



# thejobcentre

offering you a new direction

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E-Mail: [jobcentre@gov.im](mailto:jobcentre@gov.im)

Web Site: [www.gov.im/dti/jobcentre](http://www.gov.im/dti/jobcentre)

## **LOOKING FOR WORK**

### **Introduction**

Most people have an idea of where and when to look for work, so this article is written as a check list of what you should be doing and where you should be looking if you're serious about finding employment on the Isle of Man.

### **The JobCentre / Careers Service Centre**

The Isle of Man Government Job Centre has vacancies for all types of work and the vacancies change quite frequently so it's worth visiting regularly. The staff can offer support and advice when seeking employment.

**Address:** The JobCentre  
Nivison House  
31 Prospect Hill  
Douglas  
Isle of Man  
IM1 1QS

**Telephone :** 01624 687014

**Fax :** 01624 686453

**Web Site** <http://www.gov.im/dti/jobcentre>

The Department of Education provides a Careers Service Centre dealing with young people, and they can also offer advice to adults. <http://www.gov.im/dti/jobcentre/looking4work.xml - top#top>

**Address:** Careers Service  
St George's Court  
Upper Church Street (Hill St entrance)  
Douglas  
Isle of Man  
IM1 1EE

**Telephone :** 01624 685128

**Fax :** 01624 687016

**Web Site** <http://www.gov.im/careers/>



INVESTOR IN PEOPLE

## **The Isle of Man Government Departments**

Vacancies within Isle of Man Government can be found at the web address below.

<http://www.gov.im/isleofman/employment.xml>

## **Newspapers**

Many jobs are advertised in local Newspapers, which include the Courier (free paper), Examiner and Independent. The Isle of Man Newspaper website provides advertised positions.

## **Agencies**

Employment agencies can often work in two ways. They employ and pay you while you work on a contract they have with an employer, or they fill a vacancy for an employer who will then employ you directly. These vacancies can be permanent or temporary and there are agencies which specialise in specific occupational areas.

It's not unusual for 'temps' to find full time work through agencies. Employers may well treat a temporary contract as a 'probationary' period. Of course for some employers and employees alike, temporary contracts give them both flexibility.

## **Employers Premises**

Many employers still have vacancy boards on their premises. Large stores such as food retailers and DIY companies use internal notice boards as these are seen by thousands of customers, and there is often no need to go to the expense of advertising as suitable applicants can be attracted through these notices.

It is also common practice for these types of companies, whose staff continually changes, to provide application forms even when they have no vacancies. Ask at customer service desks.

## **The Web**

The Web is a great resource for seeking employment. Many Employers and Employment Agencies advertise their vacancies in this manner and in some cases applications may be made on-line.

Most web sites are well marketed through search engines, so a search there is a must. Do a little reading on how to make the best use of each engine and how to combine words effectively. It will save time if you make specific searches for, say, graduate recruiters or specialist occupation agencies, rather than trawling through hundreds of thousands of general search results.

Once you've found your sites you will find vacancies, with on-line directions on how to apply. With others an added feature will be a C.V. posting service a very useful speculative approach to those hidden vacancies.

## **Plan - Your Search, Get Organised**

To make the best of your job search you need to concentrate on the above, plan your search and plan the time you spend in the visible and hidden job markets. The more that you put into your job search in terms of research, time, effort and planning the more likely you are to succeed in finding those vacancies.

## Isle of Man Employment Agencies

Attached is a list of local Employment Agencies

|   |   |
|---|---|
| <b>Ability Plus</b>   | <b>Hamblin Recruitment Consultancy</b>                                  |
| 10 Prospect Hill<br>Douglas<br>IM1 1EJ  | 35 Victoria Street<br>Douglas<br>IM1 2LF                                |
| Tel: 01624 662165   | Tel: 01624 620022   |
| Fax: 01624 662178   | Fax: 01624 677057   |
| Email: <a href="mailto:employment@abilityplus.co.im">employment@abilityplus.co.im</a> | Email: <a href="mailto:recruit@hamblin.co.im">recruit@hamblin.co.im</a> |
| Web: <a href="http://www.abilityplus.co.im">www.abilityplus.co.im</a>                 | Web: <a href="http://www.hamblin.co.im">www.hamblin.co.im</a>           |

|   |   |
|---|---|
| <b>Link Recruitment Consultancy</b>                         | <b>Jacky Binks Employment</b>                                 |
| Link House<br>8 Finch Road<br>Douglas<br>IM1 2PT            | 4 Brunswick Road<br>Douglas<br>IM2 3LQ                        |
| Tel: 01624 615600   | Tel: 01624 620627   |
| Fax: 01624 615628   | Fax: 01624 620626   |
| Email: <a href="mailto:mail@link.co.im">mail@link.co.im</a> | Email: <a href="mailto:jbinks-5@msn.com">jbinks-5@msn.com</a> |
| Web: <a href="http://www.link.co.im">www.link.co.im</a>     | Web:  |

|   |   |
|---|---|
| <b>Orchard Recruitment</b>  | <b>Miracles Recruitment Consultants</b>                             |
| 28 Victoria Street<br>Douglas<br>IM1 2LE  | 7 Mount Pleasant<br>Douglas<br>IM1 2PU                              |
| Tel: 01624 617577   | Tel: 01624 620297   |
| Fax: 01624 617570   | Fax: 01624 663542   |
| Email: <a href="mailto:info@orchardrecruitment.com">info@orchardrecruitment.com</a> | Email: <a href="mailto:mail@miracles.co.im">mail@miracles.co.im</a> |
| Web: <a href="http://www.orchardrecruitment.com">www.orchardrecruitment.com</a>     | Web: <a href="http://www.miracles.co.im">www.miracles.co.im</a>     |



|   |   |
|---|---|
| <b>Bespoke Recruitment</b>  | <b>OSA</b>  |
| 1 Athol Street  | 13 Church Street  |
| Douglas   | Douglas   |
| IM1 1LD   | IM1 2AG   |
| Tel: 01624 611044   | Tel: 01624 611161   |
| Fax: 01624 611055   | Fax: 01624 678014   |
| Email: <a href="mailto:jobs@bespoke.co.im">jobs@bespoke.co.im</a> | Email: <a href="mailto:recruit@osagroup.com">recruit@osagroup.com</a> |
| Web: <a href="http://www.bespoke.co.im">www.bespoke.co.im</a>     | Web: <a href="http://www.osa.im">www.osa.im</a>                       |

|   |   |
|---|---|
| <b>Travail</b>  | <b>Search &amp; Select Offshore</b>   |
| 19 Victoria Street  | Select House  |
| Douglas   | 1 Upper Church Street   |
| IM1 2LW   | Douglas   |
|   | IM1 1EE   |
| Tel: 01624 626161   | Tel: 01624 678144   |
| Fax: 01624 673767   | Fax: 01624 678140   |
| Email: <a href="mailto:travailisleofman@teg77.com">travailisleofman@teg77.com</a> | Email: <a href="mailto:alan@searchandselect.com">alan@searchandselect.com</a> |
| Web: <a href="http://www.travail.co.uk">www.travail.co.uk</a>                     | Web: <a href="http://www.searchandselect.com">www.searchandselect.com</a>     |

|   |   |
|---|---|
| <b>Ambitions Recruitment</b>  | <b>TAC Europe</b>   |
| 26 Finch Road   | Warwick House   |
| Douglas   | 59-60 Derby Square  |
| IM1 2PP   | Douglas   |
| Tel: 01624 614841   | Tel: 01624 677177   |
| Fax: 01624 614842   | Fax: 01624 677176   |
| Email: <a href="mailto:sharon@ambitions.co.im">sharon@ambitions.co.im</a> | Email: <a href="mailto:iom@taceurope.com">iom@taceurope.com</a> |
| Web: <a href="http://www.ambitions.co.im">www.ambitions.co.im</a>         | Web: <a href="http://www.taceurope.com">www.taceurope.com</a>   |

