

## Herefordshire Recruitment Team

Recruitment advisers are able to provide a comprehensive menu of help. This flexible support is underpinned by a number of national offers. One of our advisers can phone or visit you to discuss your recruitment needs.

You can contact the team on 01432 363 674  
or for further information e-mail  
[hereford.herefordshirerecruitmentteam@dwp.gsi.gov.uk](mailto:hereford.herefordshirerecruitmentteam@dwp.gsi.gov.uk)

## Pre-Selection and Sifting, Matching and Screening of Applicants

We offer a bespoke service to meet your recruitment needs. This can involve assisting with matching and screening potential applicants, sifting applications according to your vacancy requirements and arranging interviews.

## Employer Interview Room

We offer at no cost private interview facilities at Hereford, Ross and Leominster Jobcentre Offices.

## Open Days, 'Floor Walking' and Jobs and Careers Fairs

These can be arranged in any one of our local Jobcentres. This is a great way to meet future employees on a face to face basis. There is also the opportunity to attend our jobs, skills and careers fairs throughout the year.

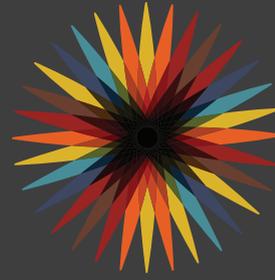
## Placing your Vacancies

Universal Jobmatch is the new online job posting and matching service for companies and anyone looking for work. Once registered on Universal Jobmatch you will be able to have full control over your vacancies and post jobs at a time to suit you. Your vacancy requirements will be matched to jobseekers' CVs and their skills. You can also explore the number of potential Jobseeker matches before posting a job.

You can access the new secure and streamlined service by visiting [www.gov.uk/advertise-job](http://www.gov.uk/advertise-job) or contact the Herefordshire Recruitment Team for further details and support.

## HMRC Employment Allowance

Eligible employers can claim the Employment Allowance to reduce your employer Class 1 National Insurance Contributions (NICs) by up to £2,000 each tax year.



SKYLON  
PARK

Hereford  
Enterprise  
Zone

Joined up  
for Jobs

The Herefordshire  
Recruitment Team  
brings together the  
support of the National  
Apprenticeship  
Service, Herefordshire  
Council and DWP to  
offer you a bespoke  
service to fill your job.

Herefordshire  
you can



## Sector Based Work Academies

These provide accredited pre-employment training and work experience for unemployed people. They can also help fill your vacancies more effectively. The design of sector-based work academies also provides for a flexible approach to local delivery. For example, the training and work experience elements can be configured in whatever way best meets the needs of you the employer and the local labour market.

You may wish to consider whether an apprenticeship opportunity would be of benefit to your business at this time. As the participant will be part qualified you may want to continue employing them on an apprenticeship to finish their training.

## What are Apprenticeships?

An Apprenticeship is a job with an accompanying skills development programme designed by employers in the sector. It allows the apprentice to gain technical knowledge and real practical experience, along with functional and personal skills, required for their immediate job and future career. You can use Apprenticeships to train both new and existing employees who are moving into a new or changed job role and need to learn new skills.

Funding is available from the National Apprenticeship Service (NAS) to train apprentices. The size of the contribution varies depending on the sector and age of the apprentice. The training for young people between the ages of 16-18 is fully subsidised by NAS.

## Apprenticeship Grant

For Employers of 16 to 24 year olds a £1,500 grant (per apprentice) to support the recruitment of apprentices for a business that employs up to 1000 employees and has not employed an apprentice in the last 12 months.

## Recruiting an Apprentice

The NAS vacancies website helps you recruit apprentices. It enables you to advertise your apprenticeship vacancies for free and find candidates who match your criteria.

To find out more about recruiting an apprentice visit [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk) or call NAS on 0800 150600.

## Work Trials

A Work Trial is a way of trying out a potential employee before offering them a job. Once agreed with Jobcentre Plus, you can offer a work trial if the job is for 16 hours or more a week and lasting at least 13 weeks. Some of the benefits are:

- it's risk free - you can try the person out before making a final decision.
- you know they're committed because they're volunteering to do it.
- there are no wage costs - people continue to get their benefits.

## Disability Services

Our Disability Employment Advisers can offer you specialist advice and assistance with applicants who have health issues, including information on Access to Work and the Disability Symbol.

## Access to Work

This programme provides practical and financial support to help people with a disability or health condition overcome barriers to starting or keeping a job. For example, it can help meet the costs of aids and equipment in the workplace and travel costs to and from work.

## Voluntary Work Experience

You can support your local community by providing young people with the opportunity to gain valuable work experience in a 'real' work environment and provide them with work skills and a reference to enhance their CV.

## Business and Education Links

There are also other opportunities where you can create links between your business and local schools, education and training providers such as mock interviews and enterprise initiatives.

## Support for Graduates

The Government provides funding for the Graduate Talent Pool which is a free website that brings together graduates seeking an internship and employers looking to take on interns.

<http://graduatetalentpool.direct.gov.uk/>

## EURES

If you are unable to find skilled workers in the UK you could prioritise your job vacancy on the European jobs website. The portal's CV database offers jobseekers the opportunity to publish their CVs online and employers the opportunity to search for and view CVs of possible candidates. Employers may register and obtain a "My EURES account". Registered users can create and store search profiles, be alerted by e-mail and/or SMS when there are CVs that match a profile. Further information is available via the website [www.eures.europa.eu](http://www.eures.europa.eu)