

**August
2018**

GOSPORT JOBS BULLETIN



**Local Jobs, Training opportunities, Volunteering
and other supportive information**



**9 Walpole Road
Gosport
PO12 1RR
Opening Times**

**Monday, Tuesday, Thursday, Friday
9:00am – 5:00pm
Wednesday 10:00am – 5:00pm**

Support & Information available

- Free Wi-Fi and computer access
- Support with job applications
- Job search advice
- Local job information
- CV advice



Community Board



Gosport Jobcentre

‘What’s on’ Group Info Session

Daily

- Lists of local vacancies
- Signposting to CV advice and interview hints tips
- Information on training and courses
- Register on Verify ready for Universal Credit Full Service

**Gosport Jobcentre Plus Employment Adviser
Val Toole: Telephone 023 9220 2020
E-mail: val.toole@dwp.gsi.gov.uk**



**Aged
16 - 25?**

**Prince's Trust Team
programme is a free 12-
week programme that
could change your life**

Find out more [here](#)

HOT JOBS

The Fighting Cocks Pub Restaurant. Alverstoke, Gosport
Full Time Chef. Telephone Sybilla: 023 9252 9885

Warren James Fareham Part time sales assistant. No Experience Necessary.
Take in CV

The Star Gosport JD Wetherspoon Bar Staff £8.05 per hour Part Time.
Take in CV

Magee Traditional Bakery 157 Rowner Lane Part Time Customer Assistant.
Take in CV

M&Co Gosport Sales Adviser/Keyholder 16 hours
To apply www.mandco.com

KFC Gosport Full time team member
To apply www.kfc.co.uk

Tesco Gosport Shift Leader
To apply www.tescopl.com

Gosport Borough Council
Part Time Civic Officer [Link](#)

Fareham Borough Council
Full Time Benefits Assessment Officer
<http://www.fareham.gov.uk/pdf/personnel/FH009JD.pdf>

Employment Agencies

ADECCO

Commercial and Industrial
30A South Street, Chichester, West Sussex PO19 1EL
Tel: 01243 832640

Email: 1248.Chichester@adecco.co.uk Website: www.adecco.co.uk

BROOKSTREET

Permanent, Temporary commercial work and Industrial sector.
220 Commercial Road, Portsmouth, Hants PO1 1HG
Tel: 023 9282 9701 Fax: 023 9282 0945

Email: portsmouth@brookstreet.co.uk Website www.brookstreet.co.uk

DRIVER HIRE PORTSMOUTH

1st Floor, Hill House, 23-25 Spur Road, Cosham, Portsmouth PO6 3DY
Tel: 023 9220 0666 Fax: 023 9220 0678

Email: portsmouth@driverhire.co.uk Website www.driver-hire.co.uk/portsmouth

FIRST PEOPLE RECRUITMENT

Call Centres, Customer Service, Executive & Managerial, Hospitality, Industrial,
8 Edinburgh Road, Portsmouth Hampshire, PO1 1DE
Tel No: 023 9283 8345 Fax No: 023 9283 8310

Email: portsmouth@firstpeoplerecruitment.com Website www.firstpeoplerecruitment.com

HAYS

Office, construction and various trades
2nd Floor, 12 Edinburgh Road, Portsmouth, Hampshire, PO1 1DE
Tel: 023 9287 7653 Fax: 023 9286 2018

Website: www.hays.co.uk/index.htm

MANPOWER

General Recruitment
21-23 West Street, Fareham, Hampshire, PO16 0BG,
Tel: 01329 823211

Email: Fareham@manpower.co.uk Website www.manpower.co.uk

MATCHTECH GROUP PLC

Specialising in Engineering, Manufacturing, Construction, Marine Aerospace, Automotive, Product Design,
Scientific, IT, Sales & HR Recruitment.

1450 Parkway, Solent Business Park, Whitely, Fareham PO15 7AF
Tel: 01489 898989 Fax: 01489 898290

Email: info@matchtechgroupplc.com Website www.matchtechgroupplc.com

OFFICE ANGELS

General Office Recruitment
5-7 Arundel Street, Portsmouth, Hampshire, PO1 1NB
Tel: 023 9287 7799 Fax: 023 9287 7780

Email: portsmouth@office-angels.com Website www.office-angels.co.uk

ON-SITE RECRUITMENT SOLUTIONS

Building & Construction, Electrical Engineering, Mechanics
Arundel House, 40-44 Arundel Street, Portsmouth, Hampshire, PO1 1RT
Tel: 0845 070 3883 Fax: 0845 070 3884

Email: info@onsiterecruitmentsolutions.com Website www.onsiterecruitmentsolutions.com

WILD RECRUITMENT

Industrial, Management, Office
1st Floor Arundel House, 54 Arundel Street, Portsmouth PO1 1NL
Tel: 023 9285 1111 Fax: 023 9283 8458

Training & Courses

Discovery Centre - Gosport

IT for Beginners: Thursday 4th October - 1st November 10:00 - 12:30

The course covers: Basic use of computers. Setting up and using an email account. Introduction to the Internet

Super Simple Websites: Wednesday 14th November 10:00 - 16:00

Create and manage a simple website

To book call the Discovery Centre – Gosport on 023 9252 3463 or call in.

Nimrod Centre - Rowner.

IT for Beginners Tuesday 13th November - 18th December 9:3 - 11:30

The course covers: Basic use of computers. Setting up and using an email account. Introduction to the Internet.

Introduction to EXCEL for work: Thursday 15th - 29th November 9:30 - 12:30

Basic use of spreadsheets

To book call the Nimrod Centre on 023 9250 3433 or call in

ESOL

Designed to help those who have a basic understanding of everyday English, and have little confidence in speaking it.

The course also focuses on looking for work and applying for jobs.

English Literacy

Support to improve participants literacy up to Level 2.

Princes Trust – ‘Get Started with Motor Vehicles’

If you are aged 16 - 25, into cars and are currently not in employment, education or training then “Get Started” with Prince’s Trust and achieve your goals.

Join their free 5 day Motor Vehicles course where you can:

- * Develop technical motor vehicle skills with a qualified trainer
- * Work as a group to design and build your own go-kart
- * Learn more about the industry

Find an apprenticeship

Search the [find an apprenticeship service](#) for apprenticeships in England. You don't need an account to search.

- [Childcare Apprenticeship](#)

- Good Manners

(Added 21 February 2018
1 position available)

- [Apprentice - Travel Consultant \(Fareham\)](#)

- Hays Travel Ltd

- [Apprentice Office Business Administrator](#)

- Taxesense Accountants Ltd

- [Motor Mechanic Apprenticeship](#)

- Swinburne's

How to write a winning apprenticeship application

This [guide](#) provides valuable advice about the application process that will really help your application to stand out and hopefully get you through to the interview stage of the process.

A traineeship can improve your chances of getting a job or apprenticeship by helping you prepare for your journey into work. You can have the opportunity of work experience and to learn English and maths through fun activities and gain employability skills that will help your job search and interview skills.

For more information on traineeships and to find and apply for a local opportunity please use link below



<https://www.gov.uk/find-traineeship>

Volunteering

Volunteering is a great way to give something back to the community, meet new friends and gain work experience. These are just a small selection of local volunteering opportunities that can be found online. Please use the link below where there are many more opportunities.

- Support Worker for Youth Counselling Service
- Opal Volunteer – Age Concern
- Healthwatch Champion – Healthwatch Hampshire
- General Volunteer – Various
- Information Advisor – Age Concern
- Meet and greet evening receptionist – Relate Solent.
- Information Volunteer – Royal Armouries

[Link](#)

Careers advice



NCS Website

The national Careers Service provides information, advice and guidance to help you make decisions on learning, training and work.

Help and support available

- CVs
- Skills health check reports
- Interview skills
- action plans
- course searches
- Face to face support
- Telephone advice
- Webchat

The website is also contains very comprehensive advice and career hints and tips

Local Libraries

Discovery Centre - Gosport

High Street
Gosport
PO12 1BT
0300 555 1387
[Website](#)

Job Search Sites

- www.gov.uk/jobsearch
- www.indeed.co.uk
- www.hampshirejobs.org.uk
- www.newjob.org.uk
- www.totaljobs.com
- www.monster.co.uk
- www.jobserve.com
- www.jobsite.co.uk
- www.fish4.co.uk
- www.jobs.nhs.co.uk
- www.jobstoday.co.uk
- www.myjobsearch.com
- www.gotojobs.com
- www.disabilityjobsite.co.uk
- www.cv-library.co.uk

Preparing for Interview, hints and tips

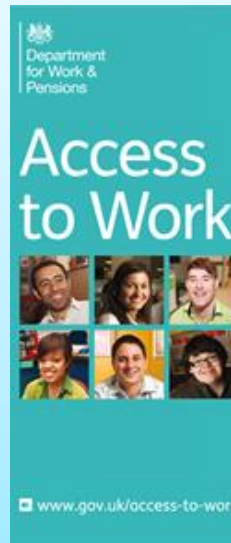
Being well prepared could make you stand out from the crowd. There's a lot of great information online to help with this. The sites below are some of the organisations that provide free online advice, hints and tips to give you the best chance of securing that job from your interview.

<https://www.monster.co.uk/career-advice/article/interview-tips>

<https://www.reed.co.uk/career-advice/interview-techniques/preparing-for-a-job-interview/>

<https://www.reed.co.uk/career-advice/interview-techniques/preparing-for-a-job-interview/>

Support and Other information



Access to work provides advice and support to start or stay in work

www.gov.uk/access-to-work

[Access to Work Factsheet](#)

[Employer's Guide to Access to Work](#)

Work Experience

Enhance your employability with a period of work experience.

Opportunities available at

Marine Concepts, Marvels and Meltdowns, Bluebird Café, Tea Room Café, Jobcentre and many more. Ask for full details



The **Disability Confident scheme** supports **employers** to make the most of the talents disabled people can bring to a workplace.

For more information visit

<https://disabilityconfident.campaign.gov.uk/>

Transport links

National rail Enquiries

<http://ojp.nationalrail.co.uk/service/planjourney/search>

First Bus

<https://www.firstgroup.com/journey-planner/#!/>

My Journey

<https://myjourneyhampshire.com/>

Blue star

<http://www.bluestarbus.co.uk/servicelisting.shtml> Local Bus routes

Search local bus routes

http://www.localtransit.net/?title=Search+Winchester+Bus+Routes&subtitle=Bus%252C+Train+or+Subway+Schedules&utm_source=adcenter&utm_medium=cpc&utm_term=winchester%20bus%20maps&utm_network=o&utm_campaign=BusCities&location=UK

Travelline

<http://www.travelinesw.com/>

