



A guide to finding work in the UK

ACH

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Welcome to your guide to finding work in the UK



At ACH, we provide free career advice, training courses, business support, and employment opportunities across Bristol and the West Midlands. Designed to help people from a refugee or migrant background secure the career they want.

Keep reading for our advice on getting a job in the UK.

[Contact us on page 23](#) to book a careers advice appointment with one of our Career Advisors.

Introduction to getting a job in the UK



As soon as you have been granted refugee or Humanitarian Protection status in the UK, you have the right to work.

Main types of employment

Worker

Workers occasionally work for a single business. The company does not have to offer them work, and they do not have to take it - they only work when they want to, and their contract with the company includes language like 'casual,' 'freelance,' 'zero hours,' 'as required,' or something similar.

Employee

Someone who works under an employment contract. Someone who is employed on an [employment contract](#). All employees are workers, but employees have additional employment rights and responsibilities that workers do not have. They must work a certain number of hours.



Main types of employment



Self-employed and contractor

A person is self-employed if they manage their own business and are personally responsible for its success or failure. If someone is self-employed, they do not have the rights and responsibilities of an employee. A person can be both employed and self-employed at the same time.

For more information on your employment rights, such as holiday entitlement and maximum weekly working hours, please visit the [gov website](#).

Steps to getting a job in the UK

Find a job you want

Submit a job application with your CV (curriculum vitae) and a cover letter or by completing an application form

If your application is successful, you will be invited to an interview

If your interview is successful, you will be offered a job

In this guide, we have explained each step in more detail and how to complete them.

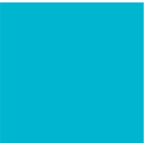


Step 1


Get ready for employment

What is National Insurance?

National Insurance is a unique set of letters and numbers which will record the tax and national insurance contributions you make. These contributions pay for healthcare (for example, free health services from the NHS) and other public services. Your National Insurance number remains the same for life.



Open a bank account
(if you haven't already)




Have your Biometric
Residence Permit ready (BRP)



Have your National Insurance (NI) number ready.

This might be printed on your BRP, which you will receive soon after getting your refugee status. If you do not have a NI number, you will need to apply for one by visiting the [gov website](#).



Contact [UK NARIC](#) if you have qualifications from your home country that you want to transfer. *You'll need to find their UK equivalent to find a similar job here. It costs at least £55.20 to do this.*

Step 2

Find a job you want



Explore your interests



Use the [National Career Service website](#) to search for the career you are interested in and to find out the skills and qualifications you need



Explore what skills you have and look at how they match the job you want



Explore the qualifications and experience needed for jobs you like the look of

Where to look for jobs

Shop fronts

Local and national newspapers

Job centres

Online websites

For job searching: [Indeed](#), [Monster](#)

For remote jobs: [FlexJobs](#)

For college graduates: [Scouted](#)

For hourly workers: [Snagajob](#)

Social Media

LinkedIn, Facebook, Twitter, Instagram

Recruitment agencies

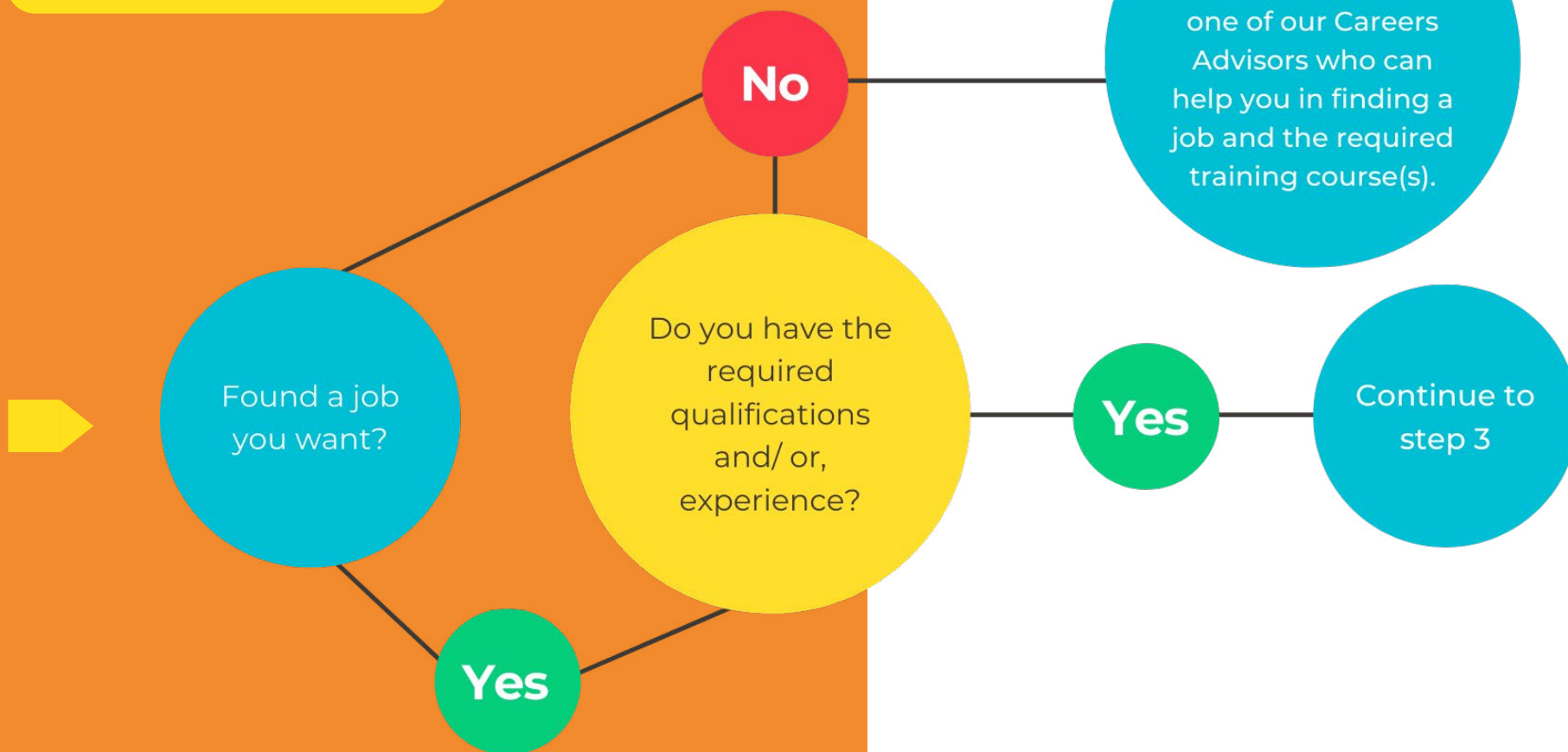
Companies that help people get jobs in specific sectors and can match your CV to jobs.

www.agencycentral.co.uk

Company websites

e.g., Amazon, Royal Mail

Ready for the next step?



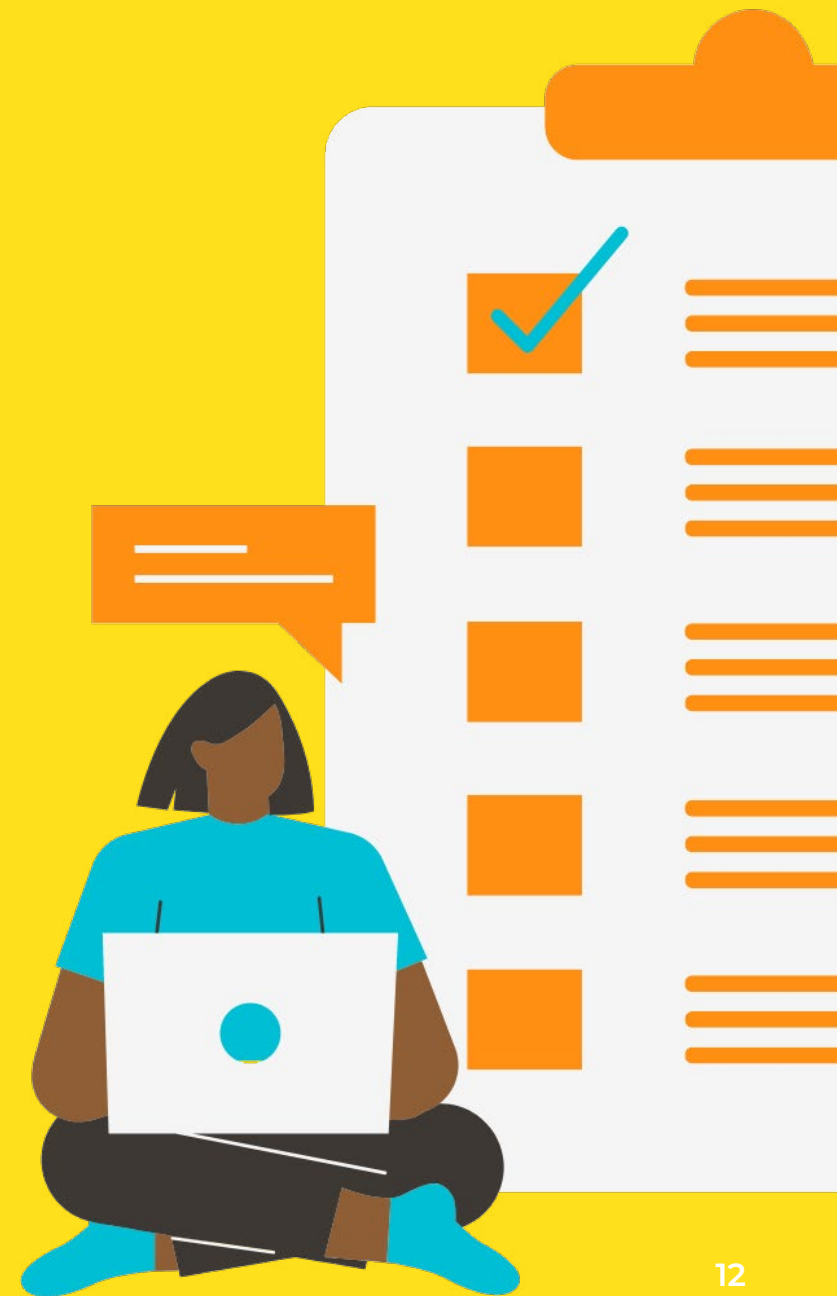
Step 3

Submit an application

You will need to submit an application once you have found the job you want to do. Read what the employer has requested in your application carefully. Typically, this will be an application form or a CV (curriculum vitae) and a covering letter.

Once you submit your application, you may be invited to an interview.

If you have not heard anything regarding your application 2-weeks after submitting it, we recommend you send an email or call the employer to politely ask for an update on your application. Remember to check your junk email first in case a reply has gone in there.



How to write a CV

A CV is a list of your qualifications and experience. It is an overview of you and will be used to see if you meet the requirements of the job you are applying for. It is often the first thing an employer looks at so it is important to spend time getting your CV right. Make sure your CV is no longer than two A4-sized pages and download/ save it as a PDF.

Your CV is never a finished document; always amend your personal profile and skills to match the skills/qualities the specific job role you are applying for requires.

Information to include in your CV

Personal profile:

A summary of your experience and skills. Change this section to relate your skills and experience to each job you apply for.

Skills profile:

Include all of your transferable skills that are relevant to the job you are applying for. Use the job description for the position you are applying for to help you with this.

Employment history:

Employment history with dates, place, where, and duties. If there are any gaps in your employment put in an explanation.

Volunteering counts as employment.

Education/ qualifications:

Education history with dates.

Remember to include any training courses you are doing in the UK e.g., ESOL.

Hobbies and interests:

What do you enjoy? Gives the employer an insight into you.

References:

You do not need to include your references on your CV but you should have two prepared. Your references should be the contact details of people who can verify your suitability for employment (such as a former manager, teacher or colleague). Instead, put on your CV - "References available on request."

Jessica Sharp

Content Editor

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 Jessicashaprky@gmail.com
 Bristol

Personal profile

I am a friendly, reliable and hardworking individual who has experience in sales, customer service and administration. I have strong communication skills and enjoy interacting with people from different walks of life. I am a very ambitious, organised, flexible and have experience with Microsoft Office. I love learning new skills and I think I would bring lots of good skills that would support the team for example my positive attitude and kindness. I am currently seeking a role in care as I am passionate about helping others and have a caring and patient personality.

Relevant Skills

- Punctual and hardworking
- Ability to take initiative and work well under pressure
- Can meet strict deadlines to a high standard
- Fluent in English, Somali and can read and write Arabic
- Negotiation skills
- Positive can-do attitude

Work Experience

Content Editor

Harper and Partners Inc., a global advertising firm that specializes in reaching online audiences

March 2022 to August 2025
 (3 years, 5 months)

- Achieved a 30% increase in social media followers by developing a strong content strategy that lead to a 5% growth in sales within six months
- Boosted clients' brand recognition by 50% by developing new ideas and fresh content marketing strategies
- Increased our client base by 50% by seeking opportunities for partnership with advertisers

Senior Copywriter

Schuester Digital Media Group

November 2020 to January 2022 (1 year, 2 months)

- Boosted our monthly output by 80% by creating daily articles, story ideas, and social media posts
- Improved the team's copy by 10% by identifying gaps in existing online content and collaborating with editors during research
- Produced online content and marketing copy by leading a team of writers and editors to promote the products and services of key clients

Education History

Master of Arts in Literature

Institution: University of Roseton

Year of Graduation: 2020

- Best Thesis
- Awardee, Roseton Scholarship

Bachelor of Arts in Literature with a Minor in Creative Writing

Institution: De Loureigh University

Year of Graduation: 2016

- Cum Laude
- President, De Loureigh Debate Club
- 1st Place, 2015 Best Short Story

Volunteer Work, Awards, Affiliations, and Interests

Volunteer Teacher

Lily River Children's Foundation

2021 to Present

Every month, I volunteer to teach children ages 5 to 7 years old how to read and write in English.

Young Marketer of the Year Award

Talens Marketing Association

2023

I was recognized for my achievements as a role model in copy writing, digital marketing, and innovation.

References available on request.

**ANNA
DIXON-BARROW**

📍 123 Anywhere St., Any City
☎ +12-3456-7890
✉ myemail@outlook.com

Dear Mr Dermot,

As an accomplished Administrative Assistant with a 9-plus year track record, I believe that I possess the right expertise and skill-set that your company is looking for.

I am accustomed to a multicultural environment where hard work is the norm. I enjoy taking on new challenges every day. As an active problem-solver and an extremely organised individual, I have successfully handled telephone calls, managed calendars, made travel arrangements, took minutes of meetings and performed record-keeping duties.

At my previous workplace, I have been recognised as a true multitasker. Since I possess a friendly personality, working in a team environment is easy for me.

Please review the attached resume and contact me if you need further information. Thank you for your time and consideration and I look forward to meeting with you in person.

Sincerely,

ANNA DIXON-BARROW

How to write a cover letter

A covering letter is a short description you write that should say:

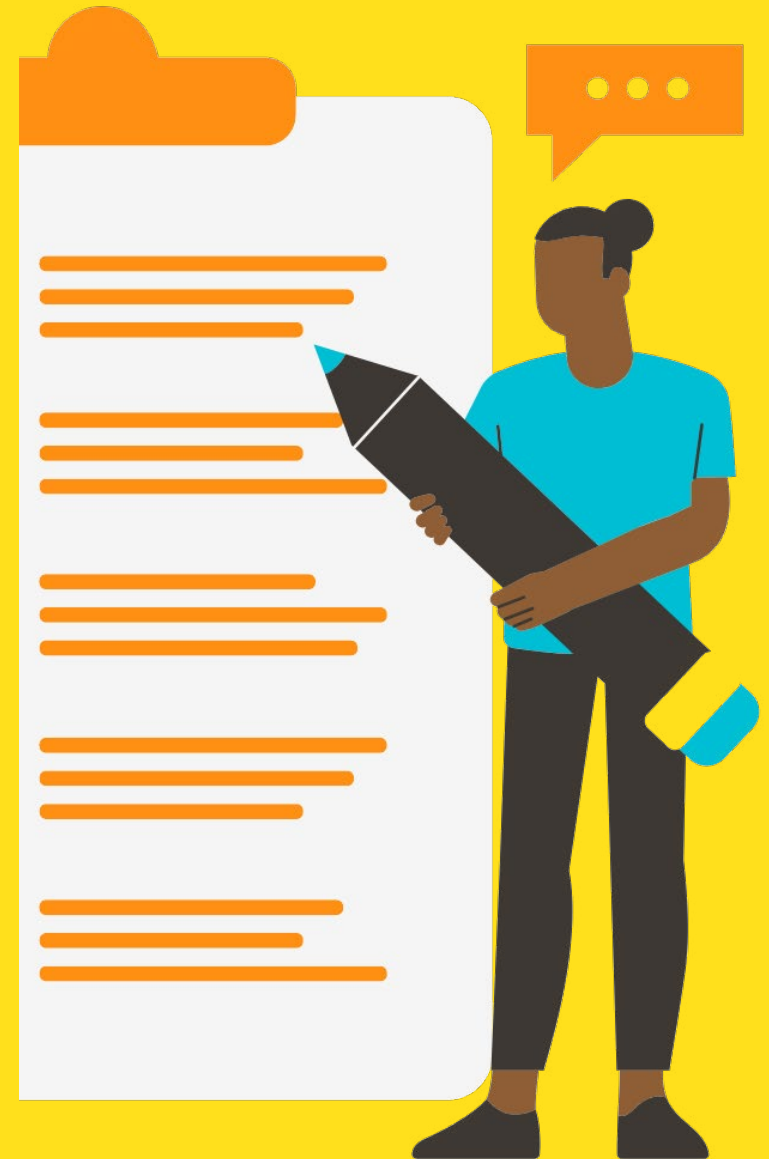
- 01** Why you are applying for the job
- 02** Why you are the right person for the job/ how you meet the requirements in the job description

Remember to send your cover letter with your CV when applying for a job.

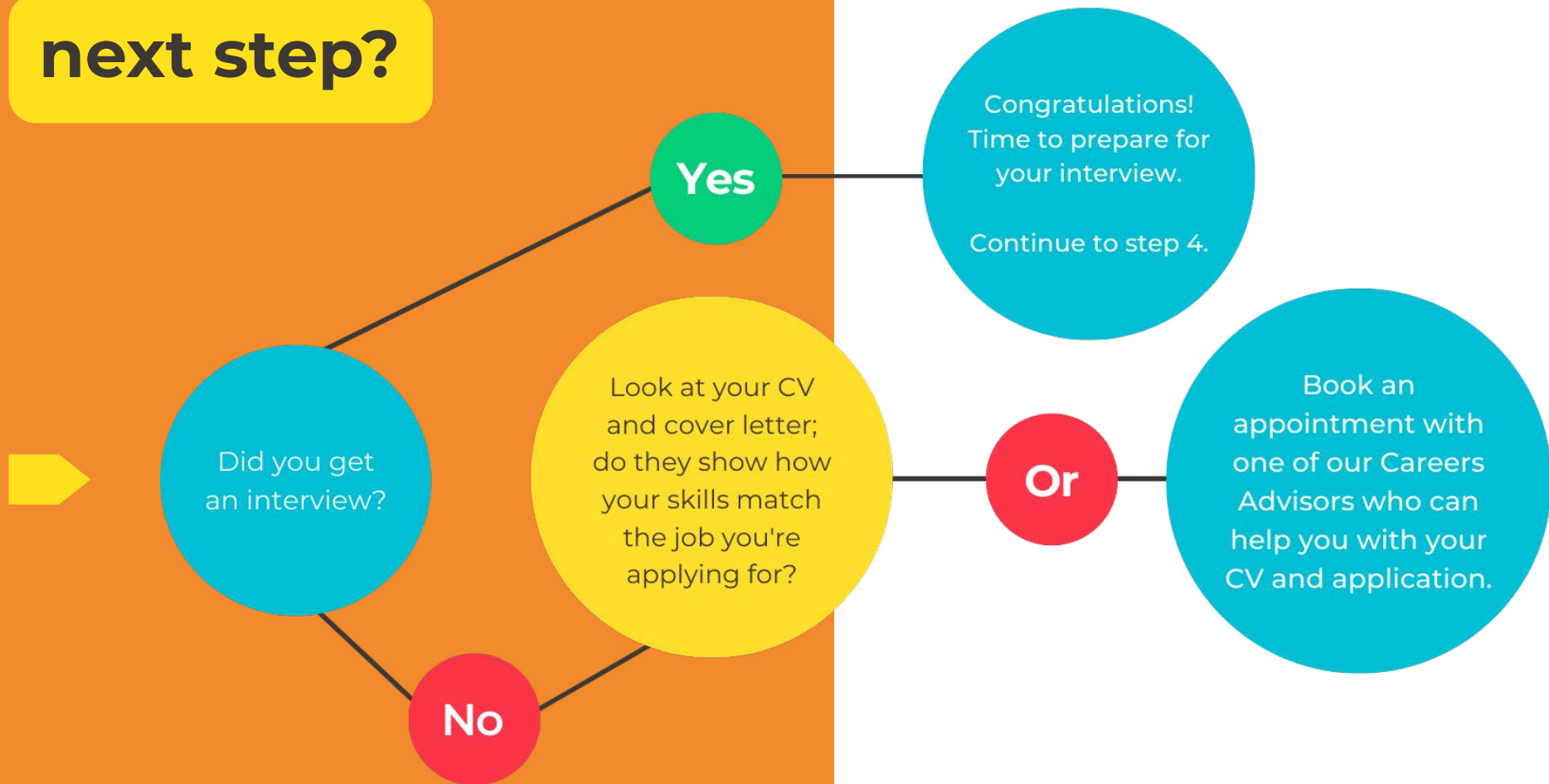
How to complete an application form

When applying for a job, certain roles will ask for you to complete an application form e.g., NHS. A job application form will ask you a specific set of questions, created by the employer.

The most important section is “Tell us why you are applying for this job” or “What makes you suitable for the position”. Look at the job specification and bullet point the skills and qualities they are looking for with examples.



Ready for the next step?



Step 4

Prepare for your interview



An interview is a formal meeting with the employer of the job you have applied for. It is a chance for the employer to find out more about you and for you to find out more about the company and job.

The format of the interview could be a face-to-face or virtual meeting where you will be asked questions about how you fit the job, usually lasting around an hour.

Or it could be a trial shift where you do the job for part of a day. Read the instructions for your interview carefully.

Always go to your interview prepared.

It will help with any pre-interview nerves and show the employer you are committed to working in their organisation.

How to prepare



Think of examples of how you have used your skills in previous jobs. Practice using the **STAR** method for explaining your examples:



Look at the job description and think about how you meet what they are looking for



Situation

Set the scenario and provide the specifics of your example.



Task

Explain what your role was in the situation.



Research the company and role



Action

Describe the actions you took to address it.



Result

Explain the results of your actions.



Practice interview questions and answers



Look at your transferable skills and how they relate to the job



You will usually be given some time at the end of your interview to ask the interviewer some questions - think of two or three questions to ask to show your interest in the job and the company

Typical interview questions

These will vary dependent on the type of role you are applying for.

- Tell me about yourself
- What do you know about the company?
- What are your strengths?
- What are your weaknesses?
- What skills can you bring to the job?
- Why do you want to work for us?
- Tell me an achievement you are proud of
- What are your salary expectations?

What to take to your interview:



Your BRP card (which will evidence your right to work in the UK)

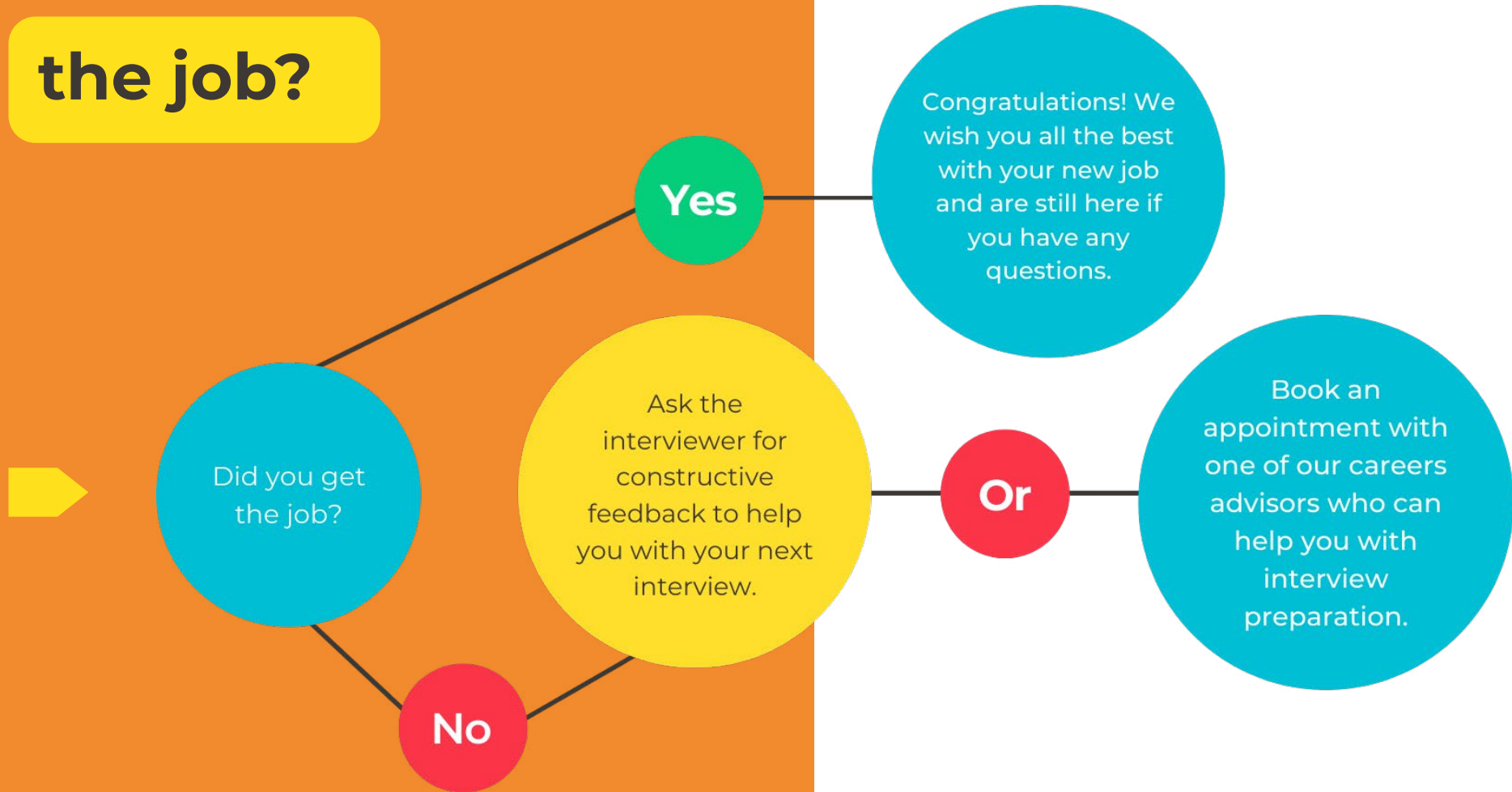


Any proof of your qualifications and experience



The details of your references

Did you get the job?



Get free careers advice

We understand that the process of starting or changing your career may be challenging, which is why we are here to support you at any stage of your job search.

We can support you with:

- Completing job applications and applying for jobs
- Looking for volunteering opportunities
- Developing skills: linking you to relevant training programmes
- Job searches and connecting you to employers
- Interview Preparation: interview advice and practice
- Making your CV stand out: writing and updating your CV

Contact us

Book a one-to-one careers advice appointment with one of our Career Advisors:

Email | careers.support@ach.org.uk

[Fill out our contact form](#)

ACH Birmingham (covering Birmingham, Coventry, and Wolverhampton) | 0121 565 3384

ACH Bristol | 0117 954 0433

About ACH

ACH empowers refugees and migrants to live independent and ambitious lives. Established in 2008, we have a track record of delivering effective support services that give people the tools they need to succeed.

Based in the West Midlands and Bristol, we offer [accommodation](#), [training](#), [career advice](#), and [business support](#) and can help you settle into life in the UK.

Our integration services



Accommodation

We have safe and secure accommodation for refugees and migrants in Bristol, Birmingham, Coventry and Wolverhampton.

Integration support

Our support and integration officers can help you access welfare benefits, health and wellbeing services, family reunion support, and more. We are here to help you to live an independent and ambitious life in the UK.

Employability

We can support you in finding the career you want and deliver various training courses, career advice, business support, and employment opportunities.

Further resources

Click on any of the below links to be taken to more information.

[Our website](#)

[About us](#)

[Business for beginners guide](#)

[Our integration services](#)

[Training courses](#)

[Business support](#)

