



Information Leaflet

Work

The Main Things I need to Know

1. GCSE grades required will differ depending on the job applied for.
2. Employers look for applicants that are likely to be reliable and hardworking so will ask for a school reference (attendance, punctuality and behaviour).
3. You need to be able to evidence the skills that employers want: communication, problem solving, working with others, ICT, literacy, numeracy and a willingness to learn and develop.
4. A full time job is normally around 37 hours per week – although this can include weekends with a day off in the week.

Things I should think about

1. How ready do you feel to start work? You need to be able to arrive on time, follow instructions, and work with others and also on your own. You have to be willing to work when your employer wants you to. Do you feel you are able to do this?
2. Do you know how to apply for jobs, where to look and what to say in interviews?
3. What work do you want to do? Do you know about what is actually involved in the job and what will be expected of you? How do you know if it is the right role for you?

Contact Information

Sharon MacDonald – Specialist Careers Advisor – sharon.macdonald@stoke.gov.uk

National Careers Service --- [National Careers Service](#)

Hanley Jobcentre Plus

91 Upper Huntbach Street
Hanley
Stoke on Trent
Staffordshire
United Kingdom
ST1 2BX

Telephone: 0345 604 3719

Jobcentre Plus - Longton

83-87 The Strand
Longton
Stoke on Trent
ST3 2PF

Public phone:
0345 604 3719

[Local News Paper Jobs](#)

Visit company web sites

The contact below will help you
create CV's and prepare for
interviews

Contact Stoke LA Careers Service

Telephone 01782 237747
E MAIL - careers.advice@stoke.gov.uk