

# Employer's Vacancy Form

(Also available at [www.connexionsoxfordshire.com](http://www.connexionsoxfordshire.com))

Telephone: 0845 6029375 / 01865 328460  
Fax: 01865 783352

Email: [Opportunities@connexionsoxfordshire.com](mailto:Opportunities@connexionsoxfordshire.com)

The Opportunities Team  
Connexions Oxfordshire  
62 Stert Street  
Abingdon  
Oxon OX14 3UQ

Date

Company name:

Address:

Website: [www.](http://www.)

Telephone /Fax number:

Contact name:

Contact email:

Title of Vacancy:

Number of Vacancies:

Closing date:

Brief description of duties:

Full-time  Part-time  Temp.  Perm.

Hours of work:

Pay: National minimum wage

Qualifications required:

Training given:

How to apply:

Additional information:

Duty of Care

Please confirm you have:

Employers liability insurance

Health and safety policies in place

Undertake Risk Assessments?

By completing this form I agree to data being processed and used to support young people in their training and job seeking



CUSTOMER SERVICE EXCELLENCE



Every attempt has been made to ensure the accuracy of the information in this booklet at the time of going to print March 2009

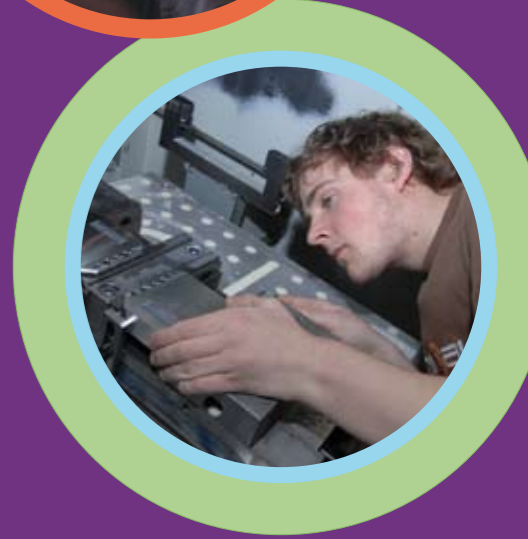


[www.connexionsoxfordshire.com](http://www.connexionsoxfordshire.com) / [www.spired.com](http://www.spired.com)



OXFORDSHIRE

## Connexions can help you with your recruiting



- We assist young people into employment and training
- We advise employers on legislation and other work related matters
- We promote opportunities countywide
- We have many visitors to our website each month

## What is the Opportunities Team Vacancy Service?

Our **FREE** vacancy service promotes full-time, part-time and temporary job vacancies, apprenticeships, training opportunities and voluntary work to young people across the county, through

- weekly bulletins to jobseekers
- job boards in our Connexions Centres
- schools and colleges
- the Connexions Oxfordshire website

[www.connexionsoxfordshire.com](http://www.connexionsoxfordshire.com)

To advertise a job vacancy or opportunity with us all you need to do is telephone, email or send us a few basic details (please find a tear off vacancy form with this leaflet).

We would also ask that you confirm that you have employers' liability insurance and that minimum health and safety standards are in place. We will then enter your opportunity into our database and advertise it to young jobseekers across Oxfordshire.

To find out more about the vacancy service please contact us:

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## What is Connexions?

Connexions is the national information, advice and guidance service for all young people.

Everyday our advisers work with job seekers aged 16-19 in schools, colleges and the Connexions Centres.

By working together and matching their interests and abilities to your needs, we are able to offer a free, efficient service whenever you need to recruit a young person.

We are already working with national and local employers across a variety of sectors.

Talk to Connexions Oxfordshire Opportunities Team and find out how we can help you.



## How can Connexions advise employers?

Connexions is the lead agency working with young people in your area. We have many years experience assisting young people into work and training. We want

to help you recruit successfully and retain your young staff.

Before you recruit a young person, think about the following:

- If you want to recruit a school or college leaver, it's all about **TIMING**. Tell us about your vacancies **NOW** so school and college leavers can apply before they start preparing for exams.
- Are you asking the right **QUESTIONS**? You may need to adapt your **RECRUITMENT PROCESS** to take into account the experience of your candidates.  
<http://www.connexions-direct.com/index.cfm?pid=75&catalogueContentID=119>
- Are you asking for the appropriate level of **QUALIFICATIONS** for your vacancy?  
[http://www.direct.gov.uk/en/EducationAndLearning/QualificationsExplained/DG\\_10039017](http://www.direct.gov.uk/en/EducationAndLearning/QualificationsExplained/DG_10039017)
- The right **TRAINING** will make your vacancy more attractive. It will improve your workforce by raising **SKILLS** levels and help to **MOTIVATE** and **RETAIN** staff. [www.lsc.gov.uk/regions/southeast/egtp/](http://www.lsc.gov.uk/regions/southeast/egtp/) and <http://www.businesslink.gov.uk/>
- **APPRENTICESHIPS** are Government funded work based training programmes. They give you the chance to develop the skilled staff you need for your business. [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)
- Are you aware of the **EMPLOYMENT LEGISLATION** and **HEALTH & SAFETY** that affects young employees? We can provide you with information and point you in the right direction.  
[www.hse.gov.uk/youngpeople/](http://www.hse.gov.uk/youngpeople/) and [www.direct.gov.uk/en/employment/index.htm](http://www.direct.gov.uk/en/employment/index.htm)

Visit the website for more information

Please contact us for advice:

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