

When looking for a job you can:

look in the jobs section of the local papers

Basingstoke Gazette on Thursday
Andover Advertiser on Friday

go to the Jobcentre or ring the national number on 0845
606 0234

Andover Jobcentre Plus

T: 01264 826000

6 London Street
Andover
Hampshire
United Kingdom
SP10 2PA

Basingstoke Jobcentre Plus

T: 01256 726400

Crown Buildings
Winchester Road
Basingstoke
RG21 8ES

look on jobs websites

www.hugofox.com – Whitchurch's own jobs site

www.mybasingstokejobs.co.uk

www.andover.towncentral.co.uk

www.andoveradvertiser.co.uk/jobs

www.jobcentreplus.gov.uk

www.direct.gov.uk

www.monster.co.uk

www.fish4jobs.co.uk

www.totaljobs.com

www.jobsite.co.uk

www.hampshirejobs.org.uk (Council jobs)

www.jobs.nhs.uk

join employment agencies

research local companies and send a speculative application

Contact **Basingstoke One Stop Shop** for employment advice on 0800 136670 or their website
www.basingstoke.gov.uk/community/learningskills

If you need a National Insurance Number ring 0845 600 0643
(8am-6pm Mon-Fri)

Creating a CV online

www.andoveradvertiser.co.uk (need to register first)

www.mybasingstokejobs.co.uk (Careers Centre section)

CV advice and you can download CV templates.

www.hampshireconnexions.co.uk (CV Creator)

CV advice, CV writing pack, you can create online CV which you can save, print or email to yourself or to an employer.

www.careersadvice.direct.gov.uk

CV Builder with templates and CV advice

Other CV building websites to look at:

www.bbc.co.uk/skillswise/workplace

www.alec.co.uk/cvtips

www.soon.org.uk/cvpage

www.cvtips.com

www.cvwriting.net

Creating an email address

It's important to have an email address these days, as lots of jobs only allow you to apply online. It is quick and easy to set up

a free email address, you need to be on the internet to create it and to check your emails.

My Guide (good for computer beginners)

www.myguide.gov.uk

- Click email (purple box, fifth one down)
- Login/Register at bottom
- Register

Yahoo

www.yahoo.co.uk

Click Free Mail - sign up (right hand side, underneath yellow Web Search box)

Google

www.google.co.uk

Click Mail which is along the top left of the page.
-Create an account (bottom right of page)

MSN Hotmail

www.msn.co.uk

Click Welcome to MSN UK - Sign up (on right hand side, near top)
Make sure you select UK as the region.