

Jobcentre Plus Services for Employers

Recruitment Support for your business

Working with Jobcentre Plus makes sense for your business, saving you time and money and giving you full control over how, and who, you recruit. We'll work with you to identify your recruitment needs and tell you about the Jobcentre Plus services that best suit your business to make sure you get the right person for the job.

For more details on how your business could benefit go to:

- in England: www.businesslink.gov.uk/fillyourjob

Using Jobcentre Plus to advertise your vacancies means the details will be online and accessible to millions of people who are looking for work. These are the ways you can tell us about your job vacancies:

- **Online** through our Employer Direct online service. To register, access www.businesslink.gov.uk/advertiseajob and you will be able to manage your job vacancies, 24 hours a day, seven days a week.
- **By email** - complete and email this [template](#) to us at employer-directvacancies@jobcentreplus.gsi.gov.uk and we will register the details on our system for you.
- **By telephone:** you can speak to an adviser through our Employer Direct service who will take your job vacancy details. For this service call 0845 601 2001 and select option 1 or text phone on 0845 601 2002 for those with hearing difficulties.
- **By telephone, for small businesses:** If you are a small business and need help with your recruitment and advice on the Jobcentre Plus services that most meet your needs then call 0845 601 2001 and select option 2.
- **Contact the local Jobcentre to discuss your recruitment needs:** Haverhill Jobcentre Plus can offer :- Job matching of job ready customers. Sifting of Application Forms. Organising interviews and interview facilities. Advertising on the internet, and jobpoints in Jobcentre's, using the Jobsbus which can travel out to the local communities. Recruitment Events or Open Days.
- **Get Britain Working Measures :** These include Work Experience and 'sector based work academies' for more information <http://www.dwp.gov.uk/policy/welfare-reform/get-britain-working/>

If you would like further information contact: Debbie Gardner Employer Adviser at Haverhill Jobcentre Plus on 01440 753906, mobile 07917 271915 or Anne Cutts Suffolk Account Manager on 01638 683661, mobile 07855 319490