

Preparing for Work Assessment

Are you job ready?



If you saw a job advertised in a shop window asking applicants to email a CV could you do it, and do you have a current CV?

If you were invited to a job interview do you have appropriate interview clothing, the confidence to sit in front of a panel of interviewers and know how to demonstrate how you meet the job specification?

If you got offered a job could you accept it knowing that you have at least two checkable work-related references, have all of the qualifications and skills required, can get to and from work on time and have a bank account to receive your pay?

If the answer to all of the above is yes, then that's great and you're on the right tracks to finding a job! However, if the answer is no, you can use this assessment to identify any employability gaps and then speak to your Family Support Worker, Social Worker or Work Coach for advice and guidance on how to fill these gaps. This assessment includes some of the mandatory conditions of claiming all DWP benefits, including Universal Credit, to help you avoid benefit sanctions.

Additional advice and guidance is available at www.middlesbrough.gov.uk/preparingforwork and by 'Liking' the 'Preparing for Work Middlesbrough' Facebook page, where job, training and benefit updates are shared daily. You can also contact the DWP Employment Team for an informal chat on **07786 670792** (Chris) or **07795 828943** (Steve).

Name: _____ Date completed: _____ Date reviewed: _____
 Address: _____ Date of Birth: _____ NINO: _____

Employability Checklist – Do I have it?	Yes	No	What I will do to get it
Up to date electronic CV There are lots of contracted training providers and work clubs that can help you get this within a week or two. Don't forget to include a contact number.			
Sensible email address e.g. John.Smith@gmail.com If your email address is inappropriate, employers may think that you're inappropriate for the job and not respond. Apply at www.gmail.com			
Basic computer (IT) skills You will need these to find and apply for jobs but having good IT skills can save you time and money in the home i.e. online bills, shopping etc.			
Universal Jobmatch (Jobcentre Plus) account If you don't have and regularly use a UJ account your benefit could be stopped, plus UJ has 1000s of local jobs! Apply at www.gov.uk/jobsearch			
Smart and appropriate interview clothing You want to stand out from the crowd and impress employers at a job interview. If you claim benefits the Jobcentre may be able to help with this.			

<p>At least two checkable work-related references</p> <p>This must include your most recent employer if you have one. However, voluntary work placements and educational references are accepted.</p>			
<p>Recent work experience</p> <p>If you don't have any recent experience, ask the Jobcentre about local placements or consider volunteering. Employers want to see that you have done all that you can to keep your skills up to date. Visit www.do-it.org</p>			
<p>Basic numeracy and literacy skills</p> <p>Not everyone leaves school with high grades, but you're never too old to learn. Poor English and grammar can prevent your application reaching the next stage so contact a local college and ask about part-time courses.</p>			
<p>Regular access to the internet and email</p> <p>To be able to find and apply for jobs you'll need regular internet access. This doesn't have to be at home, it can be in a library (free), community hub (free), in a Jobcentre (free), at a friend's house or on a smart phone or tablet.</p>			
<p>A bank account to receive pay from work and benefits</p> <p>Most employers will only pay wages directly into the bank account, in the same way that benefits and credits are paid. You no longer need a good credit rating to obtain a basic bank account to apply for one today.</p>			
<p>Realistic job goals</p> <p>Are you looking for jobs that actually exist locally and have you got all of the cards, certificates and qualifications needed for these jobs? If not, reconsider your job options and only apply for jobs you know you can do.</p>			
<p>Access to own or public transport</p> <p>If you claim DWP benefits you are expected to travel up to 90 minutes each way to work, so make sure you can get to and from the jobs you're applying for. Search 'journey planners' on Google and do a route plan door to door.</p>			
<p>Confident and experienced in attending job interviews</p> <p>There are lots of techniques you can learn to help you do the perfect job interview. Speak to your Work Coach or ask for an appointment with National Careers Service or a local training provider.</p>			
<p>Social media account(s)</p> <p>A vast majority of work is advertised online, including on Social Media i.e. Facebook, Twitter and Linked-in. Without an account you'll miss out on 1000s of jobs. Follow or 'Like' the employers you want to work for as well as any community based job pages i.e. 'Preparing for Work Middlesbrough'</p>			
<p>Clean, professional and protected online identity</p> <p>Ask a family member or friend to search your name on Google, Facebook, Twitter, Instagram or anywhere else you have had an account. Lots of employers do this to decide who to interview and to make sure they're appropriate for the role. Take action now by locking down your security settings and by deleting inappropriate accounts, pictures and comments.</p>			
<p>Alternative care arrangements for children, pets and other sick or elderly dependants</p> <p>If you're responsible for somebody, have you thought about whom will take over once you start work? You may be entitled to support with childcare costs through Tax Credits / Universal Credit. Support may also be available for elderly or sick relatives or dependants.</p>			
<p>Contact details for all government benefit departments to inform them of changes in circumstances</p> <p>You MUST report any changes in your circumstances to ALL government departments to ensure that your benefits are adjusted or cancelled. This will also prevent accusations of benefit fraud.</p>			