

Leicester
EMPLOYMENT
Hub

SUPPORT
FOR
**EMPLOYERS
AND
JOBSEEKERS**

Step into employment with our essential
GUIDE FOR JOBSEEKERS



European Union
European
Social Fund



Leicester
to Work

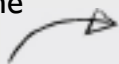
The banner features a blue background with three circular images: a modern building on the left, a welder in the center, and a smiling woman in a blue uniform on the right. A black circle with white text is positioned over the welder image.

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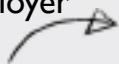
SUPPORT
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How to apply for a Hub100 job

All the application
stages in one
process



Preparing you for a
successful employer
interview



Improving your
chances of
success



Visit:

leicesteremploymenthub.co.uk/hub100
to view the job vacancies and
get interview tips

**Hub100 events run
every 8 weeks**



e-mail us

at employmenthub@leicester.gov.uk
Include: the job(s) and ref. numbers
and the best contact number for you.

1

Choose your jobs

Pick one job (max two)
that interest you.

2

3

Reply

We will give you a
call back for a chat
about the roles and to
ask a couple
more questions.



4

Appointment

If you're eligible, we give you
a time to attend a 30 minute
interview with a training
provider who is recruiting on
behalf of an employer.

6

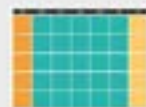
Prepare

- Be ready to talk about
yourself and your experience.
- Research the company/role.
- A training provider may
contact you before the
interview with more info.

5

Dress

Please attend your interview
in smart clothes and make
sure you are on time.



7

Interview and assessment

After your 30 minute
interview, the training
provider decides if you are
apprenticeship-ready.
If you are, you will be asked
to do an assessment.
If not, you will be given
support and advice to
succeed next time.



Results

If your assessment score is
high enough, the training
provider will arrange an
employer interview.
If your scores aren't high
enough, there will be advice
and support.

9

Employer interview

You may be successful and
be given the job or you can
apply for more roles through
#Hub100 but won't need to
do assessments next time.



**You're on the
right route!**



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Leicester
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Jobseekers *How can we help you?*

Employment Hub Pre-Employment Support

Drop in to the Futures office at 80-82 Charles St, Leicester,
Monday to Friday any time between **9am-4pm**.

Get job ready at the workshop

- talk to qualified advisers
- find out about current vacancies
- get help making applications to vacancies
- get support with CVs, interview skills, careers advice and more!

Call **0116 454 5771** for more information.

Hub100 guaranteed interviews

- Sign up to our Hub100 to get access to over 100 of the latest apprenticeship vacancies
- Through face-to-face contact with recruiters you will increase your chances of being successful
- We'll support you every step of the way.

30%

**30% of those
attending
Hub100 move
straight into an
apprenticeship**

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Latest vacancies

See daily posts advertising great local opportunities



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including

- apprenticeships
- traineeships
- paid work placements

Register with us to receive alerts for opportunities and recruitment events you are interested in.

Visit leicesteremploymenthub.co.uk

**Your one-stop shop for everything you need on
apprenticeships, traineeships,
work experience and jobs**



**When you've completed your apprenticeship
you can celebrate your achievement in style**

Invite your family and friends



**Our annual apprenticeship graduation ceremony is for
all Leicester and Leicestershire apprentices**

For more info on this event, please visit:
leicesteremploymenthub.co.uk

Contact us



email employmenthub@leicester.gov.uk



Tel **0116 454 2989**



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