

Successful Job Application

Course Name	Start Date	End Date	Site	Total Fees
Successful Job Applications Workshop - TL	08/07/2025	08/07/2025	Ashby Community Hub	0.00

Course Description

Content and Overview

Do you need support to navigate the process of applying for jobs? This short workshop is designed to help you to access and understand the job application process. You will learn how to interpret job descriptions to align your knowledge and skills effectively to submit a strong, competitive application.

Suitable for

Learners looking for employment or looking to change careers/get promotion and those who have not had an interview for a long period of time.

Entry requirements

You must be aged 19+ on 31 August 2024 and be UK resident for at least 3 years to join this course.

Delivery Method

Face to face

Progression Route

Other employability workshops
 Pathway to Work
 Qualifications such as FS English/Maths/EDSQ/ESOL
 Employability qualifications

Fees

Applying for a course does not mean you are automatically enrolled. You must provide evidence to confirm eligibility, as this course is funded by the Department of Education.

We will require to see, proof of ID, proof of your address, and evidence that you receive benefits or have an income of £25,000 gross or below.

YOU MUST BRING THIS EVIDENCE WITH YOU WHEN YOU START THE COURSE OR WORKSHOP.

Alternatively, you can also bring your evidence to be seen by the Business Admin Team, Room F09 at Ashby Community Hub, prior to your course or workshop starting.

If you need any more information or support, please contact our Customer Service team on 01724 297146.