



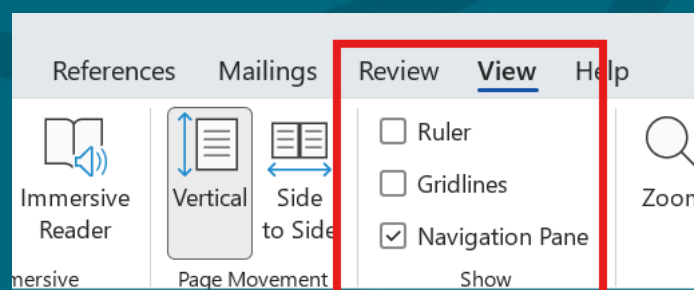
Homes & Neighbourhoods Employment Support Team Job Seekers Guide

Support for our tenants and household members

Finding the right job can be challenging, but there are numerous resources available to support you. In addition to working with the **Employment Support Team (EST)** and the providers we refer you to, this guide is designed to help you take ownership of your job search and navigate the process with confidence. It offers practical advice, tools, and insights tailored to job seekers in Kirklees, covering a wide range of topics to meet diverse needs.

Inside, you will find guidance on effective job search strategies, information about the Kirklees Top 100 employers, and tips for using job websites, social media platforms, and recruitment agencies. The guide also explores sector-specific opportunities, including health, education, construction and manufacturing, as well as apprenticeships and council roles. It addresses common barriers to employment, such as childcare responsibilities, returning to work after a break and managing convictions, ensuring that every job seeker has the knowledge and resources to succeed in the local job market.

This guide has been designed as an interactive document. If you click 'View' at the top of the page, and click 'Navigation Pane' this will open all key headings. You can also use the Summary below to click into specific sections. There are also interactive hyperlinks throughout so you can press 'CTRL' and left click with the mouse to open web pages.



This is an interactive document so you can click on hyperlinks to access website links.

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Key local contacts

Name	Number	Email
Employment Support Team	01484 221 028	est@kirklees.gov.uk
Money Advice Unit	01484 414975, 9:00 to 17:00 Mon to Thurs; 9:00 to 16:30 Fridays	mau@kirklees.gov.uk
Local Welfare Provision Team	01484 414 782	lwp@kirklees.gov.uk
Income Management Team	01484 414 886	
Customer Experience Team	01484 414 886	
Housing Management Officer	01484 414 886	

Top tips for job seekers in Kirklees

1. Prepare your CV

- Highlight relevant experience and skills for the job you want.
- Use keywords from the job description.

2. Write a cover letter

- Introduce yourself, explain why you are a good fit for the job.
- Keep it short and clear.

3. Search smart

- Use local job boards, social media and council websites.
- Network by attending job fairs and courses locally.

4. Network locally

- Attend job fairs, courses and community events that employers may be at.

5. Build skills

- Look for skills bootcamps, local training options.
- Consider volunteering or completing work experience.

6. Overcome barriers

- Speak to your adviser for help if you have any barriers to employment or wellbeing e.g. health conditions or money management issues.
- Ask about digital support and English as a Second Language (ESOL) courses if needed.

7. Stay connected

- Follow Employment Kirklees on social media to hear about opportunities.
- Sign up for job alerts and newsletters.

CVs

It's helpful to tailor your CV to highlight your skills and experience. Your EST adviser can assist you in completing your CV, or you may prefer to begin drafting it independently.

Creating a CV can feel challenging at first, but the National Careers Service (NCS) website offers useful tips and guidance on [how to write a CV](#).

Cover letters

A cover letter is a document that often accompanies a job application or a CV. The purpose of a cover letter is to introduce yourself to the employer, highlight your key skills and experiences, and explain why you are the best person for the job. A cover letter is your way of providing context to the CV and how you can demonstrate why you are interested in the role.

It usually includes the following key paragraphs:

1. Introduction – who you are and the position you are applying for.
2. Key achievements, key skills and how these match up to the job requirements.
3. Closing statement, e.g. expressing interest in attending an interview and thanking the employer for considering your application.

There are also different types of cover letters you may use including:

1. Applications to accompany a cover letter.
2. Speculative cover letter – expressing an interest in working for a company and seeing if they have a role available despite not having one advertised.

The National Careers Service (NCS) offers guidance around [how to write a cover letter](#) as well as your EST adviser.

Interview skills

Developing your interview skills can be a key part of ensuring you perform well during a job interview. This goes beyond answering the questions, it can include interview preparation, dressing professionally, good hygiene, active listening and your communication.

You may benefit from some help looking at doing a mock interview with your EST adviser to practice or developing interview skills. The NCS has key [tips for interviews](#).

Kirklees Labour Market Information (LMI)

It's important to know what sort of jobs are available in your local area. There are 219,900 people employed in Kirklees*. The image below shows how many people work in the top four industries, along with some of the most popular jobs:

*Source: Office for National Statistics

Retail and repair of motor vehicles: 29,000 people: Jobs include:

- Motor vehicle mechanic
- Car valet
- Retail assistant
- Shopkeeper
- E-commerce manager
- Market trader
- Builder's merchant
- Retail buyer.

Manufacturing: 25,000 people. Jobs include:

- Production worker
- Production manager
- Pre-press operator
- Textile operative
- Mechanical engineering technician
- Sheet metal worker.

Health and social work: 22,000 people. Jobs include:

- Nurse
- Dental nurse
- Doctor
- Healthcare assistant
- Social worker
- Care worker
- Nursery worker
- Physiotherapist
- Speech therapist.

Education: 16,000 people. Jobs include:

- Teacher
- Teaching assistant
- Sports coach
- Driving instructor
- Higher education lecturer.

Kirklees Top 100

As we explore different methods of finding employment, it is important to recognise that Kirklees is home to several significant and influential companies. Many of these companies advertise vacancies directly on their own websites. In addition, the annual *Kirklees Top 100* list highlights these leading organisations, providing an excellent resource for identifying potential employers and viewing available opportunities you can view this via [video](#) or [brochure](#). Make a list of employers you are interested in working for and check their websites for vacancies weekly.

Job search websites

Name	URL	Pros	Cons
Indeed	https://uk.indeed.com	• Large job database • Free website, easy to use • Able to upload CV • Mobile friendly • Email alerts	• Large number of applicants due to being popular • Multiple listings for same job • Low quality listings • Generic application process

Name	URL	Pros	Cons
Department for Work and Pensions (DWP)	www.jobs.service.gov.uk	• Official government backed service, considered trusted • Promotes government backed recruitment drives, e.g. seasonal work • Linked to DWP, making it easier for you to meet job search requirements	• Limited advanced filtering options so can be difficult to find what you are looking for • Not always linked to the local labour market
Reed	www.reed.co.uk	• Wide range of job listings • Training and courses • Career advice resources	• Like above but also has limited local listings, more national businesses
Totaljobs	www.totaljobs.com	• Large job network • Good filtering system to find job that suits you • Career advice hub • Mobile app easy to use	• Like above but also has limited direct employer contact so you can often go via agencies first
CV Library	www.cv-library.co.uk	• Large job database • Can share your CV with recruiters • Career resources	
Guardian Jobs	https://jobs.theguardian.com	• Strong option for education, media and charity sector roles	• Limited options for other sectors

If you have any other job search website recommendations, please let your adviser know and we will add it to the list.

Hidden job market

The hidden job market includes jobs that are not advertised. In some industries, this can be as high as 70% to 85% of all vacancies. Sometimes vacancies are only advertised within the company.

To make the most of these opportunities, you may be able to [find a job by networking](#).

You can also use social media to find hidden work. For example, someone you know in an online community might direct you to a job that's not advertised*.

*Source: National Careers Service

Social media

Social media is a great tool to use for job searching. Employers can use it to find candidates and advertise vacancies on their company pages, as well as posting within groups.

Facebook

Employers can use their own Facebook page to advertise, but they may also use groups to find local people looking for jobs in a specific area. Below are some examples of Facebook job groups in the Kirklees area (if the links do not work, if you search the group on Facebook search it will come up):

- [Jobs in Holmfirth and Huddersfield](#)
- [Jobs in Dewsbury and Surrounding Areas](#)
- [Jobs in West Yorkshire](#)
- [Jobs in West Yorkshire \(Bradford, Leeds, Calderdale and Wakefield\)](#)
- [Jobs in Huddersfield](#)
- [Jobs in the Colne/Holme Valley](#)

LinkedIn

Dependent on what role you are looking for, you may find it useful to create an account on [LinkedIn](#). It is an online professional networking platform used for career development and job searching. You can provide information about your experience, say whether you are open to work, and network with potential employers.

Digital footprint

Remember, everything you post online (your digital footprint) can influence how employers perceive you. Some employers review the online presence of applicants to understand more about them. Inappropriate posts, controversial comments or being unprofessional can cause concerns and as a result an employer may decide not to hire you. Make sure you are mindful about this when sharing on social media.

Recruitment agencies

Recruitment agencies act as a 'go-between' for employers and job seekers, helping businesses find qualified candidates and assisting these candidates in securing employment. Often recruitment agencies vary place to place but may specialise in specific industries. People can be sceptical of recruitment agencies due to them sometimes offering temporary roles, but using an agency can be a positive. For example: agencies can have exclusive listings, it can save time for you job searching as they will have a bank they can job match to.

You can choose to view their vacancies on their website and register with them so they have your details on file. Some options in Kirklees/national include:

- Clever Fish - <https://thecleverfish.co.uk>
- Hays - <https://www.hays.co.uk>
- Leaf - <https://www.leafrecruitment.co.uk>
- Major - <https://www.major-recruitment.com>
- Stafflex - <https://www.stafflex.co.uk>
- Taskmaster - <https://www.taskmasterresources.co.uk>
- Travail - <https://www.travail.co.uk>

Skills

Are you interested in obtaining further skills first? There are multiple opportunities in Kirklees for you to re-skill or find potential training routes with some including guaranteed interviews with an employer at the end.

- Adult Learning Kirklees – Free local courses, including IT skills, ESOL and more at <https://courseskirklees.cognisoft.cloud>
- Skills for Careers – Browse your education and training choices available and view the different ways to get the skills you need for your career at <https://www.skillsforcareers.education.gov.uk/your-training-options>
- Skills Bootcamps – Opportunities to help you develop new skills that employers are looking for. These short courses are great opportunity to train in a new industry or progress in your current career at <https://www.skillsforcareers.education.gov.uk/pages/training-choice/skills-bootcamp>

Council jobs

If you are looking to work for Kirklees Council or your nearest local council, check their jobs page – see the links below.

Council websites can be a good way to find vacancies for:

- Apprenticeships
- Schools
- Catering
- Cleaning
- Teaching
- Social work
- Highways
- Legal
- Skilled trades

Council websites:

Name	Website URL
Kirklees Council	https://jobs.kirklees.gov.uk
Calderdale Council	https://new.calderdale.gov.uk/jobs
Leeds Council	https://jobs.leeds.gov.uk
West Yorkshire Combined authority	https://www.westyorks-ca.gov.uk/vacancies
Bradford Council	https://jobs.bradford.gov.uk
Wakefield Council	https://www.wakefield.gov.uk/jobs-and-training/careers-at-wakefield-council
Barnsley Council	https://www.barnsley.gov.uk/services/jobs

Apprenticeships

Apprenticeships are open to anyone aged 16 and over, who is not in full-time education, and is a UK resident, eligibility for certain apprenticeships depends on the level, sometimes they require higher grades. There is no upper age limit for an apprenticeship, and this can be a great way to reskill, gain new qualifications and go into a new career. The wage for apprentices also varies depending on your age.

To find out further information about apprenticeships, have a look at <https://www.apprenticeships.gov.uk/apprentices>

If you already know that you want to do an apprenticeship you can search for one at:

<https://www.gov.uk/apply-apprenticeship>

<https://kirkleescollege.ac.uk/apprenticeships/apprenticeship-vacancies>

Construction/skilled jobs

Construction/skilled trades can be split into specific areas, including masonry, plumbing, electrical, carpentry, joinery etc. There are multiple companies throughout Kirklees that advertise on their own websites, so if you can identify a trade, you can search for specific companies via Google and look at their websites. To find out more about jobs and careers in construction visit www.goconstruct.org

Construction specific job boards:

- www.constructionjobboard.co.uk/jobs
- www.theconstructionindex.co.uk/construction-jobs
- www.careersinconstruction.com

Construction specific Facebook job groups:

- [Jobs in Construction West Yorkshire](#)
- [Construction Jobs UK](#)
- [Jobs UK Construction Related](#)

Manufacturing and engineering jobs

Skilled trades also exist within manufacturing, including CNC Machine operators, tool makers, and Welders to name a few. Here in Kirklees this is one of the most common sectors, we have twice the national average concentration of employees in this field - key sectors include textiles and advanced precision engineering*

Quite often, these roles are advertised on company websites, it helps to have knowledge of what national businesses are near to you. Research the companies near to you by typing your postcode into Google maps.

For example, Thornton & Ross based in Linthwaite HD7, are part of national company STADA who advertise on their own website, at <https://jobs.stada.com>

Another company globally recognised in Kirklees is PPG Architectural Coatings, the global leader in paints, coatings and materials based in Batley, they also advertise on their own website, at <https://careers.ppg.com/us/en>

If you would like support researching businesses and companies, please speak with your EST adviser who can support you with this.

*Source: <https://www.kirklees.gov.uk/beta/inclusive-economy-strategy/key-sectors.aspx>

Schools/teaching/early years jobs

Roles within schools and nurseries are often advertised on the [Kirklees Council](#) jobs website, but may also be advertised on the school's own website if you have any schools near you that you are looking to work in. For example, you may be interested in finding a teaching assistant role in your children's school.

There are also specific agencies for teaching:

www.academicstld.co.uk
www.visionforeducation.co.uk/jobs
www.provide-education.co.uk
www.teacheractive.com

Health, social care and wellbeing jobs

Health is a main employment sector in Kirklees, and there are often many vacancies for this. Often when people think of health, they immediately think of doctors and nurses, but there are many different roles that make up the services provided locally. There are roles within the NHS, care, social prescribing and technology, to name a few examples.

- For roles in social care, speak to your EST adviser who can refer you into the council's own adult social care recruitment team, [In2Care](#).
- To apply for jobs in the NHS, visit <https://www.jobs.nhs.uk/candidate>
- If you're looking for a role that supports people with their wellbeing, charities and local councils sometimes recruit for wellbeing support workers, social prescribers, health and wellness coaches or wellbeing practitioners – the key to finding roles like this on job search websites is using the right buzz words in your search.

Transport and distribution jobs

As an excellent location to key national transport links, Kirklees is an important hub for logistic operations across the UK. The vacancies are often listed on websites above. A key thing to remember, transport and logistics isn't always about the driver, there are a range of different roles including: transport managers, administrators, planners, mechanics and engineers.

You can also look for transport companies in your local area and at their websites for vacancies. For example:

- Speedy Freight has bases around West Yorkshire, see <https://speedyfreight.com/careers>
- Pink Link is based in Oakes, Huddersfield. CVs are accepted by email. Visit <https://www.thepinklink.co.uk/contact>
- Brocklehurst Transport in Dewsbury have a job application on their website, at <https://www.brocklehurst-transport.com>

Charity jobs

You may be looking for a role within a charity, some people do this because it aligns with their values, they feel it gives them a sense of purpose and there are different opportunities including: frontline, communications, finance roles.

To find a charity to work for, there are specific job websites you may find useful:

www.charityjob.co.uk

<https://tslkirklees.org.uk/jobs>

Prison and Probation Jobs

You may be looking for a role within prison and probation to support people with convictions. There are different options with this, you could work for His Majesty's Prison and Probation service (HMP), or for the charity sector based within prisons. If you know what prison/probation you would like to work in, different places have different providers so ensure you research the place before starting your job search.

<https://prisonandprobationjobs.gov.uk/current-vacancies>

<https://jobs.justice.gov.uk/careers/SearchJobs>

www.clinks.org/vacancies

Barriers to work

It can be helpful to think about any challenges that might make it harder for you to find work.

Childcare/caring responsibilities

For example, some people have children or caring responsibilities, which can affect the hours they're able to work. You're not alone in this – there is support available. Your work coach at the Job Centre can talk through options with you. These conversations are designed to help you find solutions that work for your circumstances. There are also websites that can help you understand what options you have as a working parent, such as <https://beststartinlife.gov.uk>

Returning to work

Sometimes life circumstances mean you need to step away from work, and returning can feel overwhelming. You're not alone in feeling like this, there are services designed to help you

rebuild confidence and ease back into employment at your own pace. Speak to your EST adviser if you would like support with this or to find out what options are available.

Health concerns

Physical and mental health problems can create barriers to you getting into work.

If health conditions have affected your ability to work, please know there are tailored options available to support you. We can connect you with one-to-one guidance that prioritises your wellbeing while helping you move toward suitable opportunities. Speak to your EST adviser so we can refer you to organisations that understand your needs and will work with you to make this transition as smooth as possible.

Digital inclusion

If you do not have access to the internet to successfully job search, please speak to your EST adviser and we can refer you to the council's digital team so you can borrow a device that will enable you to access the internet.

You can also go to your local library to use their devices or access Digital Hubs around Kirklees for additional support. See www.kirklees.gov.uk/beta/digital-inclusion/digital-hubs.aspx.

English for Speakers of Other Languages (ESOL)

If English is not your first language and you would like support, Kirklees Council offers ESOL (English for Speakers of Other Languages) courses through Kirklees College. These courses are designed for learners whose first language is not English. Starting from Entry Level, they focus on improving your listening, speaking, reading, writing, and grammar skills, with the opportunity to gain a nationally recognised qualification. See <https://kirkleescollege.ac.uk/subject-area/esol>

There are also community-based classes that include fun activities with English embedded, which you may find enjoyable.

People in recovery

If you are in recovery from using substances and want support finding work, Change Grow Live (CGL) have a tailored programme for to support you. This is available to anyone currently

accessing support from CGL. They have an Individual Placement and Support (IPS) programme – find out more at www.changegrowlive.org/ips

People with convictions

Being out of work due to involvement in the criminal justice system can feel challenging, but there is help available. We can guide you through disclosure, explain what is spent or unspent, and refer you to organisations like [Offploy](#) that specialise in supporting people with convictions. There are also employers that have signed up to initiatives like options like [Ban the box](#) meaning they focus on your skills and potential rather than your past. If you talk to your EST adviser, we'll make sure you get the support you need to move forward confidently.

Skills/educational barriers

Barriers such as low or no formal qualifications, limited work experience, poor literacy, numeracy, or digital skills, language challenges, and outdated skills from long-term unemployment can make finding work feel daunting, but they don't have to hold you back. The [skills team](#) is here to help you overcome these challenges. They can support you to re-skill, refresh your knowledge, and build confidence in applying for jobs today. With the right guidance and resources, you can unlock new opportunities and take the next step forward.

Financial barriers

Financial constraints can often be a major barrier to finding work. Costs such as interview clothing can make the process feel overwhelming. These challenges can limit opportunities and confidence, but support is available – we may be able to help you access financial assistance to overcome these obstacles. In addition, our [Money Advice Team](#) is here to provide expert guidance for tenants who need extra support with budgeting, managing bills, or improving financial stability. Together, we can remove these barriers and help you find employment.

Other ideas

You can also print off your CV and hand this out to potential employers. Local businesses such as restaurants, cafés or shops may accept CVs delivered by hand, especially during seasonal months, or during school holidays.

