

## HOW TO BOOK

Complete the required details and detach the form.

Then post the booking form to the address overleaf.

Alternatively, you can book by:

Phone: 01992 638633

or

Email: [juli@vcbroxbourne.org.uk](mailto:juli@vcbroxbourne.org.uk)  
[peter@vcbroxbourne.org.uk](mailto:peter@vcbroxbourne.org.uk)

You may also ask someone where you picked up this information for them to book on your behalf

Volunteer Centre Broxbourne & East Herts is funded by the Big Lottery Fund



There will be an opportunity to plan ahead and think what you would like to do next

Training?  
Volunteering?  
Work experience?  
Coaching and mentoring?  
.....?

This course is completely FREE  
(Including lunch and refreshments!)

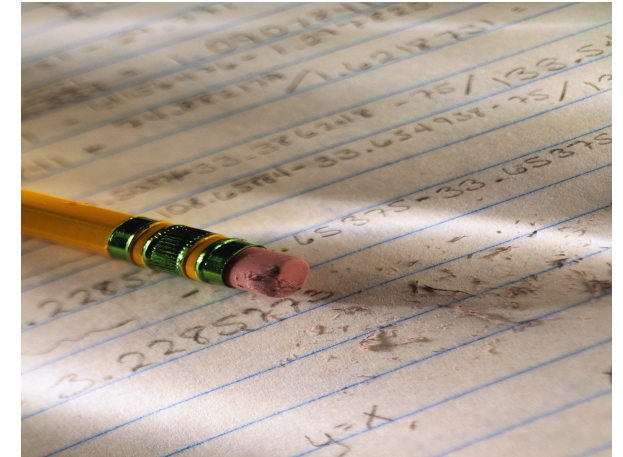
So what have you got to lose

Numbers are limited and places will be allocated on a first come first served basis



## POWA

Preparation & Organisation  
for Work Application course



TO PRE BOOK OR FIND OUT  
MORE ABOUT THIS COURSE  
CALL 01992 638633

## Routes to Work

This project is funded by the  
East of England Development Agency



**BOOKING FORM**

**Name**

\_\_\_\_\_

**Address**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Postcode**

\_\_\_\_\_

**Phone (home)**

\_\_\_\_\_

**Phone (mobile)**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Post the booking form to the following address**

**POWA TRAINING**  
**Volunteer Centre Broxbourne & East Herts**  
**Silverline House**  
**1-3 Albury Grove Road**  
**Cheshunt. Herts, EN8 8NS**

*How to put together a great CV*

**This part of the workshop involves helping you understand how to prepare a CV that clearly explains what it is that you can do for the reader. A CV should be a well presented selling document, a source of interesting relevant information.**

*Successful Job Applications*

**This part of the workshop is to help you understand the job application process. This will include understanding what prospective employers are looking for from their application form, how to fill out an application form to show you in the most positive way and how to try to make yourself stand out from a crowd.**

*Interview Skills & The Interview Process*

**This part of the workshop aims to take you through the whole interview process from start to finish. It will include looking at how to prepare for the interview before you go to it, the interview itself and how to follow up afterwards to find out how you got on and if not successful how to learn from your mistakes so that you do not repeat them.**