

## Unity Employment Services

Unity Employment Services was set up in May 2011 to support Unity tenants and the communities in which they live to get back into employment and training.

Each person has an individual reason for unemployment or under-employment. Unity's dedicated Employment Team ensures that each customer has an individual plan tailored to their specific needs.

The Team can help you with practical job skills such as preparing your CV, guidance for job searching and applications, and practising your interview technique.

The Employment Team have already helped secure over 1,475 jobs, work placements or training opportunities for tenants and local people - but they'd like to help even more!

If you, or any member of your household could benefit from the Employment Team's support or guidance, then please get in touch.

**Noma**



0113 200 7746

**Kelly**



0113 200 7738



[EmploymentOutreach@unityha.co.uk](mailto:EmploymentOutreach@unityha.co.uk)

## Services we offer

Unity Employment Services offer free tailor-made careers advice to suit your needs. They offer:



Careers guidance



1-2-1 support



Help finding vacancies



Help using a computer



Confidence building



Interview guidance and practice



Help job-searching & applying online



Support finding training opportunities



Help writing your CV



Support finding apprenticeship opportunities

## Case studies

**Female: 3 children**

Age: 34

Before meeting the Employment Services Team, this lady had been made redundant. She had previous work experience in customer services, dealing with administration.

The team helped her develop her CV and boost her confidence, hosting with her mock interviews both face to face and over the phone.

The lady regularly attended the Unity Job Club, where the team supported her to apply for jobs. She secured three interviews and was delighted to successfully secure a full time permanent position in customer services within the education sector.

## Volunteering Opportunities

Our Employment Team is here to help you access volunteering opportunities in your community.

Volunteering is a hugely valuable and rewarding experience for both volunteers and the communities they support. It is an excellent opportunity to learn new skills and boost your employment prospects, by enabling you to obtain valuable work experience and good references which can enhance your CV and help you gain the employment you have always desired.

## Free Courses

### Universal Job Club Drop-In/ UK Online Centre

Mondays 1.00pm - 3.00pm

Tuesdays 1.00pm - 3.00pm

Could you do with **free** access to a computer to help you search for and apply for jobs online? Do you struggle to book a computer at the library? Do you need some extra support from our Employment Team?

Visit our new Employment Hub at Unity Business Centre to use one of our computers for **free**. Our Employment Team will be on stand-by if you need help using the Universal Jobsmatch service or any other job search site.

#### Unity is a registered UK Online Centre

Would you or someone you know like to develop your computer skills and practise using the Internet?

Unity is pleased to offer **free** IT training for tenants, their families and their friends. We hold once-a-week classes that last for five weeks and cover:

All of our courses are held at:  
**Unity Business Centre**  
**26 Roundhay Road**  
**LS7 1AB**

- Basic computer skills e.g. using keyboard
- Using the internet
- Setting up an email account
- Job searching
- Socialising online e.g. Facebook

### My Work Search

MyWorkSearch

Take control of your job search with the UK's most powerful online jobseeker's toolkit

Unity now offers MyWorkSearch to provide help for residents looking for a new job. It is a **free** service that combines all job searching websites into one. It has detailed tutorials that offer help with: interviews, mind-sets, CV's and much more. MyWorkSearch is also linked to Universal Jobsmatch. Get in touch if you would like to sign up.

### ESOL

#### (English to Speakers of Other Languages)

##### Entry Level 1 and Entry Level 2

Practise speaking English, improve your communication and build your confidence. Unity Housing has partnered with Leeds YMCA and PATH Yorkshire to provide **free** English classes for speakers of other languages, to tenants and their relatives.

#### Contact Norma or Kelly to book a Place

Unity Housing Association Ltd  
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 0113 200 7700

 uha@unityha.co.uk

web: www.unityha.co.uk



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Supporting BME Communities  
and Multi-Cultural Neighbourhoods

# Employment Services



All of our  
courses and  
support are  
**FREE!**

A free tailor-made, one-to-one service to suit your needs