

Vacancies you have found:

Give brief details of the vacancies you have found, that interest you, here:

Vacancy 1	
Job title:	
Found via:	

Vacancy 2	
Job title:	
Found via:	

Vacancy 3	
Job title:	
Found via:	

Vacancy 4	
Job title:	
Found via:	

Vacancy 5	
Job title:	
Found via:	

Cut or print them out and keep them with this workbook. You may want to consult them when discussing your job ideas with others. You may also want to use them when matching yourself to vacancies later in this workbook.

Research shows* ..

People find job vacancies by:

- Hearing about them from someone who works there
Men 29% Women 26%
- Replying to adverts
Men 23% Women 29%
- Making direct applications in writing or in person
Men 15% Women 16%
- Using private employment agencies
Men 10% Women 9%
- Using the Job Centre
Men 10% Women 9%
- Other methods (using the careers centre, job clubs, etc)
Men 13% Women 11%

**Job Search Methods .. Institute for Social and Economic Research Working Paper 2001 - 07*

Now that you have found some vacancies to apply for it is important to analyse them and target your applications.