

Here you can find vacancies advertised for within the Howard Centre, if there is an application form you can download this where you see a button next to the vacancy where you can access it. We have also listed some useful tips for that all important job interview! Good Luck!

Top Tips for writing your CV

- Make sure your CV is clear and well presented.
- Make sure your CV is presented on good quality paper white or cream and be separate from any covering letter.
- Make sure your CV is not more than two sides of A4.
- If you have access to a computer type your CV. If not make sure your writing is neat and always use a black pen.
- Check spelling and grammar.
- Keep it simple but highlight your strengths.
- Get your CV photocopied for multiple use.

Top Tips for that all important Interview

If you get called for an interview then this maybe your one and only chance to get this particular job so you need to make a lasting impression.

- Firstly find out as much as you can about the company and the job you are applying for. The employer may have a website which has information about what they do on it, make sure you check this out.
- Make sure you have the address of where the interview is being held if you are not sure where it is call the company for directions.
- Have the name of the person to ask for when you arrive.
- Bring with you all certificates and records of achievements that are relevant to the position.
- Make sure you look smart, clean and tidy for your interview. This shows you have made a real effort.
- Make sure the employer knows you have arrived, report to reception.
- Good manners and a happy face are very important.
- Remember to turn off your mobile phone.
- Show you are keen and interested.
- The way you walk into the room, smile and make eye contact will set the tone for the interview.
- Take notes.