



# Safer Job Searching

## Applying for a job – Advice and Tips

Whether the part-time job or work you have seen is apply direct, or if you need to send in your CV to the employer, it is really important you come across as a professional and well-mannered young adult.

The Jobs4teens team has seen thousands of CVs and interviewed thousands of teenagers and young people over the years. That's quite a lot! So, to get you started we recommend you think about a few things to show a potential employer that you're a motivated, mature and friendly individual.



## Is your email address appropriate?

We have seen some shocking email addresses! Your email address needs to be something that ideally includes your full name, and if your name is taken then add some digits or an underscore. There is no need to include a hint about your hobby or football team in there either.

For example: jacklovesmanunited@gmail.com – What if the employer is a Manchester City fan?

If you do not have an email address or you need a new one then we suggest using Gmail or similar, to create a free, and easy to use email address. You can create one [here](#)

## Answering your phone

Just answer with a polite “hello?”. That's all. If you know you cannot answer your phone at certain times, then make sure you set up your voicemail that says who you are and invites the caller to leave a message.

If you are looking for a job, it is a good idea to make sure you have enough credit on your phone to pick up your messages, so you don't miss out on an employer contacting you. Remember, employers may call you from a withheld or private number – but go on, answer it. It could be the opportunity you have been waiting for.





### Your online profiles

Ask yourself, what could an employer find out about you by doing a quick search online? Will they find something that you would be proud of, or ashamed of? Clean up your social media profiles. There is nothing to gain from disclosing certain personal information to a future employer.

Put your Instagram and Facebook on lockdown. Get someone who you are not connected to check you out online. This advice also includes your WhatsApp and other profile photos - anyone who has your number can see this.

### Emailing and communicating with employers

So, great news, you have received an email back about the job you applied for. It's a weekend job in a clothes shop, good money and some school holiday hours too. It's perfect for you.

Make sure you reply in a way that makes you sound keen and interested. Start it with "Dear", and structure your messages correctly, get someone to check it for you, and sign off with a "Thank you", or, if you're feeling daring, a "Kind regards".






### Preparing for an interview

This is a whole new topic, but, in a nutshell:

Prepare: Research the company online.

Have some questions to ask.

-  Do a trial run. If you have to go by public transport or by car, especially if traffic will be busy
-  Arrive ten minutes early. Take everything they have asked you to take (ID, proof of qualifications, driving licence, etc)
-  Dress Appropriately. It is always better to be dressed too smart than not smart enough. If you do not have any smart clothes, like shirt and trousers or skirt and top. it is always fine to wear your school uniform.





### Advice for young people

At Jobs4teens, we are committed to ensuring your job search is a safe one and that you and your parents or guardians use common sense and good judgement. Whilst we cannot verify the identity of some of the smaller business owners that employ our services, many of our members are large and reputable organisations. We speak directly to the smaller and medium sized businesses, and we ask them to understand and follow our safe recruiting guidelines.

### Registering with us

When you register with us initially, we ask you for a minimum amount of information to be able to understand your age and location. This then gives us an insight into demand for jobs in specific locations. We will never ask you for more than your name, date of birth, email address and town where you live.

### Your Digital CV

Your Digital CV created by Jobs4Teens is an overview of your personal details, employment and education history and any other qualifications you may have. An employer will use this to screen and assess your basic suitability for a role.

### Your Personal CV

Your Personal CV created by you, should you wish to do one, ought to be a basic overview of your personal details, employment and education history and any other qualifications. An employer may use this to screen and assess your basic suitability for a role.

As a young person, no employer will expect too much information from you. Also, too much information could be used by fraudsters to obtain your details.

Your Personal CV is a summary only, so never include information such as: your date of birth (just your age is fine, where relevant); your full address; your passport number; your National Insurance Number; and never include your bank account details.

### Online Applications

Many large employers have an apply direct online system which means you will need to complete an electronic application form. These forms may ask for more than the Personal CV basics described above, but the employer should tell you how they will use this information and how it will be kept safe.





### Interviews and Meeting Employers

Before you head out, set up your phone to share your location with your friends or family. Apps like *Moby* can let those who you trust see where you are. It is recommended that you take a parent or guardian with you if you are under school leaving age or if you are unsure.

When we at Jobs4Teens employ young people, we always ask for a parents or guardians (or someone else trustworthy) to come and meet us, and to ask any questions they may have and to familiarise themselves with where their son or daughter may be working.

We encourage all our members to do the same.

If you do not or cannot take someone you trust with you, then we recommend you have a *safe zone* that they can meet you at nearby. Make sure people know where your interview is taking place and that they have an idea of how long you will be gone for, and keep your phone handy. There is nothing wrong with mentioning to the interviewer that you have someone waiting in the café next door, for example. As an employer, we would be more likely to take on a young person who is aware of their personal safety, than someone who is not.

If you are asked to meet a potential employer anywhere other than at their shop or office or business premises, it is understandable to be very wary about this. If you decide to go ahead, you must let someone you trust know where you are ask someone to go with you.

If you are going to prospect to look for a job, and hand out your Personal CV to shops and business owners, then make sure you share your location on your phone or take someone with you. If you are successful in getting the job, the employer will need more personal details to be able to pay you – your bank details, your full address, your National Insurance Number (if you have one) and your date of birth. If you are not sure, then please contact us and we can advise you.

In addition to our guidance, there is some great information at [SAFERJobs](#) for both job seekers and for employers.

Finally, if there is anything that doesn't feel right, please, please let us know by calling us or emailing us with details. We will always take your comments seriously.



Also... Don't forget to tell all your friends about [Jobs4Teens.co.uk!](#)

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