



Jobcentre Plus support for employers – quick guide

# A recruitment, advice and tailored service supporting employers to grow and develop their business

## Recruitment service – filling your vacancies

Our network of local Employer Advisers help you find the right people for your jobs. They work with you to fill your vacancies using the most suitable recruitment solution, including:

- help with job descriptions
- speeding up your recruitment process
- promoting your vacancies in local Jobcentres and on our social media
- use of Jobcentre Plus offices for interviews (where available) and local recruitment events
- planning future recruitments
- Find a job – a free online jobs site

➤ Contact your local Jobcentre Plus Employer Adviser

➤ Call

➤ email

➤ Alternatively contact the Employer Services Line  
using the [online enquiry form](#) or by phone on 0800 169 0178

For more detailed information scan or click the QR code to visit Jobcentre Plus help for recruiters



[www.gov.uk/jobcentre-plus-help-for-recruiters](http://www.gov.uk/jobcentre-plus-help-for-recruiters)

## Find a job

Advertise your jobs on our free online jobs site visited by thousands of employers and jobseekers each week.



[www.gov.uk/find-a-job](http://www.gov.uk/find-a-job)

**jobcentreplus**

Part of the Department  
for Work and Pensions

# A recruitment, advice and tailored service supporting employers to grow and develop their business

## Tailored service

A range of tailored and bespoke support



### Sector-based Work Academy Programme

Sector-based Work Academy Programmes (SWAPs) help you recruit skilled people. Lasting up to 6 weeks they are made up of pre-employment training matched to your needs; a short work experience placement and a guaranteed job interview.

<https://www.gov.uk/government/publications/sector-based-work-academies-employer-guide>



### Work experience

If you are interested in supporting people looking for work, you can offer Work Experience placements. Organised by Jobcentre Plus, these are open to young people 18 to 24 years old and for people aged 25 and over who don't have recent work history.

[www.gov.uk/government/publications/employers-could-you-offer-work-experience](http://www.gov.uk/government/publications/employers-could-you-offer-work-experience)



### Work trials

A work trial is a short unpaid period of work you can offer a jobseeker on benefits. It's a way for you both to see if the job is a good fit. It can take place after you've interviewed someone for a specific role. Jobseekers keep their benefits during the Work Trial.

[www.gov.uk/jobcentre-plus-help-for-recruiters/work-trials](http://www.gov.uk/jobcentre-plus-help-for-recruiters/work-trials)



### Apprenticeships

An apprenticeship is a paid job with training. Apprentices are employed at various levels, from school leavers and graduates to people wanting to further their careers or change direction. You can hire someone new or upskill an existing employee. Funding from Government can help with the costs.

<https://www.apprenticeships.gov.uk/employers>



**jobcentreplus**

Part of the Department for Work and Pensions

## A recruitment, advice and tailored service supporting employers to grow and develop their business

### Advice service

Support and advice for people needing extra help



#### Universal Credit and employers – helping your employees progress

Universal Credit is a monthly payment for people out of work or on a low income. It aims to ensure people are better off in work and provides ongoing support when people earn more by increasing hours or taking on more responsibility. Universal Credit gradually reduces as people earn more. This gives you flexibility and helps people develop and progress whilst supporting your business.

[www.gov.uk/guidance/universal-credit-information-for-employers](https://www.gov.uk/guidance/universal-credit-information-for-employers)



#### Building an age inclusive workforce

Jobcentre Plus works closely with the **Centre for Ageing Better** supporting their age-friendly Employer Pledge. This recognises the importance and value of older workers and helps employers to keep their existing employees regardless of age.

[www.ageing-better.org.uk/age-friendly-employer-pledge](https://www.ageing-better.org.uk/age-friendly-employer-pledge)



#### Employing people with health conditions or disabilities

The Disability Confident scheme encourages employers to improve how they recruit, retain and develop disabled people. **Access to Work** is a specialist service giving practical advice and support to disabled people and employers. The **Health Adjustment Passport** helps individuals and employers to identify any extra support they need in the workplace because of their disability or health condition.

<https://www.gov.uk/government/publications/employing-disabled-people-and-people-with-health-conditions>



#### Armed Forces Covenant

Supporting former members of our Armed Forces and their families.

[www.armedforcescovenant.gov.uk/support-and-advice/businesses/](https://www.armedforcescovenant.gov.uk/support-and-advice/businesses/)



#### Care Leaver covenant

Supporting young people leaving care.

[www.gov.uk/government/collections/care-leaver-covenant--2](https://www.gov.uk/government/collections/care-leaver-covenant--2)



jobcentreplus

Part of the Department for Work and Pensions