

# MAXIMISE YOUR CHANCE OF GETTING A JOB

The BJC runs FREE Job Club Courses throughout the year!

These courses comprise of Job Seeking skills, interview skills, group exercises and basic IT

- CV Preparation
- How to successfully write/type your own Cover Letters
- How to successfully complete online and soft copy Application Forms



- Interview Preparation and Techniques
- Mock Interview and Feedback
- Basic IT Skills – using the Internet, setting up an email address etc.

You may be entitled to €40 payment\*

\* (subject to eligibility)

# HOW TO FIND OUT MORE!

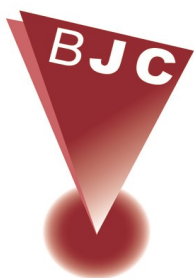
If you are interested in finding out more about the Job Club Services, you can:

## Call into the Ballymun Job Centre

You will need to Register with us to avail of our drop in facilities, or if you are already a client of the BJC you can ask your Guidance Officer to refer you to the Job Club.

Clients may also be referred by their local Intreo office or Department of Employment Affairs & Social Protection (DEASP).

Contact : BJC Job Club Team  
Email: [info@bmunjob.ie](mailto:info@bmunjob.ie)



## BALLYMUN JOB CENTRE

Building a Brighter Future With Work

Civic Centre, Main Street  
Ballymun, Dublin 9 D09 C8P5

Tel: 01 866 7000



## BALLYMUN Job Centre

Building a brighter future with work!

# Job Club

"Work your way to Work"



## Ballymun Job Centre Co-Operative Society Ltd

"Building a Brighter Future with Work"



[www.bmunjob.ie](http://www.bmunjob.ie)



# What is the Job Club?

- ◆ The Job Club brings together unemployed people of all ages who are looking for work
- ◆ The Job Club, funded by DEASP, enables clients to develop more effective job search skills and to prepare for job interviews
- ◆ The Job Club maintains and develops an individual's level of confidence and motivation to look for a job
- ◆ It increases an individual's chances of obtaining a job interview and increases skills to perform effectively at an interview



Members of the Job Club are all unemployed persons, who have a common goal – a genuine interest in finding work. Under the expert guidance of the Job Club Leaders, members receive training and support in developing their job seeking skills.

[www.bmunjob.ie](http://www.bmunjob.ie)

# How Can it Help Me?

It provides a range of facilities and services to help people secure employment, including the following:

- ◆ A Resource Centre
- ◆ Job Club Formal Training
- ◆ Support and Advice in Sourcing Jobs

Attendance is voluntary and free of charge!



## RESOURCE CENTRE

The Job Club's Resource Centre can provide you with facilities to help you find work, including the following:

- ◆ Access to Job Seeking Supports (Phone, email, Internet, printing and Photocopying)
- ◆ Access to Job Vacancy listings and information
- ◆ Professional CV typing

[info@bmunjob.ie](mailto:info@bmunjob.ie)

# The Job Club Services



- ◆ Assistance with Job Applications, Letters and Forms
- ◆ Assistance with Job Seeking Skills
- ◆ Interview Coaching

The Job Club Leader will be able to steer you in the right direction towards a job suited to your skills and abilities.

## FORMAL TRAINING SESSIONS

The Job Club also provides formal training sessions (Job Club Courses) which are run daily Monday to Friday, and take place in the Ballymun Job Centre.

Tel: 01 866 7000