



Jobsearch & Guidance

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1) Occupational Information

a) Care

Jobsearch

You can view vacancies on the jobpoints within local jobcentres by inputting the following SOC codes. You will need to choose Option 4 on the first display screen and then input the codes.

Care Assistant/Support Worker 6115, Nursery Nurse 6121, Nursing Auxiliary 6111, Nurses 3211, Dental Nurse 6113, Animal Care 6139

If you have internet access log on to www.jobcentreplus.gov.uk to view all vacancies held on the jobpoints or you can phone Jobseeker Direct for a jobsearch on 0845 60 60 234.

Job description and career information can be found at www.learndirect.co.uk or you can speak to an adviser on 0800 100 900 for more information.

Employment Agencies

Academy Social Care (Social Care), Globe Works, Penistone Road, Sheffield, S6 3AE-0114 2011107-www.academypeople.co.uk

Beresford Blake Thomas Ltd (Health & Social care) North Church House, 84 Queen Street, Sheffield, S1 2DW, www.bbt.co.uk

Quantica Healthcare, (Healthcare, Nurses), Jessop Riverside, Unit 14, 800 Brightside lane, Sheffield, S9 2RX, 0114 2449116.

Reed Social Care, (Care, Social Work) 9-11 Norfolk Row, Sheffield, S1 2PA-0114 2754466, www.reedhealth.co.uk

Reliance Care (Care), Ground Floor, St James House, Vicar Lane, Sheffield, S1 2EX-0114 2757045, www.reliancecare.com

Training

Sheffield College-0114 2603603- (Various sites) Dental radiography certificate, Health & Safety in the Workplace, Health & social care First Diploma, Counselling Awareness, Beauty Therapy, Pre-School Practice certificate(CACHE), Psychology GCSE, Oral Health Education Certificate, Dental Nursing Apprenticeship + many others
www.shefcol.ac.uk

University of Sheffield--0845 202 14 16, Hypnotherapy Diploma, Early childhood studies Pg Dip, Restorative Dentistry, Social Work BA(Hons), Midwifery, Nursing & Midwifery, Dental Public health + many more
www.sheffield.ac.uk

Sheffield Hallam University-0845 2023736, Children's Nursing diploma, Early years education, Counselling skills Certificate, Mental health Nursing, nursing studies, Youth Work diploma, Physiotherapy, Radiotherapy, Adult Nursing diploma, + many more
www.shu.ac.uk

Chamber Skills Solutions, The Source, (S9)-0870 243 0039, First Aid at work Certificate (HSE), Managing safely Certificate (IOSH)

ND Safety Ltd-01723 588022, Manual Handling Certificate, Occupational Health & Safety Practice certificate (NEBOSH) + others
www.ndsafety.co.uk

Best Training- (S11) - 0114 2683969, Health & Social Care
www.sheffieldtraining.co.uk

Care 2 Care Training Services (S6), 0114 2335202, Moving and handling certificate, Health & Safety Basic Certificate, Challenging Behaviour Awareness Certificate
www.customerfirst.org

British Red Cross-0870 170 9123, Basic First Aid, First Aid for Childcare Certificate, First Aid at Work Refresher Certificate
www.redcrossfirstaidtraining.co.uk

Dearne Valley College-01709 513 399, Drugs Awareness Certificate, Child & Baby First Aid Certificate, Health & Social Care NVQ level 3, Challenging Behaviour Awareness Certificate, Infection control Awareness Certificate, Childcare & Education + much more
www.dearne-coll.ac.uk

Tinsley One Stop Shop (S9) 0114 2444887-First Aid Course
Details of the above training providers and course information can be found at sheffield.floodlight.co.uk or ring 0800 100 900

Useful Jobsearch websites

www.jobs4everyone.co.uk – Jobsearch & Guidance

www.jobcentreplus.gov.uk- Jobcentreplus

<http://jobseekers.direct.gov.uk>- Jobsearch & Training

www.nhs.uk -NHS

www.sheffield.gov.uk/whats-new/job-vacancies –Sheffield City Council

www.sth.nhs.uk –Sheffield Teaching hospitals

www.jobs4sheffield.co.uk –Sheffield 4 jobs

www.allcarejobs.co.uk –All Care Jobs

www.sheffieldjobslink.co.uk –Sheffield Jobslink

www.mysheffieldjobs.co.uk/ -Local Jobs

www.jobstoday.co.uk -Local Jobs

Voluntary Work

www.do-it.org.uk- National voluntary work database
Voluntary Action (Sheffield)
The Circle
33 Rockingham Lane
Sheffield
S1 4FW
0114 2536600
www.vas.org.uk

Working in Childcare

Sheffield Information Link- www.sheffinfoink.org.uk
0114 2494939

Criminal Records Bureau (CRB) checks

The legislation states that it is the applicant who must pay; however, your employer may decide to reimburse you the fee if you are offered the jobs.

Enhanced Checks cost £36 & Standard Checks cost £31

General Enquiries 0870 90 90 811
Registration Information Line 0870 90 90 822
Disclosure Application Line 0870 90 90 844
www.crb.gov.uk

b) Catering/Hospitality

Jobsearch

You can view vacancies on the jobpoints within local jobcentres by inputting the following SOC codes. You will need to choose Option 4 on the first display screen and then input the codes.

Kitchen/Catering Assistant 9223, Waiter/Waitress 9224, Bar Person 9225, Chef/cooks 5434

The same vacancies can be viewed at www.jobcentreplus.gov.uk or you can have a jobsearch carried out by ringing 0845 60 60 234.

Job description and career information can be found at www.learndirect.co.uk or you can speak to an adviser on 0800 100 900 for more information.

Agencies

City Catering, 54 Fargate Sheffield, S1 2HE -0114 2213020

Chefs Results, Redlands, 3-5 Tapton House Park, Sheffield, S10 3BY-0114 2679497

First Contact, 2-4 Matilda Street, Sheffield, S1 4QD -0114 2728070

Hallamshire Catering, Hanover Suite, Sheffield United Football Club, Bramall Lane, Sheffield, S1 2EB-0114 2922263.

Training

Many employers require staff to hold a Basic Food Hygiene Certificate if they are handling food. Local Intermediaries through Jobcentreplus can provide the initial training and certificate at no cost if you are in receipt of a means tested benefit. You will need to be referred by a member of staff at your local jobcentre.

Sheffield College

Sheffield College- Food preparation & cooking HAB NVQ Levels 1 ,2 & 3, Health & Safety in Workplace Award, Food Safety in Catering Award , Catering and Hospitality NVQ Level 1,2 & 3 (www.sheffcol.ac.uk, 0114 2603603)

Sheffield Hallam University

0845 2023736

www.shu.ac.uk

Sheffield University

0114 2222000

www.sheffield.ac.uk

YMCA Training (Doncaster)

01302 813388

www.ymcatraining.org.uk

Sheaf Training

Food Preparation & cooking NVQ Level 2, Hospitality Food Preparation and Cooking NVQ Level 1, Hospitality Quick service NVQ Level 1, Hospitality Supervision NVQ Level 3, (www.sheaftraining.co.uk)

Dearne Valley College- 01709 513 399-Food Preparation, Food safety-

www.dearne-coll.ac.uk

Online Food Hygiene Training & Food Safety Training

www.train4food.co.uk

Business Advice Direct (S1) - 0114 2756680-Food Hygiene Certificate

Critical Skills UK (S9) -0844 391 0393-Food Hygiene Certificate

Darnall Community Centre-Food Hygiene, Health & Safety

Level 2 National Certificate for Personal Licence Holders

Safehouse Training-

www.safehouse-security.com

0114 2888444

NCPLH

0845 302 29 41

Excalibur Training Ltd

0114 2723394

Sheffield College

0114 2603603

www.sheffcol.ac.uk

Details of the above training providers and course information can be found at <http://sheffield.floodlight.co.uk> or ring 0800 100 900.

Useful Jobsearch websites

www.jobs4everyone.co.uk – Jobsearch & Guidance

www.jobcentreplus.gov.uk- Jobcentreplus

<http://jobseekers.direct.gov.uk>- Jobsearch & training

www.nhs.uk -NHS

www.sheffield.gov.uk/whats-new/job-vacancies –Sheffield City Council

www.sth.nhs.uk –Sheffield Teaching hospitals

www.jobstoday.co.uk –Sheffield Newspapers

www.jobs4sheffield.co.uk –Sheffield 4 jobs

www.mysheffieldjobs.co.uk –Local Jobs

www.sheffieldjobslink.co.uk –Sheffield Jobslink

www.jobsite.co.uk- General jobs

Voluntary Work

www.do-it.org.uk- National voluntary work database
Voluntary Action (Sheffield)

The Circle

33 Rockingham Lane

Sheffield

S1 4FW

0114 2536600

www.vas.org.uk

c) Clerical/Admin

Jobsearch

You can view vacancies on the jobpoints within local jobcentres by inputting the following SOC codes. You will need to choose Option 4 on the first display screen and then input the codes.

Clerical Assistant 4150, Data Input 4136, Civil Service 4112, Civil Service Executives 4111, Telesales 7113, Filing Clerk 4131, Accounts Clerks/Book-keeper 4122, Local Government Clerical Officer 4113

If you have internet access log on to www.jobcentreplus.gov.uk to view all vacancies held on the jobpoints or you can phone Jobseeker Direct for a jobsearch on 0845 60 60 234.

Job description and career information can be found at www.learnndirect.co.uk or you can speak to an adviser on 0800 100 900 for more information.

Employment Agencies

Able Agency, Petre Street, Sheffield, S4 8LJ- 0114 2617474

A for Appointments, 269 Glossop Road, Sheffield, S10 2HB- 0114 2757744

Access Recruitment, 24a Woodhouse Lane, Sheffield, S20 1AD-0114 2880066

Adecco, 16 Commercial Street, Sheffield, S1 2AT -0114 2700050

Best Connection, 3rd Floor, 9-11 Norfolk Row, Sheffield, S1 2PA -0114 2758181

Blue Arrow, 33 High Street, Sheffield, S1 2GA -0114 2721200

Brook Street, 45 Church Street, Sheffield, S1 2GL - 0114 2739733

Hays Contact Centre, Hays Accountancy, 1st Floor Ruskin Building, Tudor Square, Sheffield, S1 2LA -0114 2738775

Horizon Recruitment, 23 Orchard Square, Sheffield, S1 2FB-0114 2755444

Jobs@Pertemps, 33 Arundel Gate, Sheffield, S11PN-0114 2797799

Kelly Services, 16 Church Street, Sheffield, S1 2GN-0114 2796577

Masterstaff, 1 Tudor Square, 67-69 Surrey Street, Sheffield, S1 2LA-0114 2200700

Manpower BT, Orchard Chambers, 25 Church Street, Sheffield, S1 1BA-0114 2772532

New Future Financial, The Quadrant, 99 The Parkway, Sheffield, S9 4WG-0114 22788800

Office Angels, 5 St James Row, Sheffield, S1 2EU-0114 2730888

Personnel Services, Alliance House, Leopold Street, Sheffield, S1 2GY-0114 2760501

Pertemps Recruitment, 33-35a Arundel Gate, Sheffield, S1 2DI-0114 2797799

Premiere People, 4 St Pauls Parade, Sheffield, S1 2JL-0114 2729703

Randstad Recruitment, 55 Leopold Street, Sheffield, S1 2GY-0114 2724122

Search Consultancy, The Portergate, 2nd floor, 257 Ecclesall Road, Sheffield, S11 8NX-0114 2096036

Sewell Moorhouse, Omega Court, 352 Cemetery Road, Sheffield, S11 8NX-0114 2683313

Sharpe Consultancy, Riverside Court, 202 Meadowhall Road, Sheffield, S9 1BN-0114 2611700

Spring Personnel, 1 St James Row, Sheffield, S1 2EU-0114 2730075

Stafforce, 35 Church Street, Sheffield, S1 2GL-0114 2766377

Training (IT)

Dearne Valley College-0845 201 55 63- PC building Level 1, Business and Administration Apprenticeships- www.dearne-coll.ac.uk

Sheffield College (Various sites)-,0114 2603603- ECDL, PC Servicing Level 2, Computerised Accounts, Photoshop for Beginners, Web Page Design, Payroll-manual/computerised, www.shefcol.ac.uk

Manor Training & Resource Centre- 0114 2642194 -ECDL, Text processing, Claitplus, Word Processing, ICT for Beginners, www.manor-castle.org.uk

Sheffield Hallam University-0845 2023736 -Short courses, Excel Expert, Dreamweaver, Adobe Flash, + various P/T & F/T degree courses www.sheffield.ac.uk

University of Sheffield-0845 202 14 16-Desk Top Publishing, F/T & P/T degree courses www.shu.ac.uk

ICT4Life (Learn Direct , Firth Park)-0800 101 901 ECDL, Technical Support for ICT Systems- A+, CLAIT Plus, IT2 Word processing, IT2 Web Publishing,

Business Advice Direct (Learn Direct, City Centre)-0114 2756677-CLAIT, ECDL, IT2 Desktop Publishing, Technical Support for ICT Systems,

Hargreaves Training Services (S9)-0114 2561782-IT3 Word Processing, IT2 Web Publishing, IT3 Databases, Putting your business on the web, www.hargreavestraining.com

Pitman Training (Nether Edge, Sheffield) –0114 2754121-PC Basics, Claitplus, Word 2003, Internet skills, Powerpoint 2003, Sage Payroll Certificate, HTML Certificate, Outlook, PC Basics Certificate, Web Page Design www.pitman-training.com

Datrix Training-0800 781 0626-The Source (Meadowhall) Excel 2003, Oracle, Dreamweaver, Powerpoint 2003, Access 97, Word 2000, Publisher 2002/2003,

Skills for Business -The Source – 0845 202 3735-Access 2003,

Best Training (S11, Learn Direct Centre) –0114 2683969 -CLAIT, Business with HR Diploma, Word processing, IT3 Web Publishing, ECDL
www.sheffieldtraining.co.uk

Open Door Adult Learning Centre (Birley Moor)-0114 2648101-Information technology Level 1/2 Certificate, CLAIT,

WEA Mansfield ICT Centre (Greenhill Library)-0113 2453304-Computing and the internet,

WEA Mansfield ICT Centre (Attercliffe)-01623 489605-Computers for life

WEA Mansfield ICT Centre (Totley Library)-01623 489605-computers & the Internet

Penistone Library (Learn Direct Centre)-01226 762313 -ECDL, CLAITplus, New CLAIT, Surf Direct online, IT2 Troubleshooting,

Chamber Skills Solution-The Source (Meadowhall)-0870 2430039-Microsoft Word introductory, Excel 2000, Word 2003 Advanced, Dreamweaver FX Advanced, PowerPoint 97,

Skills for Jobs-The Source-Retail Training-0114 2635646

The Source (Meadowhall) Business Administrator Apprenticeship-0114 2635623
www.thesource.meadowhall.co.uk

Websites

www.jobs4everyone.co.uk Jobsearch & Guidance

www.jobcentreplus.gov.uk Jobcentreplus

www.mysheffieldjobs.co.uk Local Jobs

<http://jobseekers.direct.gov.uk>- Jobsearch & Training

www.jobs.nhs.uk/ - NHS

www.southyorks.police.uk/careers/ - South Yorkshire Police

www.sheffield.gov.uk/whats-new/job-vacancies - Sheffield City Council

www.rotherham.gov.uk/graphics/YourCouncil/Vacancies/ - Rotherham Council

www.sheffield.ac.uk/jobs/ - University of Sheffield

www.shu.ac.uk/jobs/ -Sheffield Hallam University

www.jobs4sheffield.co.uk -Sheffield 4 Jobs

www.sth.nhs.uk Sheffield Teaching Hospitals

www.jobsite.co.uk- General jobs

d) Construction

Jobsearch

You can view vacancies on the jobpoints within local jobcentres by inputting the following SOC codes. You will need to choose Option 4 on the first display screen and then input the codes.

**Labourer -9121/9129 Plumber -5314 Carpenter/Joiner-5315 Bricklayer-5312
Plasterer-5321 Construction Operatives-8149 Tiler/Floorer-5322 Roofer-5313
Scaffolder- 8141 Electrician-5241 Painter & Decorator-5323**

The same vacancies can be viewed at www.jobcentreplus.gov.uk or you can have a jobsearch carried out by ringing 0845 60 60 234.

There are many different occupations within the construction industry for more information on certain careers you could speak to a Learn Direct Adviser on 0800 100900 or view the career profiles at www.learndirect.co.uk

Employment Agencies

Apple labour, Stewart House, Centurion Business Park, Julian Way, S9 1GD, 0114 2436555

Dutton International, Phoenix House, Julian Way, S9 1GB- 0114 2200888

Fern Global, Unit p, Staniforth Estate, Main Street, Hackenthorpe, S12 4LB-0114 2479699

Hays Construction & Property, 1st Floor Ruskin Building, Tudor Square, S1 2LA- 0114 2738775

Leda Recruitment, Saxon Chamber, 51 Queen Street, S1 2DU-0114 2765292

Labour Ready, Berkley Precinct, Ecclesall Road, S11 8PN-0114 2670979

Linear Recruitment, 2 St Peters Close, S1 2EJ-0114 2787799

Net Temps, 333 Provincial House, Solly Street, S1 4BA -0114 2765410

Thornbaker, Omnia One, 125 Queen Street, Sheffield, S1 2DU-0114 2792808

Apprenticeships

Applicants need to be aged 16-25 and ideally employed and working towards an NVQ Level2.

www.apprenticeships.org.uk

08000 150 400-For local opportunities

www.bconstructive.co.uk

Sheffield College – www.sheffcol.ac.uk
0114 2603603

CSCS Health & Safety Cards/ CPCS Plant licences

Most construction companies now require their workforce to have a CSCS card which enables them to work on site. The card is available at four levels, Operative, Supervisor, Manager and PQP (Senior Manager)

CSCS Helpdesk- 0870 4718777-www.cscs.uk.com

To book a Health & Safety Test- 0870 600 40 20 .Cost of test is £17.50 and the CSCS card costs £25.00. People in receipt of benefit should ask at their local jobcentre as local providers can cover the cost.

CPCS-Construction Plant Competence Scheme

www.citb-constructionskills.co.uk

Self Employment

For subcontractors and self employed people in construction will require a CIS card. CIS-Construction Industry Scheme-Apply by contacting local Inland Revenue, Concept House, 5 Young Street, Sheffield, S1 4LA, 0114 2969696, 0845 3000551.

Pasma-Mobile Lower Crane

For full course details and to find your nearest PASMA training centre visit www.pasma.co.uk Email:info@pasma.co.uk or call 0845 230 4041.

Qualifications

Sheffield College-0114 2602600

Sheffield College have various Part Time and Full time courses in Construction .e.g. Electrical Installation C & G 2330, Brickwork Craft, Painting & Decorating Foundation Construction Award, and Plumbing Studies C & G.

Customers in receipt of benefit can only enrol on a course which is part time up to 16 hours without it affecting their benefit.

www.sheffcol.ac.uk

Met-UK-01709 709525- Short Courses- Under floor heating, Domestic Gas Installation, Plumbing NVQ level 2, Plumbing including Tiling Technical certificate C & G + others
www.met-uk.com

SECAS Training-0114 2527550, PAT Testing, Fire Safety training, Passport to Safety (CCNSG), Manual Handling, Safety in Confined Spaces, Safe Working Procedures, Slinging of loads

www.secas.co.uk

Dearne Valley College-0845 201 55 63- Plastering Level 2(OCN) Certificate + others
www.dearne-coll.ac.uk

NTP Ltd-0114 2799000-Property Services NVQ Level 2 + others

Sheaf Training-0114 2039125- Develop your skills in: access equipment, block paving, concreting, general construction, health & Safety, Kerb Laying and paving.
www.sheaftraining.co.uk

Other websites

www.jobs4everyone.co.uk Jobsearch & Guidance

www.buildingskills.centre.co.uk

www.constructionjobsnet.co.uk

www.carerstructure.com

www.jobsite.co.uk- General jobs

<http://jobseekers.direct.gov.uk>- Jobsearch & Training

More details of courses can be found by looking at www.learnirect.co.uk or sheffield.floodlight.co.uk or speaking to a Learn Direct Adviser on 0800 100 900.

e) Customer Service/Contact Centre/Retail

Jobsearch

You can view vacancies on the jobpoints within local jobcentres by inputting the following SOC codes. You will need to choose Option 4 on the first display screen and then input the codes.

Retail Assistant 7111, Shelf Filler 9251, Retail Manager 1163, Cashier 7112, Contact Centre Operative 7211, Customer Service 7212

If you have internet access log on to www.jobcentreplus.gov.uk to view all vacancies held on the jobpoints. Alternatively ring Jobseeker Direct on 0845 60 60 234 for a jobsearch.

Job description and career information can be found at www.learndirect.co.uk or you can speak to an adviser on 0800 100 900 for more information.

Employment Agencies

A for Appointments, 269 Glossop Road, Sheffield, S10 2HB- 0114 2757744

Access Recruitment, 24a Woodhouse Lane, Sheffield, S20 1AD-0114 2880066

Adecco, 16 Commercial Street, Sheffield, S1 2AT -0114 2700050

Best Connection, 3rd Floor, 9-11 Norfolk Row, Sheffield, S1 2PA -0114 2758181

Blue Arrow, 33 High Street, Sheffield, S1 2GA -0114 2721200

Brook Street, 45 Church Street, Sheffield, S1 2GL - 0114 2739733

Hays Contact Centre, Hays Accountancy, 1st Floor Ruskin Building, Tudor Square, Sheffield, S1 2LA -0114 2738775

Horizon Recruitment, 23 Orchard Square, Sheffield, S1 2FB-0114 2755444

Jobs@Pertemps, 33 Arundel Gate, Sheffield, S11PN-0114 2797799

Kelly Services, 16 Church Street, Sheffield, S1 2GN-0114 2796577

Masterstaff, 1 Tudor Square, 67-69 Surrey Street, Sheffield, S1 2LA-0114 2200700

Manpower BT, Orchard Chambers, 25 Church Street, Sheffield, S1 1BA-0114 2772532

New Future Financial, The Quadrant, 99 The Parkway, Sheffield, S9 4WG-0114 22788800

Office Angels, 5 St James Row, Sheffield, S1 2EU-0114 2730888

Personnel Services, Alliance House, Leopold Street, Sheffield, S1 2GY-0114 2760501

Pertemps Recruitment, 33-35a Arundel Gate, Sheffield, S1 2DI-0114 2797799

Premiere People, 4 St Pauls Parade, Sheffield, S1 2JL-0114 2729703

Randstad Recruitment, 55 Leopold Street, Sheffield, S1 2GY-0114 2724122

Spring Personnel, 1 St James Row, Sheffield, S1 2EU-0114 2730075

Stafforce, 35 Church Street, Sheffield, S1 2GL-0114 2766377

Training (Customer Service/Retail)

Business Advice Direct (S1)-2756680-Marketing, NVQ Customer Service,

Care2Care Training Services S6)-0114 2335202-Customer Service Level 2/3 (EDEXCEL),
customer Service Certificate,

NTP LTD S4)-0114 2799000-Customer Service & Admin NVQ Level 2/3

Best Training (S11) 0114 2683969-Marketing, Contact Centre Training

YMCA (Training) Doncaster-01302 813388-Customer Service NVQ Level 1, Retailing NVQ
Level 1

Pitman Training (S10) -0114 2754121-Customer Care Certificate,

Chamber Skills-The Source-0870 2430039-Successful Cold calling

Websites

www.jobs4everyone.co.uk Jobsearch & Guidance

www.jobcentreplus.gov.uk - Jobcentreplus

www.mysheffieldjobs.co.uk -Local Jobs

<http://jobseekers.direct.gov.uk>- Jobsearch & Training

www.jobstoday.co.uk –Sheffield Newspapers

www.jobs4sheffield.co.uk Sheffield 4 Jobs

www.meadowhall.co.uk Meadowhall

www.crystalpeaks.com Crystal Peaks

www.jobsite.co.uk- General jobs

f) Security

Jobsearch

Occupations-Door supervisor, CCTV Surveillance, Vehicle Immobiliser, Events Security, Key Holding, Private Investigation, Security Consulting, Security Guard CVIT (cash & Valuables in Transit)

You can view vacancies on the jobpoints within local jobcentres by inputting the following SOC codes. You will need to choose Option 4 on the first display screen and then input the codes.

Security Guard-9241 Security Manager-1174 Elementary Security & Safety Occupations 9249

The same vacancies can be viewed at www.jobcentreplus.gov.uk or you can have a jobsearch carried out by ringing 0845 60 60 234.

Career information can be found at www.learndirect.co.uk or you can speak to an Adviser on 0800 100 900

To work in the Security Industry you will need to possess an SIA (Security Industry Authority) licence for the above occupations.

There are two types of SIA licence:

- A front line licence is required if undertaking licensable activity, other than key holding activities. A front line licence is in the form of a credit card sized plastic card that must be worn, subject to the licence conditions.
- A non-front line licence is required for those who manage, supervise and /or employ individuals who engage in licensable activity, as long as front line activity is not carried out-this includes directors or partners. A non-front line licence is issued in the form of a letter that also covers key holding activities.

Applying for a Licence

It normally takes six to nine weeks for each application to be processed; this time starts from when a correctly completed application is received.

Cost of a Licence

The licence application is £245 for a three year licence. The fee is to cover the cost of processing your application and is not refundable.

Request an application pack

Log on to www.the-sia.org.uk or call 0844 892 1025 (lines open 8am until 8pm Mon-Fri)

Documents Needed

When you send the application form you will also need to send supporting documentation. You will need to send:

- A photograph of yourself which has been counter-signed by a suitable person
- Documents confirming your identity and age. All documents should be in your current name, at least one document must show your current address and at least one must show your date of birth.

Any Convictions?

You will not get a licence unless your sentence restrictions for a conviction, caution or warning have ended for at least two years before your licence application or for at least five years before your licence application where we consider the offence to be serious.

Overseas Criminal record checks

If you live overseas or you have spent six continuous months or more outside the UK, you must provide evidence of a criminal record check from the relevant country or countries.

Training

Level 2 Award in Security Guarding-NOCN (0114 2270500)

NOCN Award in CCTV Operations-NOCN (0114 2270500)

Level 2 Certificate for Security Guards-City & Guilds (020 7294 28000)

Level 2 award for CCTV Operators-City & Guilds (020 7294 2800)

Level 2 BTEC award in Vehicle Immobilisation-Edexcel (0870 240 9800)

Level 2 Award in Door Supervision-NOCN (0114 2270500)

Level 2 National certificate in Door Supervision-City & Guilds (020 7294 2800)

Level 2 Award in Cash & Valuables in transit-NOCN (0114 2270500)

Level 3 Certificate in Close Protection-City & Guilds (020 72942800)

Door Supervisor-Part time course Sheffield College-(0114 2603603)

www.shefcol.ac.uk

Level 2 National Certificate for Door Supervisors, Award in Conflict Management, Level 1 Certificate in Alcohol Awareness -Safehouse Training (0114 2888444)

www.safehouse-security.com

Award in Conflict Management, (Level 2 National Certificate for Door Supervisors, Fire Safety, First Aid-Excalibur Training Ltd (0114 2723394)

www.excalibursecurity.net

Jobsearch Websites

www.jobs4everyone.co.uk Jobsearch & Guidance

www.jobcentreplus.gov.uk- Local Jobs

www.jobstoday.co.uk – Sheffield Newspapers

www.mysheffieldjobs.co.uk- Local Jobs

<http://jobseekers.direct.gov.uk>- Jobsearch & Training

More information can be accessed at www.the-sia.org.uk or call 0844 892 1025 (lines open 8am until 8pm Mon –Fri.)

g) Engineering

Jobsearch

You can view vacancies on the jobpoints within local jobcentres by inputting the following SOC codes. You will need to choose Option 4 on the first display screen and then input the codes.

Chemical Engineer-2125, CNC Miller-5221, Engineering Professionals -2129, Engineering Technicians -3113, , Engineering Manager-1121, , Fabricator-5311, Semi Skilled Fitter-8132, Machine Maintenance Fitter-5223, Mechanical Engineer-8125, Metal Production Fitter-5223/5224, Plate Metal Worker-5314, Non Destructive Tester-6133, Sheet Metal Worker-5213, , Quality Control Technician-3115, Quality Control Inspector-8133

If you have internet access log on to www.jobcentreplus.gov.uk to view all vacancies held on the jobpoints or you can phone Jobseeker Direct for a jobsearch on 0845 60 60 234.

Job descriptions and career information can be found at www.learndirect.co.uk or you can speak to an adviser on 0800 100 900 for more information.

Employment Agencies

Aaron Personnel (Industrial, FLT, Engineering) Saxton Chambers, 51 Queen Street, Sheffield, S1 2DU- 0114 2700400

Fastrack Recruitment, (Welders, CNC) Coney Green Business Centre, Wingfield View, Clay Cross, Chesterfield, Derbyshire, S45 9JW-0844 8002851

Linear Recruitment (Construction, Industrial, Engineering) 2 St Peters Close, Sheffield, S1 2EJ-0114 2787799

Major Recruitment (Welders, Fitters, Horizontal Borers, Toolmakers) 29 Mansfield Road, Rotherham, South Yorkshire, S60 2DR. 01709 838600

Right 4 Staff (Engineering, Warehouse, Factory) 37 Townhead Street, Sheffield, S1 2EB- 0114 2492233

Travail Employment Group (Every Industry covered) St James House, Vicar Lane, Sheffield, S1 2EX-0114 2768228

Unity Personnel, 4th Floor (CNC, Machine Operators, Sheet Metal Worker) 4th Floor, 5 South Parade, Leeds, West Yorkshire, LS1 5QX, 0113 3944730

Useful Jobsearch websites

www.jobs4everyone.co.uk - Jobsearch & Guidance

www.jobsite.co.uk

www.jobcentreplus.gov.uk- Jobcentreplus

www.jobtoday.co.uk- Sheffield Star

www.mysheffield.jobs.co.uk –Local Vacancies

www.sheffieldjobslink.co.uk –Local Vacancies

h) Warehouse/Transport

Jobsearch

You can view vacancies on the jobpoints within local jobcentres by inputting the following SOC codes. You will need to choose Option 4 on the first display screen and then input the codes.

Warehouse Operative 9149, Fork Lift Truck Driver 8222, Driver 8212, HGV Driver 8211, Bus Driver 8213, Motor Mechanic 5231, Vehicle Body Builders 5232, Vehicle Spray Painters 5234

If you have internet access log on to www.jobcentreplus.gov.uk to view all vacancies held on the jobpoints or you can phone Jobseeker Direct for a jobsearch on 0845 60 60 234.

Job descriptions and career information can be found at www.learndirect.co.uk or you can speak to an adviser on 0800 100 900 for more information.

Employment Agencies

Aaron Personnel (Industrial/FLT/Driving) Saxton Chamber, 51 Queen Street, Sheffield, S1 2DU-0114 2700400

Able Agency (HGV, Drivers) Petre Street, Sheffield, S4 8LJ, 0114 2617474
www.abletheagency.com

Ace Recruitment (HGV) 41 Amos Road, Sheffield, S9 1BX-0114 2618889

Alpha Recruitment (Driving) Nether Lane, Sheffield, S35 9ZX-0114 2203715
www.alphajobs.net

Best Connection (Industrial, Driving) 3rd floor, 9-11 Norfolk Row, Sheffield, S1 2PA 0114 2758181
www.bestconnection.co.uk

Driver Hire (Driver, HGV Drivers, Warehouse) 684 Attercliffe Road, Sheffield, S9 3RP, 0114 2449995

Forde Recruitment, (HGV Drivers, Commercial, 7.5 tonne, Warehousing) Alliance House, Leopold Street, Sheffield, S1 2Gy, 0114 2760501
www.forde-recruitment.co.uk

Horizon Logistics (FLT, Drivers, Engineering) Sheffield Technology Park, 60 Shirland Lane, Sheffield, S9 3SP, 08700112288
www.horizonrecruitment.co.uk

Linear Recruitment (Warehouse, Production, Industrial) 2 St Peters Close, Sheffield, S1 2EJ, 0114 2787799

Kimberley Recruitment (Driving, Warehouse) 174 Handsworth Road, Sheffield, S9 4AE, 0114 2437100

LE Consulting (Mechanics, MOT Testers) 01952 505652

Manpower UK Ltd (All Sectors) Orchard Chambers, 25 Church Street, Sheffield, S1 2GJ, 0114 2728845

www.manpower.co.uk

Primetime Recruitment, (All Sectors) 1st Floor, Castle Square, Sheffield, S1 2GF, 0114 2706100

Right4staff, (Warehouse, Industrial, Labouring, Production) 37 Townhead Street, Sheffield, S1 2EB, 0114 2492233

Training

The Source (Meadowhall) Distribution & Warehousing Level 2/3 Apprenticeship, First Aid Training, Health & Safety Training-0114 2635623

www.thesource.meadowhall.co.uk

Hargreaves Training Services (S9)-0114 2561782-Fork Lift Truck Training

www.hargreavestraining.com

Critical Skills UK (S9) -0844 391 0393-Fork Lift Truck Training

Sheffield College-, 0114 2603603- Motor Vehicle C & G, NVQ L3 Advanced Apprenticeships, Motor Vehicle Level 2 Vehicle Body & Paint Operations, Motor Vehicle Level 2 Certificate in Vehicle maintenance and repair, Vehicle Body Paint NVQ

www.sheffcol.ac.uk

DAC Training (Rotherham) 01709 788222- Category C, C+E, Fork Lift Truck, Taco graph training, manual handling, First Aid

www.dac-training.co.uk

TAL Training - (S2) 0870 837 79 12 –Fork Lift Truck, PCV, LGV and NVQ's.

Scania Training- 0844 800 9131-LGV training

www.scania.co.uk

MIT Training-0800 043 6488-Category C+E, Class 1 & 2, Fork Lift Truck, PCV, Category D

www.mittraining.co.uk

Useful Jobsearch websites

www.jobs4everyone.co.uk – Jobsearch & Guidance

www.jobcentreplus.gov.uk- Jobcentreplus

www.sheffield.gov.uk/whats-new/job-vacancies –Sheffield City Council

<http://jobseekers.direct.gov.uk>- Jobsearch & Training

www.jobs4sheffield.co.uk –Sheffield 4 jobs

www.sheffieldjobslink.co.uk –Sheffield Jobslink

www.mysheffieldjobs.co.uk- Local Jobs

www.jobstoday.co.uk -Sheffield Newspapers

www.jobsite.co.uk- General jobs

2) Jobpoints and Standard Occupational Classification (SOC) Codes

You can view vacancies on the Jobpoints by inputting the following codes. Choose Option 4 on the first screen and then input the codes below.

Accountant Financial	2421	Civil Service - Exec Officer	4112
Accountant Turf	6211	Civil Service - Admin	4111
Accounts Clerk	4122	Classroom Assistant	6124
Accounts Manager	1152	Cleaner - Domestic	9233
Actor	3413	Cleaner - Industrial	9132
Architect	2431	Clerk - Accounts	4122
Admin Clerk	4150	Clerk - Admin	4150
Admin Manager	1152	CNC Operator	5221
Admin Payroll	4122	Community Worker	3231
Advertising PR Manager	1134	Computer Engineer	5245
Advertising Sales	7129	Computer Programmer	2132
Aerial Installer	8139	Computer Technician	3131
Agriculture Machine Driver	8223	Counter Clerks - PO/Bank	4123
Animal Care	6139	Courier (Messenger)	9211
Armed Forces	1171	Crane Driver	8221
Asbestos Remover	8149	Credit Controller	4121
Assembler Electronic	8131	Customer Service/ Care	7212
Assembler Vehicle/Metal	8132	Customer Service Manager	1142
Auxiliary Nurse	6111		
		Data Entry	4136
Barber	6221	Decorator/ Painter	5323
Baker	5432	Dental Nurse	6113
Bakery Worker	8111	Designer - Graphic/ Web	3421
Bank Cashier	4123	Dispensing Assistant	3217
Bar staff	9225	Distribution Clerk	4134
Beautician	6222	Distribution Manager	1161
Beauty Salon Manager	1233	Doctor/ Medical Practitioner	2211
Bingo Caller	9229	Domestic Appliance Engineer	5249
Book-keeper	4122	Doorman	9249
Bookmaker	6211	Draughtsperson	3122
Bricklayer	5312	Dressmaker	5414
Broker	3532	Driver - Bus/ Coach	8213
Building contractor/Manager	1122	Driver - Chauffer	8214
Builder General	5319	Driver - Courier/ Delivery/ Van	8212
Builders Mate	9121	Driver - Crane	8221
Bus Driver	8213	Driver - Forklift	8222
Butcher	5431	Driver - HGV/ LGV	8211
Buyer	3541	Driver - Multi-drop	8212
		Driver - Plant (JCB, Digger)	8229
Cabin Crew	6214	Driver - Taxi	8214
Cabinet Maker	5492	Driver - Tractor/ Agricultural	8223
Cable Installer	5243	Driving Instructor	8215
CAD Computer Aided Designer	3122	Dry Cleaner	9234
Call Centre Operator	7211	Dry Liner	8149
Care Assistant	6115		
Car Mechanic	5231	Electrical Technician	3112
Car Park Attendant	9245	Electrician	5241
Car Valet	9233	Electrician - Auto/Tech	5233
Care Worker	6111	Electronic Assembly	8131/8139

Career Guiders	3564	Engineer - Alarm	5249
Caretaker	6232	Engineer - Chemical	2125
Carpenter	5315	Engineer - Civil	2121
Carpet Fitter	5322	Engineer - Computer	5245
Cashier	7112	Engineer - Domestic Appliance	5313
Catering Assistant	9223	Engineer - Mechanical	8125
		Engineer -	
Catering/ Restaurant Manager	1223	Pipe/Plumbing/Gas/Heating	5314
Centre Lathe Turner	5221	Engineer - Production	2127
Chamber Person	9233	Engineer - Software	2132
Chemical Engineer	2125	Engineer - TV/Audio/Video	5244
Checkout Operator	7112	Engineer - Telecommunications	5242
Chef/ Cook	5434	Engineering Manager	1121
Child Care/ Minder	6122	Engineering Technician	2129
Citizen's Advice Advisor	3232	Entertainer	3413
		Environmental Health	3568
		Estate Agent	3544
		Exhaust Fitter	8135
Fabric Cutter	8136		
Fabricator - Steel	5311	Laboratory Assistant	8138
Fabricator - Window	5316	Laboratory Technician	3111
Factory - General Assembly	8139	Labourer - Building	9121
Factory - Labourer	9139	Labourer - Construction	9129
Factory Production	8111	Labourer - Factory/ Process/ Plant	9139
Factory - Packer	9134	Labourer - Food Factory	8111
Factory Worker - Electrical	8131	Labourer - Foundry	9131
Factory Worker - Clothing	8113	Labourer - Joiners/ Site	9121
Factory Worker - Process			
Operative	8119	Labourer - Warehouse	9149
Farm Manager	1211	Laundry Person	9234
Farm Worker	9111	Leaflet Distributor	9211
Filing/ Record Clerk	4131	Legal Secretary	4212
Financial Advisor	3534	Leisure Attendant	9226
Financial Branch Manager	1151	Leisure Services Manager	1225
Fish Fryer	5434	Librarian	2451
Fishmonger	5433	Library Assistant	4135
Fitter - Metal/ Production	5223/5224	Life Guard	6211
Fitter - Machine Maintenance	5223	Lunchtime Supervisor	9244
Fitter - Semi-skilled	8132		
Fitter - Shop	5135	Maid (chalet/ chamber)	9233
Fitter - Vehicle	5231	Machine Operator - Paper & Wood	8121
Flight Attendant	6214	Machine Operator - Plant Operative	8129
Florist	5496	Machinist - Metal	8125
Forecourt Attendant	7112	Machinist - Sewing	8137
Forestry Worker	9112	Manager - Advertising/ PR	1134
Furniture Maker	5492	Manager - Admin/ Accounts/ Office	1152
		Manager - Building/ Contractor	1222
Gardener/ Ground Maintenance	5112/5113	Manager - Conference/ Exhibition	1212
Garage Manager	1232	Manager - Construction	1122
General Assistant	9219	Manager - Customer Quality Service	1161
Glass Collector	9225	Manager - Distribution	1121
Glazier	5316	Manager - Entertainment/ Sport	1225
		Manager - Hairdresser/ Beauty	
Government Clerk (local)	4113	Salon	1183
Graphic Designer	3421	Manager - Hotel/ Accommodation	1221
Grinder - Metal	5221	Manager - Property/ Housing	1231
Groom (Animal care)	6139	Manager - Pub	1224
Gym Instructor	3442	Manager - Residential/ Day care	1185
		Manager - Retail/ Wholesale	1163
Hairdresser	6221	Manager - Sales/ Marketing	1132

Handy Person (building/general)	9121	Manager - Security	1174
Health & Safety Officer	3567	Manager - Social Services	1184
Healthcare Practice Manager	1183	Manager - Transport	1161
Helpdesk - Computer	3132	Market & Street Trades	7124
Home Carer	9233	Market Researcher	4137
Horticultural Assistant	5112	Marketing	3543
Hospital Manager	1181	Masons	5312
Hospital Porter	9221	Messengers	9211
Hotel Manager	1221	Motor Mechanic	5231
Hotel Porter	9222	Medical Secretary	4211
House Keeper	6231	Merchandiser	7125
		Metal Worker - Sheet	5213
Janitor	6232	Metal Worker - Plate	5214
Jeweller	5224	Midwives	3212
Joiner	5315	Miller CNC	5221
Joiner's Mate	9121	Music/ Theatre Producer	3416
Journalist	3431	Mystery Shopper	4137
		Nanny	6122
Kennel Person	6139	Negotiator (Sales)	7129
Kerb Layer	8142	Night Watch Person	9241
Kitchen Assistant	9223	Nurse - SEN/ SRN	3211
Kitchen Porter	9223	Nurse - Veterinary	6131
		Nursery Nurse	6121
Occupational Therapist	3222	Non Destructive Tester	6133
Operative - General	8139		
Optician	2214/3216	Sports & leisure Assistant	6211
Packer/ Picker	9134	Steel Erector	5311
Payroll Administrator	4122	Stock Control Clerk	4133
Painter/ Decorator	5323		
Panel Beater	5232	Tailor	5414
Panel Wirer	8131	Taxi Driver	8214
Personal Assistant/ Secretary	4215	Teaching Assistant	6124
Personnel Officer	3562	Teacher - Further Education	2311
Pest Control Officer	6292	Teacher - Keep Fit	3443
Photographer	3434	Teacher - Primary	2315
Pipe Fitter	5216	Teacher - Secondary	2314
Plant Operator	6129	Teacher - Special Needs	2316
Plasterer	5321	Telephonist	4141
Playgroup Leader/ Assistant	6123	Tiler	5322
Plumber	5314	Trainer (fitness)	3443
Plumber's Mate	9121	Trainer/ Assessor	3563
Poultry Dresser	5433	Translator/ Linguist	3412
Postal Worker/ Sorter	9211	Transport Clerk	4134
PR (public relations)	1134	Travel Agent Clerk	6212
Printer	5422	Turf Accountant	6211
Printer Finisher	5423	Turner - Wood	8121
Prison Officer	3314	Turner - CNC/ Lathe	5221
Probation Officer	2443	Typist	4217
Progress Chaser	4133	Tyre Fitter	8135
Publican (inc. trainee)	1224		
Publisher	1239	Undertaker	6291
		Upholsterer	5412
Quality Tester	8133	User Support Technician	3132
Quality Control Technician	3115	Usher - Court	9249
Quality Control Inspector	8133		
		Valet - Car	9233
Railway Staff	6215	Veterinary Nurse	6131
Receptionist	4216	Video Engineer	5244

Recovery Driver	8212		
Recruitment Consultant	3562	Waiter/ Waitress	9224
Recycling Operative	9235	Warehouse Person	9149
Refuse Collector	9235	Web Designer	3421
Remover (furniture)	9149	Welder	5215
Repairer (domestic appliance)	5249	Window Cleaner	9231
Retail - Sales Assistant	7111	Window Dresser	7125
Retail - Cashier	7112	Window Fitter - Building	5316
Rigger	8141	Window Fitter - Motor	8135
Roadworker	8142		
Roofer/ Roof Tiler	5313	Youth & Community Worker	3231
Sales - Advertising	7129	Zinc Galvaniser	8118
Sales - Computer	3542		
Sales - Manager	1163		
Sales - Reps	7129		
Sales - Telephone	7113		
Sales/Marketing/Promotions Manager	1132		
Scaffolder	8141		
Screen Printer	5424		
Secretary	4211-4215		
Security Officer	9241		
Shelf Filler	9251		
Shop Assistant	7111		
Shop Keeper/ Retail Dealers	1234		
Shop Fitter	5315		
Social Worker	2442		

3) Useful Jobsearch Websites

Category /Type of Job	Link	Organisation
Office Work & Professional Government Departments, NHS Trusts, Teaching, Banks, Local Government etc	www.capitaras.co.uk www.jobs.guardian.co.uk www.natcen.ac.uk/natcen/pages/au_job.htm www.nationwide.co.uk/careers www.jobsatabbey.com www.jobsnhs.uk www.southyorks.police.uk/careers www.tes.co.uk www.sessa.org.uk www.sheffield.gov.uk/whats-new/job-vacancies www.derbyshire.gov.uk/working_for_us www.chesterfieldbc.gov.uk www.barnsley.gov.uk www.rotherham.gov.uk www.educationjobs@sheffield.gov.uk	Capita Guardian Newspaper National centre for Social Research Nationwide Building Society Abbey Building Society NHS South Yorkshire Police Times Education (teaching jobs) Sheffield Council supply Teachers Sheffield City Council Vacancies Derbyshire County Council Vacancies Chesterfield Council Barnsley Council Rotherham council Teaching, Assistants
Local Job sites	www.jobs4everyone.co.uk www.jobstoday.co.uk www.jobsite.co.uk www.sch.ac.uk/services/marketing/jobs www.shef.ac.uk/jobs www.jobs4sheffield.co.uk www.localrecruit.co.uk/sheffield www.sth.nhs.uk www.sheffieldjobslink.co.uk www.mysheffieldjobs.co.uk http://jobseekers.direct.gov.uk	Sheffield Jobs Sheffield Star General jobs Sheffield Hallam University of Sheffield Sheffield 4 jobs Local recruitment Sheffield Hospitals Sheffield Jobslink Local jobs Jobsearch & Training
Voluntary work	www.vas.org.uk	Voluntary Action (Sheffield)
General Jobs	www.fish4.co.uk www.totaljobs.com www.jobcentreplus.gov.uk www.worktrain.gov.uk www.jobs1.co.uk www.mysheffieldjobs.co.uk www.jobstoday.co.uk	Fish 4 jobs Total jobs Jobcentre plus Work train Recruitment and career Local vacancies Sheffield Newspapers
Retail	www.meadowhall.co.uk/website www.crystalpeaks.uk.com	Meadowhall Crystal Peaks
Care	www.academypeople.co.uk www.bbt.co.uk www.reedhealth.co.uk	Academy Social Care Beresford Blake Thomas Ltd Reed Social Care
Construction	www.constructionjobsnet.co.uk	Construction Jobsnet

4) Training Websites

General	www.learndirect.co.uk www.lifelonglearning.co.uk www.open.ac.uk www.direct.gov.uk www.qca.org.uk www.nitlc.com	Learn Direct Adult Learning resources The Open University Jobs, Training, Voluntary work and childcare Qualifications & Curriculum National IT Learning Centres
Local	http://sheffield.floodlight.co.uk www.ymcatraining.org.uk http://jobseekers.direct.gov.uk	Local Training Courses Jobsearch & Training
Teacher	www.tda.gov.uk	Teacher Training
University/College	www.ucas.ac.uk www.shu.ac.uk www.sheffield.ac.uk www.sheffcol.ac.uk www.dearne-coll.ac.uk	University & Admissions Services Sheffield Hallam University Sheffield University Sheffield College Dearne Valley College
Nursing/Midwifery	www.nmas.ac.uk	Admission Service
Catering	www.train4food.co.uk	Online food hygiene training
Care	www.redcrossfirstaidtraining.co.uk www.customerfirst.org	First Aid Moving handling certificate Health & safety
Construction	www.apprenticeships.org.uk www.bconstructive.co.uk www.sheff.col.ac.uk www.cscs.uk.com www.met-uk.com www.sheafttraining.co.uk www.secas.co.uk	Apprenticeships Construction training Construction and Apprenticeships CSCS cards Plumbing Block paving, General Construction
IT	www.dearne-coll.ac.uk www.sheffcol.ac.uk www.pitman-training www.sheffieldtraining.co.uk	PC Building, Apprenticeships Web design, Payroll +others Various courses Best Training, various courses
Security	www.the-sia.org.uk www.safehouse-security.com www.excalibur.net	Security Industry Safehouse Security Door Supervisors, Fire Safety, First Aid

5) Local Online Centres

Centre Name	Address	Town	County	Postcode	Tel Number
Access Space	Unit 1, AVEC Building	Sheffield	South Yorkshire	S1 4RG	0114 2495522
Cathedral Archer Project	Sheffield Cathedral	Sheffield	S Yorkshire	S1 1HA	0114 2636970
The Drum, Comedia Sheffield	6 Paternoster Row	Sheffield	South Yorkshire	S1 2QQ	0114 2814082
Nacro Net Navigators	Earl Street	Sheffield	West Yorkshire	S2	07717 823923
Employment & Training Links Ltd	The Forge	Sheffield	S Yorkshire	S2 4QH	0114 278722
Arbourthorne UKOnline Centre	33A Edenhall Road	Sheffield	South Yorkshire	S2 2LD	0114 2646262
Centre in the Park	Norfolk Heritage Park	Sheffield	S Yorkshire	S2 2PL	0114 2860400
Sheffield Positive Action Training Consortium (SPAT-C)	c/o Syac Centre	Sheffield	South Yorkshire	S3 8JD	0114 2812320
HGASIRAS	17 Shirecliffe Lane	Sheffield	South Yorkshire	S3 9AD	07790 466307
ICT4life	164 Firth Park Road	Sheffield	South Yorkshire	S5 6WP	0114 2434434
Burton Street Project	57 Burton Street	Sheffield	South Yorkshire	S6 2HH	0114 2332908
Safety Forum	33 Topham Way	Sheffield	S Yorkshire	S8 7NX	0114 2373095
Darnall Forum	245 Main Road	Sheffield	S Yorkshire	S9 4QD	0114 2490099
Tinsley Forum	Tinsley One Stop Shop	Sheffield	South Yorkshire	S9 1UE	0114 2444887
Darnall Community Resource Centre	601-603 Attercliffe Road	Sheffield	South Yorkshire	S9 3RD	0114 2436300
Hadfield Institute	Vestry Hall	Sheffield	S Yorkshire	S9 2AE	0114 2618623
Gleadless Valley On Line	Gleadless Valley Community Forum	Sheffield	South Yorkshire	S14 1FX	0114 2394466
Employment & Training Links Ltd (Beighton)	75-77 High Street	Sheffield	S Yorkshire	S20 1EF	0114 2880720

6) Employment Agencies

For confidential advice on your rights as an agency worker call the Employment Agency Standards helpline on 0845 955 5105 or go to www.Direct.gov.uk/agencyworkers

AGENCY NAME	MAIN WORK OFFERED	ADDRESS
Aaron Personnel	Industrial, FLT, Engineering, Construction, Office	Saxton Chambers,51 Queen Street S1 2DU Tel: 0114 2700400
Able Agency	Driving – Transit to LGV, Limited Office	Petre Street S4 8LJ Tel: 0114 2617474
A 4 Appointments	Hospitality, Sales, Administration, Some Industrial	269 Glossop Road S10 2HB Tel: 0114 2757744
Academy Social Care	Social Work	Globe Works, Penistone Road, S6 3AE Tel: 0114 2011107
Access Recruitment	Transport,FLT,Warehouse	24a Woodhouse Lane S20 1AD Tel:0114 2880066
Ace Recruitment	HGV	Meadowhall Road, 41 Amos Road, S9 1BX
Adecco	Catering, Industrial, Customer Service, Administration	16 Commercial Street S1 2AT Tel: 0114 2700050
Alpha Recruitment	Driving	Nether Lane, Ecclesfield, S35 9ZX 0114 2203715
Beresford Blake Thomas	HealthCare, Home Carer, Support worker	North church House,84 Queen Street S1 2DW 0114 2677040
Big Fish Little Fish	Office, Marketing, Data entry	4 th Floor, St James House Vicar lane 0845 094 3694
Bilmer Recruitment	Production Operatives	Broompack House 200 Broomhall Street S3 7SQ 0114 2796464
Blue Arrow	Clerical, Customer Service, Industrial	33 High Street S1 2GA Tel: 0114 2721200
Brook Street	Administration, Customer Service Chamber Recruitment	45 Church Street S1 2GL Tel: 0114 2739733
City Catering Ltd	Catering	54 Fargate S1 2HE

		0114 2213020
Chamber of Commerce Recruitment	Administration	Saville Street S4 7UD Tel: 0114 2018888
Chef Results	Chefs	Redlands 3-5 Tapton House Park S10 5BY
Cra-Cro	Construction	Reginald Arthur House 2-8 Percy Street Rotherham S65 1ED
Driver Hire	HGV Drivers,7.5 ton, Warehouse	684 Attercliffe Road S9 3RP 0114 2449995
First Contact	Catering/Hotel industry	2-4 Matilda Street S1 4QD 0114 2728070
Forde Recruitment	HGV Drivers,7.5 tonne, Construction, Warehousing	Alliance House, Leopold Street, S1 2GY Tel:0114 2760501
Forefront Recruitment (Rotherham)	Construction	Forefront House 20 Moorgate Street Rotherham S60 2DA Tel: 01709 376386
Hallamshire Catering	Catering/Hospitality	Hanover Suite Sheffield Utd Football Club Bramall Lane S1 2GY

Hays Construction and Property	Construction	1 st Floor, Ruskin Buildings Tudor Square Sheffield Tel: 0114 2787750
Hays Contact Centre	Customer Service, Call Centre	1 st Floor, Ruskin Buildings Sheffield Tel: 0114 2787750
Hays Accounts and Finance	Accounts, Financial/Credit	1 st Floor, Ruskin Bdgs Tudor Square Sheffield S1 2LA Tel: 0114 2787750
Hays Education	Teachers, Classroom Assistants, Caretaking	1 St James Row S1 2EU Tel: 0114 2721470
Hays Office Support	Administration	1 st Floor, Ruskin Buildings Tudor Square Sheffield Tel: 0114 2768844
Horizon Logistics	Driving, Production, FLT	Sheffield Technology Park 60 Shireland Lane S9 3SP

		08700112288
Horizon Recruitment	Reception, Telesales, Admin, Customer Service	23 Orchard Square S1 2FB 0114 2755444
Jobs@pertemps	Admin, sales, PA, Secretarial, Contact Centres	33 Arundel Gate S1 1PN 0114 2797799
Kelly Services	Clerical, Call Centre, Customer Services, Admin	16 Church Street Sheffield S1 2GN Tel: 0114 2796577
Kimberley Recruitment	Warehouse, Driving, Production	174 Handsworth Road S9 4AE

Labour Ready	General Construction, Transport	15-16 Berkeley Precinct Sheffield S11 8PN Tel: 0114 2670979
Leda Recruitment	Construction, General Labouring	Saxton Chambers 51 Queen Street S1 2DU Tel: 0114 2765292
Linear Recruitment	Construction, Industrial, Engineering	2 St Peters Close S1 2EJ Tel: 0114 2787799
Liquid Recruitment	Security, Admin	159 Sheffield Road Woodhouse Mill S13 9ZB Tel: 0114 2699378
Lynx Employment	Chefs, Cooks, Cleaners, Production	544-546 Attercliffe Road Sheffield S9 3QP Tel: 0114 2812946
Manpower	Commercial and Unskilled Industrial, Call Centre, Sales, Office Work, Reception, Secretarial, Pickers etc	Orchard Chambers 25 Church Street Sheffield Tel: 0114 2728845
Manpower BT	BT vacancies	3 rd Floor Telephone House S1 4BA Tel: 0114 2772532
Masterstaff	Secretarial, Pas, Admin,	1 Tudor Square 67-69 Surrey Street S1 2LA Tel: 0114 2200700
Modis	IT Design, Help Desk	St James House Vicar Lane S1 2EX 0114 2702117
Office Angels	Clerical, Office, Call Centre, Telesales, Secretarial	5 St James Row Sheffield S1 2EU Tel: 0114 2730888

Personnel Services	All commercial,office/admin,sales,PA,IT,help desk	Alliance House Leopold Street S1 2GY 0114 2760501
Premiere People	Clerical, Office Based, Admin, Catering, Industrial	4 St Pauls Parade Sheffield S1 2JL Tel: 2729703
Primetime Recruitment	Industrial/Administration	1 st Floor Castle Square S1 2GF Tel: 0114 2706100
Protemp and Right 4 Staff	Covers all levels of commercial and industrial vacs, from cleaners to management	37 Townhead Street Sheffield S1 2EB Tel: 0114 2492233
Protocol Teachers	Teaching	City Plaza Pinfold Street S1 2GU Tel: 0114 2521970
Quantica Healthcare	Health care, Nurses	Jessop Riverside Unit 14 800 Brightside Lane S9 2RX 0114 2449116
Ranstad	Clerical, Contact Centre, Transport, Warehouse, Industrial, Commercial	4 th Floor Orchard House Leopold Street Sheffield S1 2GY Tel: 0114 2724122
Randstad Recruitment	Production	Livesy Street Sheffield S6 2AP Tel: 0114 2038288
Reed Employment	Clerical, Sales, Administration, Customer Service	10 Norfolk Row Sheffield S1 2PA Tel: 0114 2762090
Reed Social Care	Care, Social work	9-11 Norfolk row S1 2PA 0114 2754466
Right 4 Staff	Engineering, Warehouse, Factory, Customer service	37 Townhead Street S1 2EB 0114 2492233
Select Education	Education	1 st Floor, Westhill House West Street S1 4ES Tel: 0114 2737747
Search Consultancy	Customer service, Telesales, Sales	The Portergate 2 nd Floor 257 Ecclesall Road S11 8NX 0114 3210580

Sewell Moorhouse	Commerce and Industry	PTO Omega Court 352 Cemetery Road S11 8FT Tel: 0114 2683313
Sharpe Consultancy	Financial, Administration	Riverside Court 202 Meadowhall Road S9 1BN Tel: 0114 2611700
Specialised Personnel	Every Industry Sector Covered	Omnia One, Queens Street S1 2DF Tel : 0114 2766709
Spring Personnel	Office, Industrial, Finance	1 St James Row S1 2EU Tel: 0114 2730075

Sherwood Commercial	Clerical, Commercial	Wellington House 39 Wellington Street Sheffield 1 Tel: 0114 2798524
Stafforce	Commercial, Industrial, FLT, Order Pickers, Drivers, Clerical, Admin	35 Church Street Sheffield S1 2GL 0114 2766377
TEK Personnel Ltd	Every Industry covered	Bells Square Trippet lane S1 2FY Tel: 0114 2525730
Thorn Baker	Construction, Sewing Machinists, Machine Operators, Warehouse	6 Falcon Yard Low Pavement Chesterfield Tel: 01246 229222
Travail Employment Group	Every Industry covered	St James house Vicar Lane S1 2EX 0114 2768228

7) Voluntary Opportunities

Many customers have little or no work experience and often find it hard when applying for vacancies. Voluntary work is a means of getting the relevant experience which then acts as a stepping stone into paid employment.

You can access Voluntary opportunities at:

www.do-it.org.uk or www.vas.org.uk (A list of opportunities in Sheffield can be printed off on this website).

Alternatively you can contact Voluntary Action (Sheffield) on 0114 2536600. They are based at The Circle, 33 Rockingham Lane, Sheffield, S1 4FW.

8) CV/Jobsearch Support/Specialist provision

CV, Job Search		
Project Title	Provision	Contact Details
Jobnet Sites	Community based recruitment services targeted at the unemployed and economically inactive in postcodes S11, S2, S7, and S8. Matching people's skills to jobs. Client focused help with job application process. Runs TLM schemes.	<p>City Centre: 73 West Street, Sheffield S1 4EQ Tel: 0114 272 4551</p> <p>Handsworth: Handsworth Parish Centre, Handsworth Road, Sheffield Sharrow: Sharrow Community Forum, 154 London Road, Sheffield S2 4LT. Tel: 0114 255 8354</p> <p>Burton Street: 57 Burton Street, Sheffield, S6 2HH</p> <p>Beighton: 75-77 High Street, Beighton, Sheffield, S20 1 EF. Tel: 0114 288 0720</p> <p>Sites also at Workbase Manor Top, Tinsley and Darnall.</p>

CV, Job Search		
Darnall Forum	C.V, Jobsearch, Careers guidance, Returning to work, Work Placement, Health & Safety	209-213 Main Road Darnall Sheffield Contact: Sidrah Telephone: 0114 2490099 Mobile: 07917191374

CV, Job Search		
Pakistan Muslim Centre (PMC) 'Narrowing the Gap'	The project offers ESOL classes, CV writing, Basic IT, Job Search facilities and Careers Guidance to unemployed and inactive customers from the Pakistani and Bangladeshi communities within Sheffield. Customers have access to on-site Crèche, Gym and Restaurant facilities.	Pakistan Muslim Centre Woodbourne Road Sheffield S9 3LQ Reception: 0114 2436091 Centre open 9am to 5pm (Mon-Fri) www.pmcuk.org

CV, Job Search		
Manor Training & Resource	Retraining for work, CV & Jobsearch	304-308 Prince of Wales Road Sheffield, S2 1FF 0114 2642194 Contact: Bev Woodliffe

		http://www.manor-castle.org.uk/
CV, Job Search		
Batemoor / Jordanthorpe Neighbourhood Safety Forum	IT training, CV service, Charge of £1.00 covers use of training facilities	Unit 12, Jordanthorpe Centre Sheffield, S8 8DX Contact: Michelle Footitt Ring 0114 2375921 to book appointment, Must take proof of benefits

CV, Job Search

Yemeni Refugee Organisation

Access to employment project provides guidance and referrals to those who seek employment: help with CV writing, job search, British job culture. The service is targeted at Arabic speaking asylum seekers and refugees living in Burngreave

The Spectrum Centre
105 Brunswick Road
Sheffield, S3 9LQ
Tel: 0114 2754571
www.yemenirefugee.org
www.the-spectrum-centre.info

CV, Job Search

Burngreave Opportunities (BOPPS)

Burngreave Opportunities can help customers living within the Burngreave ward find employment, CV preparation, help with filling in application forms, help with interview techniques, job search and other employment related help and support.

Burngreave Opportunities (BOPPS)
Forum House, 35 Spital Hill
Sheffield, S4 4FD
Tel: 0114 275 5106
Opening hours:
Monday to Friday 10am to 4pm
Email: enquiries@bopps.org.uk
Burngreave Opportunities^{web}

CV, Job Search

Employment Training Links (ETL)
Programme Centre eligible customers must be sent to the programme centre and not to this provision

Help with CV and skills to help you improve your application letters and interview techniques
Can accept customers from day one of signing
John will meet customers in any reasonable location.
Covers Beighton (Sheffield), Doncaster, Barnsley, Rotherham

John Freeman
07901 556738
www.johnfreeman1@btconnect.com
Carole Hurst 0114 2880720

CV, Job Search

St Mary's Cross
Cultural Mentoring
& Befriending
Scheme

The project has been set up to build bridges between people from different cultures and to promote respect and understanding. To develop the skills of people new to the country in order to help them seek employment, volunteering opportunities, learning or further education. Access to Careers Guidance, CV writing, Job Search, Work Placements is available.

St Mary's Community Centre
Bramall Lane, Sheffield, S2 4QZ.
Contacts: Jo Watts / Aroose Upall
Tel: 0114 2230223
E-mail:
jo@stmarys-church.co.uk
aroose@stmarys-church.co.uk

CV, Job Search

Sheffield
Information Link
(Family Information
Service)

CV, Job search,
Retraining for work,
Careers guidance
working in the
childcare sector
Advice on Childcare

Sarah Jones
9-11 Leopold Street, Sheffield, S1 2GY
Tel: 0114 2494939
Enquiry Team
11 Leopold Street, Sheffield,
S1 2GY
0114 2756699
www.sheffieldlink.org.uk

9)HELPLINES

Alcohol

Alcoholics Anonymous	0845 769 7555
Alcohol Advisory Service	0114 2587553
Drinkline	0800 917 8282

Bereavement

Child Death helpline	0800 282986
Cruse Bereavement Care	0870 167 1677

Citizens Advice Bureau

London Road S2	0114 2583322
Market Street, Eckington	01246 434190
30 Spital Hill S4	0114 2755376
Queen Street, Mosborough	0114 2480043
Main Road, Renishaw	01246 433730
Debts Support Unit	0114 2555455

Health and Disabilities

Deaf Advice Service	0114 2780410
Deploy www.deploy.org.uk	0114 2814176
- Early Intervention Team (for young people with mental health difficulties)	0114 2716241
Enable www.enablesheffield.org.uk	0114 2649316
- First Step Trust www.firststeptrust.org.uk	0114 2812981
- Forum of people with Disabilities Access and Resource Centre	0114 2755679
Greenfingers Horticultural Therapy Project	0114 2754584
Mental Health Action Group	0114 2737666
Mental Health Community Support Services	0114 2691619
Prospects (The National Autistic Society)	0114 2255695
Remploy Interwork www.remploy.co.uk	0845 845 2211
- RNIB Royal Society for the Blind	0207 388 1266
RNID Royal Society for the Deaf and Hard of Hearing People	0808 808 0123
SACMHA (Sheffield African Caribbean Mental	0114 2726393

Health Association)

SeeAbility 0114 2473881

Sheffield Care Trust 0114 2716310

Sheffield Hearing Voices Group 0114 2716923

Sheffield Manic Depressive fellowship (MDF) peterkennedy@btinternet.com

Sheffield Mencap 0114 2767757
www.smega.org

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Sheffield Mental Health Advocacy Service 0800 035 0396

Sheffield Mind Ltd 0114 2584489

Sheffield Royal Society for the blind 0114 2419523
www.srsb.org.uk

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Shopmobilty 0114 2812377
www.shopmobilty-sheffield.org.uk

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Social Services Adult Services Team 0114 2734908

Sheffield Occupational Health Advisory Service 0114 2755760

SOVA Millennium Volunteers Project 0114 2739389

TASC (Training + Support for the Community) 0114 2230240

www.tascsheffield.org.uk

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Voluntary Action Sheffield 0114 2493360
www.vas.org.uk

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Worthwhile occupational Krafts (WORK) 0114 2620094

Yes2Work 0808 144 7080
www.yes2work.org.uk

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Your Voice 0114 2752426
www.yourvoicesheffield.org.uk

Drugs

Drug Advice Line (age 19 and under) 0114 2729164

FRANK 0800 77 66 00

Rockingham Drug Project 0114 2755973

Emotional Support

Childline 0800 1111

Kidscape 08451 205 204

National Domestic Violence 0808 2000 247

Samaritans 0845 130 4010
www.samaritans.org

Family & Parents

Sheffield Information Link
(Family Information Service)
www.sheffieldlink.org.uk 0114 2756699

Life Pregnancy Care Service 0114 2758107

Gingerbread (lone Parents) 0800 018 4318

Parentline 080 88 00 22 22

SCOOP Aid 0114 2757212

Housing

Shelter (UK) 0808 800 4444
www.shelter.org.uk

Winter Warmth Advice Line Tel: 0800 0857000 Minicom: 0800 0857857

Money & Debt

Consumer Credit Counselling Service 0800 138 1111

GAMCARE (gambling issues) 0845 6000 133

National Debt line 0808 808 4000

Refugees / Asylum Seekers

North of England Refugee Service 0191 2457311
www.refugee.org.uk

Refugee Council 0113 3862210
www.refugeecouncil.org.uk

Violence & Crime

Victim Support 0845 30 30 9000

South Yorkshire Probation 0114 2766911