiastic and happy to talk to a variety of different people.

Before applying for this position please contact Nic on 020 8542 4835 for your reference number.

Merton Mencap

Ms Fanta Bojang
The Wilson Hospital
Cranmer Road
Mitcham
CR4 4TP

Tel: 020 8687 4825

Email: programme.manager@swlondonmencap.nhs.uk

Website: www.mertonmencap.org.uk

Merton Mencap is a registered charity providing support and services for children, young people and adults with a learning disability and their family carers in the London Borough of Merton. Merton Mencap understand that parents and carers of people with a learning disability often need help and support, they work to provide activities and services for both people with learning disabilities and their parents or carers.

Placement

- 4 weeks, but can be flexible
- Part time
- Disclosure and Barring Service check required (formerly CRB)

This opportunity with Merton Mencap will entail helping with and organising activities for young people with learning disabilities. There are a number of activities that you will be able to get involved in, including trips, health and fitness classes and sports. This placement would be an excellent opportunity for an enthusiastic, friendly and outgoing person, to gain experience and training in social care.

Before applying for this position please contact Nic on 020 8542 4835 for your reference number.

Victim Support

Mr Safet Vukalic
Service Delivery Manager - Merton
Victim Support
South West London Divisional Office
17-19 Falcon Road
Clapham Junction
London, SW11 2PH

Tel: 020 7801 1777

Email: safet.vukalic@victimsupport.org.uk

Website: www.victimsupport.org.uk

Victim Support is a national charity providing emotional support, practical help and assistance to victims, witnesses and those impacted by crime.

Placement

- 3 to 6 months, will also consider 12 months for right candidate.
- Full time, or part time can be negotiated
- All candidates will be subject to Disclosure and Barring Services, Victim Support are prepared to pay for this
- Over 18
- Candidates must be willing to travel between our offices. Victim Support will pay for travel expenses.

This placement is a great opportunity to work as part of a nationwide charity, and will enhance your organisational, communication, and research skills.

As part of this placement, candidates will need to have good listening and communication skills, be reliable, trustworthy and be willing to learn and develop. Due to the nature of this charity a basic understanding of confidentiality and data protection is needed.

Before applying for this position please contact Nic on 020 8542 4835 for your reference number.

The Vine Project

Mr Gregory Hale
Unit 3
24 Wandle Way
Willow Lane Industrial Estate
Mitcham
CR4 4NB

Tel: 020 8685 6640

Email: ghale@thevineproject.org

Website: www.thevineproject.org

The Vine Project is a community based registered charity, which operates a number of green enterprises. The project re-uses, restores and recycles furniture and then provides the furniture for those with low incomes and in need. The project offers work experience for people of all ages, and does accredited training in basic carpentry.

The Vine Project is looking for three positive, flexible and friendly individuals to help out and become part of their team!

Placement 1 - Shop Assistant

- 8 Weeks
- 9.30-4.30pm
- 30 hours per week
- Must be able to work Saturdays
- Flexible start date

The Vine Project is looking for a friendly, energetic and outgoing person for this role in their Sutton shop at the St Nicholas Centre. You will be dealing directly with customers and so will need good communication skills for selling their furniture goods. You will be required to move small and medium items, so some degree of physical fitness is needed.

Placement 2 - Admin Assistant

- 8 Weeks
- 9.30-4.30pm
- 30 hours per week
- Flexible start date

This position requires a confident individual with a good telephone manner to help with admin in their Mitcham Warehouse. As part of the role you will be asked to update databases, deal with telephone enquiries and provide excellent customer service.

Placement 3 - Warehouse and Van Assistant

- 8 Weeks
- 9.30-4.30pm
- 30 hours per week
- Flexible start date

You will be dealing with customer services, moving furniture and making the warehouse presentable. Successful candidates will have to be physically fit due to the labour intensive nature of this placement.

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

Colliers Wood Village Day Nursery

Ms Marilyn Dias or Ms Altina Livingstone
65-67 High Street
Colliers Wood
SW19 2JF

Tel: 020 8540 5333

Email: collierswnursery@gmail.com

Colliers Wood Village Day Nursery is a vibrant nursery, with an energetic staff who aim to put each individual child at the centre of everything. They care for children from three months to five years.

Placement

- 8 weeks
- Full time
- Disclosure and Barring Service check required (formerly CRB)

Colliers Wood Village Day Nursery are looking for a young person to join their friendly team and assist them in the day nursery, helping and entertaining the children. Qualifications not necessary, but happy, energetic and patient qualities are a must.

Before applying for this position please contact Nic on 020 8542 4835 for your reference number.

Early Years Day Nursery

Miss Sharon Mills
112 Cavendish Road
Colliers Wood
SW19 2E2

Tel: 020 8540 8270

Email: earlyyearsdaynursery@hotmail.com

Early Years Day Nursery is a private day nursery looking after children from three months to four years old. They have three classrooms, for babies, toddlers and pre-school ages.

Placement - Nursery Assistant

- 2 weeks or longer if needed
- 9-3pm Monday-Friday
- Would be useful to have experience working with children
- Disclosure and Barring Service check required (formerly CRB)

This experience would be perfect for someone who is looking for a job working with children. They are looking for someone who is positive and friendly to join their team, to interact and play with the children in the day care. A successful candidate must have some experience or understanding of the needs of young children, and work well as part of a team.

Before applying for this position please contact Nic on 020 8542 4835 for your reference number.

Merton and Morden Guild of Social Service

Mr Hamish Duncan or Ms Anne Donaghy
34a Aberconway Road
Morden
SM4 5LF

Tel: 020 8640 1640

Email: mandmguild@aol.com

Website: www.mandmguild.org

The Merton and Morden Guild of Social Service work with older people in the borough of Merton. The Guild aims to encourage independence, health, well-being and enjoyment in the community and to have fun by organising lunch clubs, outings, exercise classes, craft events, exhibitions, musical sessions and other social events as well as support and help with information.

Placement

- 12 weeks
- Part Time

This placement would involve some office work, helping with the lunch club and social activities. As part of the position you will be working as part of a team and learning how to understand and respond to the needs of both the active elderly population and the more frail elderly.

The guild are looking for someone who is flexible and able to take on many different tasks from inputting data on the computer to organising social events or washing up and making teas for the users (not the staff!).

This placement calls for a candidate who can be compassionate and empathetic, but also outgoing. An ideal candidate would have acceptable literacy, numeracy and computer skills.

Before applying for this position please contact Nic on 020 8542 4835 for your reference number.

Merton Centre for Independent Living

Ms Lyla Adwan-Kamara
Unit 3 Batsworth Road
Mitcham
CR4 3BX

Tel: 020 339 73119

Email: info@mertoncil.org.uk

Website: www.mertoncil.org.uk

Merton Centre for Independent Living (MCIL) is a local grassroots organisation run by disabled people for disabled people. They offer a range of services including peer support, advice, and advocacy. They also run events for local disabled people to support them in getting their voices heard.

Placement

- 8-20 Weeks variable
- Part time

MCIL have a range of possible placements available including: administrator, ambassador, advocate, peer supporter and event supporter positions

As a small, hands-on organisation this placement with MCIL will provide a range of experience around managing and promoting an organisation, including holding events and running services.

MCIL would like to encourage applicants with experience of disability to apply. Alternatively, applicants should have an interest in working with disabled people.

Before applying for this position please contact Nic on 020 8542 4835 for your reference number.

South Mitcham Community Association

Ms Brenda Josiah
SMCA Community Centre
Cobham Court
Haslemere Avenue
Mitcham
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

- 12 Weeks
- Part Time
- 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. They are looking for someone who is patient, able to work in a busy environment and has some computer skills.

Before applying for this position please contact Nic on 020 8542 4835 for your reference number.

South Wimbledon Community Association

Mr Andy Coles
78 Victory Road
Wimbledon
London
SW19 1HN

Tel: 020 8540 4539

Email: swcommunity@yahoo.co.uk

South Wimbledon Community Association is a registered charity and a hive of activity with rooms available for hire by the local community.

Placement

- 2 placements on offer
- 2 weeks
- Part time

The placement will be office based, predominantly dealing with customers and other administrative duties. Through this position the successful candidates will gain an insight into what the community centre does to assist those on low incomes.

This position will be as part of a small team and would be excellent grounding for anyone looking for office jobs. As a small team it would be an excellent opportunity for someone with little or no work experience as they aim to build your confidence through the placement.

No qualifications are necessary, but enthusiasm and a positive hard working attitude is key!

Before applying for this position please contact Nic on 020 8542 4835 for your reference number.

Paul Strank Roofing

Pete Stringer, 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 44 years of experience, craftsmanship and professionalism, Paul Strank Roofing has established itself as a trusted roofing contractor, and also encompasses a Roofing Materials Supplier and Scaffold Hire.

Placement 1: Office Trainee

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

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 inquiries, 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
- Starts: Immediately

Candidates will need good computing and communication skills. The placement will be labour intensive, involving helping customers, loading vehicles and restocking the yard.

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

The Priory C of E Primary School

Ms Jane White
Queens Road
Wimbledon
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 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 this position please contact Nic on 020 8542 4835 for your reference number.

South Thames College

Mr Dan Thornton
Funding, Data & Contracts Manager
71 Tooting High Street
London
SW17 0TQ

Tel: 020 8918 7170

Email: Daniel.thornton@south-thames.ac.uk

Website: www.south-thames.ac.uk

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

Placement

- 1 Month
- 9.30am-4.30pm Mon-Friday

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.

Before applying for this position please contact Nic on 020 8542 4835 for your reference number.

Utility Warehouse Authorised Distributors

Ms Deirdre Aguma or Mr Paresh Dudhaiya
Head Office
333 Edgware Road
London, NW9 6TD

Tel: 07771 790 982 or 07956 348 085

Email: Deirdre@enjoyearning.co.uk
info@secondincome.me

Website: www.enjoyearning.co.uk

Telecom Plus PLC, which owns and operates the Utility Warehouse brand, is the UK's only fully integrated provider of a wide range of competitively priced utility services, spanning both the communications and energy markets. Customers benefit from the convenience of a single monthly bill, consistently good value across all their utilities, and exceptional levels of customer service. The company does not advertise, relying instead on 'word of mouth' recommendation by existing satisfied customers in order to grow their market share.

Placement

- 90 days
- Part time, with an opportunity to go full time

This is a home based business opportunity to gain experience in sales and distribution.

The candidate will need to follow a simple proven system in order to become successful. The applicant will be a confident person with a can do attitude. No experience is required as ongoing training is provided free of charge both online and at venues locally. You will also receive a mentor to help you in the early days.

Before applying for this position please contact Nic 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 this position please contact Nic on 020 8542 4835 for your reference number.

Moss & Co.

Mr Jonathan Moss
42 Wimbledon Hill Road
Wimbledon
SW19 7PA

Tel: 07943 404 216

Email: Jon@mosswimbledonhill.co.uk

Website: www.mosswimbledonhill.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

- 24 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 this position please contact Nic on 020 8542 4835 for your reference number.

Cannizaro House Hotel

Mr Jeff Ward
General Manager
West Side
Wimbledon Common
London
SW19 4UE

Tel: 0208 970 2764

Email: jward@cannizarohouse.com

Website: www.cannizarohouse.com

Cannizaro House is a four star deluxe hotel with 46 bedrooms, located on Wimbledon common. The hotel also boasts a 2 Rosette restaurant, six 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 detail.

Before applying for this position please contact Nic on 020 8542 4835 for your reference number.

Dalchini Restaurant

Veronica Sarkhel
147 Arthur Road
Wimbledon
London

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 Nic on 020 8542 4835 for your reference number.

AmicusHorizon

Mr William Miller
Grosvenor House
125 High Street
Croydon
CR0 9XP

Tel: 020 8726 8630

Email: william.miller@amicushorizon.org.uk

Website: www.amicushorizon.org.uk

AmicusHorizon is a housing association with 28,000 homes across the South East of England. They work to improve the lives of residents through innovative programmes and training schemes.

Placement - Community Development Team

- From 2 to 25 weeks
- Minimum 16 hours per week, but flexible to meet needs.

This is a fantastic opportunity for someone who is interested in Community or Youth work or has an interest in the social housing sector. The candidate will be working with the community development team supporting the planning, delivery and evaluation of AmicusHorizon's community projects. The successful candidate will be punctual, confident with good people skills, solution focused, and good ICT skills. Most importantly, they are looking for someone who is willing to go the extra mile to help people.

The position would be based in their Croydon offices with some travel to the community projects they run in South London.

Before applying for this position please contact Nic on 020 8542 4835 for your reference number.

Vision Housing Services

Ms Nicola Wilson
195 Middleton Road,
Carshalton
SM5 1HE

Tel: 020 8648 0402

Email: info@visionhousing.org.uk

Website: www.visionhousing.org.uk

Vision Housing provides housing and support for vulnerable people.

All of their clients are either homeless, released from prison or in poor quality accommodation with a high risk of reoffending.

Placement - Resettlement worker

- Minimum of 6 months.
- Can be full or part- time dependent on how much time the individual can commit.

You will be assisting the resettlement team in a number of ways including:

- Identifying accommodation across London and arranging accommodation viewings.
- Maintaining databases of landlords.
- Assisting the Resettlement Team with the housing process
- Assisting clients with their benefits
- Updating client information packs
- Contacting and promoting Vision Housing to landlords.

Vision Housing are looking for someone with good administrative skills, polite telephone manner and IT literate in programs such as Outlook, Word, Excel and the internet.

Before applying for this position please contact Nic on 020 8542 4835 for your reference number.

CIPD

Ms Rachel Lloyd
151 The Broadway
Wimbledon
SW19 1JQ

Tel: 020 8612 6512

Email: r.lloyd@cipd.co.uk

Website: www.cipd.co.uk

The Chartered Institute of Personnel and Development is the professional body for HR and people development. Our purpose is to champion better work and working lives by improving practices in people and organisation development for the benefit of individuals, businesses, economies and society.

Placement 1 - Policy Campaigns

- 8-12 Weeks
- Full Time

The Policy Campaigns department is running a high profile campaign to tackle youth unemployment. You will gain experience in events organisation, provide administrative support and help out with media monitoring. In addition to carrying out specific tasks, you will also have the opportunity to learn what it is like to work on a recognised campaign, and gain insight into how the media and government works.

In the Policy Campaigns team you will provide support to the organisation on a series of high-profile events across the UK, to mark the expansion of a mentoring programme for people aged 18-24. You will also have the chance to assist members of the team by collating media bulletins, liaising with members of the public and helping produce campaign and events materials. In addition, you will also be able to shadow every member of the Policy Campaigns team for a day.

Placement 2 - Corporate Services

- 8-12 Weeks
- Full Time

The second placement will be structured so that you will gain experience in a range of central departments and activities including office services and legal.

With the generalist role you will primarily be assisting with corporate services – building up knowledge of how a business is supported by its central departments. You will learn how we plan our board meetings, use lawyers, and work with volunteers amongst other administrative and office functions requiring discretion and tact. Also you will gain a good grounding in dealing with a range of customers, organisational working and prioritising deadlines.

CIPD are looking for two enthusiastic and proactive people with a particular interest in events management or office administration. With a 'can-do' attitude and an enjoyment of team working, successful candidates will be comfortable communicators both over the phone and by email. A good working knowledge of Microsoft Office, particularly Excel would be helpful as would an aptitude for learning new skills and attention to detail.

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

South West London Law Centre

Mr Alasdair Stewart
112 London Road
Morden
Surrey SM4 5AX

Tel: 020 8772 7052

Email: info@swllc.org

Website: www.swllc.org

South West London Law Centres (SWLLC) is a charity that exists to reduce poverty and promote education in Merton, Wandsworth, Croydon, Sutton, Kingston and Richmond.

Placement

- 4-12 weeks
- Full or part time

A young person on a work experience placement with SWLLC would gain experience working with members of the public and in a range of administration and reception duties, from one or more of our offices. The position would include assisting with the maintenance and filing of records, archival of files and resources, collecting and delivering post, dealing with telephone calls and in-person callers at reception, and assisting with the production of publicity material.

SWLLC are looking for someone who is confident, committed and willing to learn. As we deal with legal matters, discretion and an understanding of the need for confidentiality is key.

SWLLC has in the past offered Business and Administration Apprenticeships. Dependent on the timing of their placement, candidates who are interested, impress and excel may have the opportunity to apply.

Before applying for this position please contact Nic on 020 8542 4835 for your reference number.

Springfield Advice and Law Centre Ltd

Office Manager
Springfield University Hospital
Building 7
61 Glenburnie Road
London
SW17 7DJ

Tel: 020 8767 6884

Email: info@springfieldlawcentre.org.uk

Springfield Law Centre offers independent legal advice to service users of South West London & St. George's Mental Health Trust and their carers.

Placement

- 4-12 Weeks
- Full or Part-time
- 18 or over

As part of this placement you will assist the law centre by answering the telephone, reception and general administrative duties like: typing, photocopying, filing and taking documents to court. No qualifications necessary but applicants need to be aged 18 or over, be able to use a computer and have an interest in, or aptitude for legal or community work. Applicants must also adhere to confidentiality requirements. Based at the main office in Springfield Hospital.

Before applying for this position please contact Nic on 020 8542 4835 for your reference number.

Wimbledon and Putney Commons Conservators

Ms Paula Graystone
Manor Cottage
Windmill Road
London
SW18 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. They consist of woodland, scrubland, heathland and mown recreation areas – and have nine ponds. 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 1 - 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 and sometimes thankless task but, none the less 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.

Placement 2: Playing Fields Grounds Person

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

This placement will cover all aspects of the maintenance of the playing fields including marking out and sports turf preparation, grass cutting, cleaning of dressing rooms, litter clearance, drainage and other maintenance work.

Both these positions are ideally suited to someone who enjoys working outside in all weathers. The applicants will gain experience in all aspects of land maintenance and a variety of machinery.

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

The Social Enterprise Press

Mr Roy Court
Unit 3
Batsworth Road
Mitcham
CR4 3BX

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 in a new publishing venture being undertaken by Social Enterprise Press.

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.

Placements 3 & 4- Painting

- 8 Weeks
- Full Time, 9.30-4.30pm

This placement will offer a course overseen by a professional painter. It will teach the tools of the trade, preparation for painting and application, as well as valuable knowledge of health and safety and good working practice.

The ideal candidates for this would be someone with very good practical skills, but the work will be based both in practical and theory.

This opportunity would be perfect for someone who has a passion for art and design, if successful; Social Enterprise Press will consider setting up a company to take on the two people, providing a free base to work with professional insurance and advertising via their new magazines.

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

Rhodium Consulting Ltd.

Ms Julie Rose
Suite 11
The Generator Business Centre
95 Miles Road
Mitcham
Surrey
CR4 3FH

Tel: 0845 269 4502

Email: Julie@rhodium45.co.uk

Website: www.rhodium45.co.uk

Rhodium Consulting provides specialist recruitment services in the construction supplies industry. With over seventeen years of experience in recruitment, Rhodium Consulting recruit candidates for National and Independent Builders Merchants, Electrical Wholesalers and Luxury Kitchen and Bathroom showrooms.

Placement - Trainee Recruitment Consultant

- 12 weeks
- Full time

Rhodium Consulting are looking for an ambitious, outgoing and friendly person to join their team. As part of this placement, you will be assisting the team with the recruitment process, working in an office and admin environment.

The ideal candidate would be hard-working, driven and have GCSEs in Maths and English, with good written and verbal communication. This is an excellent opportunity, for someone who wants to know more about business and recruitment, and if successful it could potentially lead on to a permanent position at the end of the placement.

Before applying for this position please contact Nic on 020 8542 4835 for your reference number.

Rolex Boutique by The Watch Gallery

Mr Said Chaarawi
Business Development Manager
One Hyde Park
100 Knightsbridge
London
SW1X 7LJ

Tel: 020 7292 0345

Email: schaarawi@thewatchgallery.co.uk

Website: www.thewatchgallery.com

Rolex is the largest single luxury watch brand, producing about 2,000 watches per day. The Rolex Boutique in Knightsbridge has the largest selection of Rolex watches available within Europe.

Placements - Sales Associates

- 3 Positions on Offer
- 2 Weeks
- Full Time
- Will provide an oyster card for transport

As part of the position you will be working with high value luxury items and the placement will give you a wealth of experience working in luxury retail. As a sales associate you will be asked to speak with and help customers. As part of this placement you will also learn all about the Rolex brand. The successful candidate will be presentable, motivated and friendly, with good communication skills.

These placements are a fantastic opportunity to work for the most famous watch company in the world. It would be particularly of interest to someone with an interest in retail, particularly watches and jewellery.

Before applying for this position please contact Nic on 020 8542 4835 for your reference number.

Fyne Dezynes Ltd

Dr James Stevens-Turner
Vestry Hall
London Road
Mitcham
Surrey
CR4 3UD

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 Nic on 020 8542 4835 for your reference number.

Elbrook Cash and Carry LTD

Mr Frank Khalid
105 Bond Road
Mitcham
Surrey
CR4 3HG

Tel: 020 8646 6502
Email: fkhalid@elbrookcc.co.uk
Website: www.elbrookcashandcarry.com

Elbrook Cash and Carry LTD provides well-known retail products at wholesale prices to large bars, restaurants and catering companies.

Placement 1- Wholesale Assistant

- Permanent
- Full Time

As part of this position you will gain an excellent experience of customer service and merchandising. You will be asked to provide assistance on the till, filling shelves and helping customers. Elbrook Cash and Carry are looking for an enthusiastic, trustworthy and hardworking individual to join their team.

This would be a perfect opportunity for anyone who is hard-working and willing to learn more about merchandising.

Placement 2- Reach truck driver

- Permanent
- Full Time
- Must have experience

This position will require you to have experience in using a forklift. As part of this placement you will be working in their warehouse, assisting the team and customers by moving and replenishing stock.

Before applying for these positions please contact Nic 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 age 10 – 19 and up to 25 if an able young person has a disability. Our services are based in South Wimbledon and Mitcham. UPTOWN works in partnership with a variety of agencies such as Wimbledon Theatre, Fulham Football Foundation, Merton Priory Homes, Health and is supported by London Borough of Merton.

They 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 1

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

This placement will be three hour sessions working in UPTOWN's Youth Club.

Placement 2

- 7 Positions available
- 20 weeks
- 3 hour session a week (paid) with volunteering session per week
- 16-19 years old

If you are 16 -19 not in education and employment, and interested in youth work,

there is an opportunity for a 'casual youth do youth' programme via uptown, which offers 20 weeks paid 3 hour session a week with 1 volunteering session per week.

Both placements will offer the young person an insight into youth work practice

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

This would be a great position for anyone who has interests in dancing, drama, sports, music studio, djing, Computer skills, film making, arts and craft, cooking, enjoy debates and talking with young people or general office administration such as data input, ordering, faxing, customer service.

Before applying for these positions please contact Nic 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 16-24 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. Please discuss longer placements with your Job Centre Advisor. Whilst you are on the placement you must still attend interviews that are required of you, the employers will make time for you to do this as long as you let them know. Please also speak to your advisor regarding travel expenses.

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

If you are interested in any of the Work Experience Placements advertised in this booklet then you will need to contact Sarah in my office 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 or email the employers directly with a CV and cover letter.

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 for 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 Nic in my office or Liz Sherwood. They can help with any questions you might have and she can provide advice and support during the application process. Their contact details are as follows:

Nic Morgan

1 Crown Road, Morden, SM4 5DD

T: 020 8542 4835

E: troke.s@outlook.com

**Liz Sherwood,
Young Person Mentor**

1 Crown Road, Morden, SM4 5DD

T: 07891 889389

E: liz.sherwood@talktalk.net

Siobhain McDonagh MP

House of Commons, London, SW1A 0AA

T: 020 8542 4835

E: mcdonaghs@parliament.uk

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

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'

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