



Snippets Bulletin

29 November 2021

The opportunities listed here have been sourced to be particularly suitable for school and college leavers looking for apprenticeships and entry level jobs. Any websites mentioned may have other opportunities suitable for a wider age range or more experienced applicant.

This bulletin is sent to young people looking for work, training providers, voluntary organisations, schools and colleges, West Lothian Council and many other organisations. If you would like to be added to the circulation list or need help to apply for any of the opportunities shown below, please phone 01506 434249 to speak to an SDS adviser.

<p>New! Gas Engineering Advanced Apprenticeship (gas transmission), National Grid, Bathgate - see here. Closing date 27 February 2022.</p>
<p>New! Technical Connection Apprentice, St James's Place Wealth Management, Melville Street, Edinburgh - see here. This job is based within the goals based planning team. Closing date 10 December.</p>
<p>New! Trainee Sales Executive, Western Nissan, Newbridge - see here.</p>
<p>Pizza Express in Livingston currently has the following opportunities:</p> <ul style="list-style-type: none">• New! Potwash - see here. Closing date 8 December.• New! Waiter / Waitress - see here. Closing date 8 December.• Closing date extended! Kitchen Team - see here. Closing date 8 December.• New! Senior Pizza Chef - see here. Closing date 22 December.
<p>New! Insurance Degree Apprenticeship, Aon, Edinburgh - see here. This apprenticeship involves studying MA (Hons) Business Management at Heriot Watt University.</p>
<p>New! Modern Apprenticeship Trainee Administrator, Calnex Solutions, Linlithgow - see here. Closing date 17 December.</p>
<p>New! Modern Apprenticeships, INEOS, Grangemouth - see here. Closing date 31 December. The programme offers quality in-depth training in Chemical Process, Mechanical and Instrument and Electrical Engineering.</p>
<p>New! Sales Assistant, Mountain Warehouse, Livingston Designer Outlet - see here. 8 hours. Closing date 5 December.</p>
<p>New! Seasonal Sales Assistant, Ted Baker, Livingston Designer Outlet - see here.</p>
<p>New! Customer Service Assistant, Bank of Scotland, Livingston - see here. Ideally, applicants should have previous experience of delivering excellent customer service. No banking or finance experience needed.</p>
<p>New! Halfords currently has the following opportunities in West Lothian:</p> <ul style="list-style-type: none">• Customer Sales Advisor, Livingston - see here. 12 hours.• Customer Service Advisor, Broxburn - see here. Full-time.

New! Nando's currently has the following opportunities:

- **Team Member Floor or Grills** - [see here](#).
- **Team Member** - [see here](#)

New! Customer Assistant, Vue Cinema, Livingston - [see here](#). Applicants must be 18+.

Scotmid Co-op has the following opportunities:

- **New! Customer Service Assistant**, Nigel Rise, Livingston - [see here](#). 16 hours. Closing date 24 December.
- **New! Customer Service Assistant**, Uphall - [see here](#). 24 hours. Closing date 24 December.
- **New! Customer Service Assistant**, Pumpherston - [see here](#). 16 hours. Closing date 23 December.
- **New! Customer Service Assistant**, Pumpherston - [see here](#). 12 hours. Closing date 23 December.
- **Customer Service Assistant**, Kirkliston - [see here](#). Closing date 8 December.

New! Kitchen Team Member, Wagamama's, Livingston - [see here](#). Full and part-time positions available.

New! Temporary Associate, TK Maxx, Livingston - [see here](#).

New! Chiquito's in Livingston currently has the following opportunities:

- **Kitchen Assistant** - [see here](#)
- **Chef** - [see here](#).

Closing soon! Charity Assistant, River Kids, Broxburn - [see here](#). Closing date 1 December.

New! Trainee Technical Clerk, West Lothian Council - [see here](#). Closing date 3 December.
This is a West Lothian Jobs Fund opportunity so conditions apply, please see vacancy for details.

Closing soon! Trainee Support at Home Care Worker, West Lothian Council - [see here](#). Closing date 1 December. This is a West Lothian Jobs Fund opportunity so conditions apply, please see vacancy for details.

Closing soon! Social Care Support Worker, West Lothian Council - [see here](#). Closing date 1 December. This is a West Lothian Jobs Fund opportunity so conditions apply, please see vacancy for details.

Closing soon! Catering Assistant, St John's Hospital, Livingston - [see here](#). Closing date 1 December.

Closing soon! Graduate Apprenticeship – Data Scientist, Actelligent (Scotland) Company Ltd, Edinburgh
- [see here](#). Closing date 3 December.

Dobbie's, Livingston has the following vacancies:

- **New! Restaurant Assistant** - [see here](#). 20 hours per week. Closing date 26 December.
- **Closing soon! Kitchen Assistant** - [see here](#). 30 hours per week including weekends. Closing date 30 November.
- **Closing soon! Restaurant Assistant** - [see here](#). 8 hours per week, seasonal. Closing date 30 November.

Iceland has the following opportunities:

- **New! Retail Assistant – online picking (seasonal)**, Livingston Centre - [see here](#)
- **Retail Assistant Seasonal (temporary)**, Livingston Centre - [see here](#).
- **Retail Assistant – online picking (seasonal)**, Bathgate - [see here](#).

Home Bargains has the following opportunities:

- **New! Store Team Member**, Broxburn - [see here](#). Closing date 20 December.
- **Store Cleaner**, Almondvale Retail Park, Livingston - [see here](#). Closing date 6 December.
- **Store Team Member**, Almondvale Retail Park, Livingston - [see here](#). Closing date 6 December.
- **Store Team Member**, Bathgate - [see here](#). Closing date 20 December.
- **Closing soon! Part-time Store Cleaner**, Thistle Retail Park, Broxburn - [see here](#). Closing date 30 November.

Apprentice Commis Chef, Thai Express Kitchen, St James Quarter, Edinburgh - [see here](#). Closing date 12 December.

Sky in Livingston has the following opportunities:

- **Technology Apprenticeship Programme** - [see here](#). Closing date 11 March 2022.
- **Software Development Apprenticeship Programme** - [see here](#). Closing date 11 March 2022.
- **HR Administration Apprenticeship Programme** - [see here](#). Closing date 14 January 2022.
- **Part-time Contact Centre Service Advisors** - [see here](#).
- **Part-time Customer Service Advisors** - [see here](#).
- **Contact Centre Service Advisors** - [see here](#).
- **Contact Centre Sales Advisors** - [see here](#).
- **Customer Sales Advisors** - [see here](#)

Part-time Sales Assistant, CEX, Livingston Centre - [see here](#).

Sales Assistant, Xile, Livingston Centre - [see here](#).

Sales Associate (Christmas Temps), Reiss, Livingston Designer Outlet - [see here](#).

Sales Advisor, Crew Clothing, Livingston Designer Outlet - [see here](#).

2 x Sales Associates, Puma, Livingston Designer Outlet - [see here](#). 16 hours.

Seasonal Sales Associate, Calvin Klein, Livingston Designer Outlet - [see here](#).

Closing soon! Administrator (Inspection, Planning and Admin), Education Scotland, Dundee, Edinburgh, Glasgow and Livingston - [see here](#). Closing date 2 December.

Closing soon! Administrative Officer, HM Courts and Tribunals Service, Edinburgh - [see here](#). Closing date 6 December.

Field Engineer Apprentice, Virgin Media, Edinburgh - [see here](#). Closing date 13 December.

The Chain Runner in Livingston currently has the following opportunities:

- **Team Member Bar and Waiting Staff**, The Rowan Tree, Armadale - [see here](#)
- **Kitchen Assistant**, The Rowan Tree, Armadale - [see here](#). No experience required.
- **Line Chef**, The Rowan Tree, Armadale - [see here](#).
- **Team Member Breakfasts**, The Chain Runner, Livingston – [see here](#)

Applicants must use their social media profile to apply.

Retained Duty Service Fire Fighter, Scottish Fire and Rescue Service, Falkirk and West Lothian - [see here](#). Part-time. Closing date 7 January 2022.

Applicants must be 18+ with a good level of fitness. Other conditions apply.

Wholetime Firefighter, Scottish Fire and Rescue Service - [see here](#). Applicants must be aged 18 years or over at date of application, meet the require medical and physical fitness standards and be able to demonstrate key qualities such as exceptional team working, communication & problem-solving skills. Closing date 31 March 2022.

Crew Member , Five Guys, Livingston Centre - see here .
Closing soon! Apprentice Customer Service Advisor , Business Stream, Lochside View, Edinburgh - see here . Closing date 3 December.
Closing soon! Apprentice Digital Admin Assistant , Johnston Fuels, Bathgate - see here . Closing date 30 November.
Closing soon! Atkins, Canning Street, Edinburgh currently has openings for a Civil Engineer Graduate Apprentice and a Project Management Graduate Apprentice . Please see here for more details. Closing date 3 December.
Civil Engineering Graduate Apprenticeships , Amey PLC, Edinburgh and Glasgow – see here . Closing date 12 December.
Digital Administration Apprentice , Mulholland Plant Services Ltd, West Calder - see here . Closing date 17 December.
Technology Degree Apprenticeship , Accenture, Morrison St, Edinburgh - see here . Closing date 27 March 2022.
Warehouse Assistant , Schuh warehouse, Bathgate - see here
Fossil Watch Station in Livingston Designer Outlet has the following opportunities: Seasonal Sales Associate - see here . 12hours per week. Seasonal Sales Associate - see here . 8 hours per week. Temp Sales Associate - see here . 20 hours per week.
Next in Livingston currently has the following vacancies: <ul style="list-style-type: none"> • Sale Support Team • Sales Co-ordinator • Office and Stock Assistant • Sales Consultant The link will take you to the search page on the company website: https://careers.next.co.uk/ .
Apprentice Civil Engineer 2022 , Balfour Beatty, UK wide – Scotland. See here .
Closing date extended! Branch Network Apprentice – wealth and personal banking , HSBC, various locations across Edinburgh - see here . Closing date 12 December.
Self -Employed Delivery Drivers , Rocket Delivery, Deans Industrial Estate, Livingston. Hours of work are 10.30 am to 7 pm. Company will provide help on the processes involved in being self-employed. Applicants should be 18+ and have been driving for at least six months. Pay is £122 per day in the run up to Christmas, then dropping back to approx. £100 per day thereafter. To apply, please call Lorraine Cassidy on 07783339518.
ARUP in Edinburgh has the following opportunities: <ul style="list-style-type: none"> • Advanced Apprenticeship – Business Administration - see here. Closing date 3 January 2022. • Degree Apprenticeship – BEng (Hons) Civil Engineering – Consulting - see here. Closing date 9 January 2022.
Closing soon! David Philp Commercials, Camps Industrial Estate, Kirknewton currently has the following opportunities: Vehicle Paint Apprentice – see here Vehicle Body Repair Apprentice - see here . .Closing date for both positions 30 November.

Closing soon! Vehicle Parts Apprentice, Mercedes Benz, Newbridge – [see here](#). Closing date 30 November.

Leonardo in Edinburgh has launched their 2022 recruitment drive with the following opportunities:

- **Design Engineering Graduate Apprentice** – [see here](#)
- **Design Engineering Technician Apprentice** – [see here](#)
- **Business Management Graduate Apprentice** – [see here](#)
- **Business Apprentice** – [see here](#)
- **Manufacturing Technical Apprentice** – [see here](#)
- **Manufacturing Apprentice** – [see here](#)
- **Software Engineering Graduate Apprentice** – [see here](#)

The closing date for all apprenticeships is 13 March 2022.

Driver Home Care Assistants, ION Care and Support, West Lothian.

Due to continued growth, ION has opportunities for anyone who wants to make a real difference. They are currently recruiting Driver Home Care Assistants to work in the West Lothian region. Applicants must be 18+ and have access to own transport.

Employer offers: Permanent full and part-time contracts, £9.63 per hour + 25p mileage, flexible schedule to suit availability, access to SVQ qualifications, a referral bonus scheme.

No experience is required - all you need is a positive attitude and a willingness to make a difference to our service users lives. If this sounds like the role for you then please email andrew@ioncareandsupport.com or call 07949443313 for more information.

Apprenticeships in Hospitality Scotland is a ground-breaking training course that began as a partnership between hotels across Scotland. Apprentices follow the modern apprenticeship in hospitality services and spend six months in each key department: housekeeping, food and beverage, kitchen and reception. For more information and details of how to apply please see:

<https://www.apprenticeshipinhospitality.scot>

Production Team Members, Genius Foods, Bathgate – <https://geniusfood.com/en-gb/work-with-us/>.

Applicants must be 18+ to apply.

Childcare Apprenticeships available in Livingston, Bathgate, Broxburn, Currie, Balerno and other locations in Edinburgh. Please see www.apprenticeships.scot for more details.

West Lothian Council opportunities currently available:

- **Supply Care Home Domestic (house, kitchen, laundry)**. Various locations throughout West Lothian – <https://bit.ly/2Q2jY10>. Closing date 31 December.
- **Supply Cook / Assistant Cook**. Various locations throughout West Lothian – <https://bit.ly/3sesM19>. Closing date 31 December.
- **Supply Social Care Support Worker**. Various locations throughout West Lothian – <https://bit.ly/3mFNPsf>. Closing date 31 December.

FUSE is a world class retail and hospitality academy, setting standards for skills, training, recruitment and career support in Edinburgh. It has been established in Edinburgh, connecting people to training courses, accredited qualifications, employers and jobs in both retail and hospitality. Jobs are based in the new St James Quarter and across the city.

Current vacancies can be found here: <https://www.edinburghfuse.com/jobs/>

McDonalds Restaurants currently has vacancies at their Livingston, Bathgate and Newbridge sites <https://people.mcdonalds.co.uk/job-search> (link will take you to the job search page).

The Job Board for Almondvale Centre, Livingston can be viewed by following this link:

<https://www.thecentrelivingston.com/centre-info/jobs>.

The Job Board for Livingston Designer Outlet can be viewed by following this link:

<https://livingston-designer-outlet.co.uk/careers/>

EGKTA is currently looking for candidates who would like to be considered for apprentice engineering opportunities in the West Lothian area. If interested, please take a look at their website <https://www.ekgta.com/apprenticeships/candidates> and apply using the online application form. Initial training takes place at the EGKTA premises in East Kilbride, then at company premises in West Lothian. All travel costs reimbursed.

For vacancies at Aldi stores in West Lothian, please see <https://www.aldirecruitment.co.uk/>

Kickstart Scheme

If you are 16-24 and claiming Universal Credit, you might be able to get a 6-month job through the Kickstart Scheme. If interested in any of the following vacancies, please speak to your DWP adviser:

Closing date	Company name	Job Title	Postcode	Area
30/Nov/2021	Barnardo's	Store Associate	EH48 4PL	Bathgate
30/Nov/2021	Blackridge Pharma LTD	Junior Pharmacy Assistant	EH48 3SH	Bathgate
30/Nov/2021	CHAMNESS THERAPIES LIMITED	Clinic Assistant	EH48 4PP	Bathgate
15/Dec/2021	CM Gates Barriers	Trainee Gate InstallerEngineer	EH55 8TJ	Bathgate
30/Nov/2021	DBM Building Contractors LTD	Office Admin	EH48 2EP	Bathgate
06/Dec/2021	Euro Garages	Customer Service Assistant	EH47 0ET	Bathgate
18/Dec/2021	Hungten Ltd	Charcuterie Production Assistant	EH55 8DZ	Bathgate
31/Dec/2021	Marstons PLC	Kickstarter Guest Service Assistant	EH48 3PR	Bathgate
31/Dec/2021	Marstons PLC	Guest Service Assistant	EH48 3PR	Bathgate
01/Dec/2021	PERSONAL BEST	Administrative Assistant in Personal Training Gym	EH48 2FZ	Bathgate
15/Dec/2021	PERSONAL BEST	Personal Trainer Group Exercise Instructor	EH48 2FZ	Bathgate
30/Nov/2021	SC Dhimi Ltd	KPCounter Assistant	EH48 1AX	Bathgate
31/Dec/2021	Scottish Midland Cooperative Society Limited	Trainee Sales Assistant	EH47 0QX	Bathgate
05/Dec/2021	The Dry Clean Team Ltd	Retail assistant	EH48 2FY	Bathgate
05/Dec/2021	The Dry Clean Team Ltd	Sewing machine assistant	EH48 2FY	Bathgate
08/Dec/2021	The Dry Clean Team Ltd	Warehouse Assistant	EH48 2FY	Bathgate
10/Dec/2021	The Original Factory Shop Limited	Sales Colleague	EH48 1BA	Bathgate
10/Dec/2021	Valentini Cruickshank Ltd	Catering Assistant	EH47 0QX	Bathgate
08/Dec/2021	West Lothian Foodbank SCIO	Shop Assistant	EH47 0QZ	Bathgate

15/Dec/2021	A K Stoddart Limited	Trainee Butcher	EH52 5NN	Livingston
05/Dec/2021	A K Stoddart Limited	HygieneCleaner	EH52 5NN	Livingston
05/Dec/2021	A K Stoddart Limited	Packer	EH52 5NN	Livingston
17/Dec/2021	Advance Construction Scotland Ltd	General Construction Operative	EH54 8AS	Livingston
30/Nov/2021	Balance Bistro LTD	Kitchen Assistant	EH54 8GZ	Livingston

30/Nov/2021	CDS Superstores International Ltd	Kickstart Retail Assistant	EH54 6GH	Livingston
10/Dec/2021	Clarus Networks Ltd	Stock Room Assistant	EH54 5FD	Livingston
17/Dec/2021	Compass Group PLC	Asda Cafe Customer Service Assistant	EH54 6NB	Livingston
30/Nov/2021	Craigsfarm Community Hub	Finance Support Assistant	EH54 5BP	Livingston
30/Nov/2021	Craigsfarm Community Hub	Trainee Caretaker	EH54 5BP	Livingston
10/Dec/2021	DC Recruitment Ltd	Admin Assistant	EH54 5DW	Livingston
31/Jan/2022	Dobies Heat Centres Ltd	STORESPERSON	EH53 0LF	Livingston
30/Nov/2021	Druids Golf Ltd	Ecommerce Warehouse Operative	EH28 8QN	Livingston
30/Nov/2021	Druids Golf Ltd	Ecommerce Warehouse Operative	EH28 8QN	Livingston
30/Nov/2021	Druids Golf Ltd	Ecommerce Warehouse Operative	EH28 8QN	Livingston
30/Nov/2021	Edinburgh School of Food Wine Limited	Administration Assistant	EH29 9EB	Livingston
30/Nov/2021	ENTERPRISE RENT A CAR UK LIMITED	Rental Administration Assistant	EH52 5ND	Livingston
30/Nov/2021	Eurofins Food Testing UK Limited	Trainee Laboratory Assistant (Chemistry)	EH54 9DR	Livingston
30/Nov/2021	Eurofins Food Testing UK Limited	Customer and Laboratory Support Administrator Livingston	EH54 9DR	Livingston
30/Nov/2021	Eurofins Food Testing UK Limited	Lab Technician	EH54 9DR	Livingston
30/Nov/2021	Event Collection Group Ltd	Events and Warehouse Operative	EH27 8DF	Livingston
30/Nov/2021	Event Collection Group Ltd	Sales and Event Coordinator	EH27 8DF	Livingston
24/Dec/2021	Event Collection Group Ltd	Marketing Executive	EH27 8DF	Livingston
24/Dec/2021	Event Collection Group Ltd	Social Media Executive	EH27 8DF	Livingston
30/Nov/2021	FORM ACCESS LTD	Yardsman Trainee Scaffolder	EH29 9EN	Livingston
28/Feb/2022	Four Seasons Healthcare Group Treasury Limited	Trainee Domestic Assistant	EH52 5DQ	Livingston
31/Dec/2021	Four Seasons Healthcare Group Treasury Limited	Trainee Kitchen Assistant	EH52 5DQ	Livingston
22/Feb/2022	Four Seasons Healthcare Group Treasury Limited	Trainee Maintenance	EH52 5DQ	Livingston
31/Dec/2021	Herd Cleaning Services Ltd	Domestic cleaner	EH28 8LW	Livingston
12/Dec/2021	HUGO BOSS UK LIMITED Hooked	Sales Assistant	EH54 6QX	Livingston
30/Nov/2021	Ingliston Hotels Limited	Safety Assistant General Assistant	EH28 8AU	Livingston
30/Nov/2021	Ingliston Hotels Limited	Safety Assistant Breakfast	EH28 8AU	Livingston
30/Nov/2021	IPSUM UTILITIES LIMITED	Admin Assistant	EH54 9DJ	Livingston
13/Dec/2021	Joint Force Alba Ltd	Business Administrator	EH52 5HL	Livingston
31/Dec/2021	Langstane Press Limited	Trainee Furniture Fitter	EH54 5DJ	Livingston
06/Dec/2021	Leisurexp Ltd	Vehicle Preparation Technician	EH28 8PJ	Livingston
30/Nov/2021	Linen Laundrette	Laundry Operative	EH54 5DJ	Livingston
17/Dec/2021	Matugga Distillers	Business Development Assistant	EH54 9BX	Livingston
30/Nov/2021	McNicoll Vehicle Hire Ltd	Valet LVVD1	EH52 6PA	Livingston

30/Nov/2021	Nando s UK IRE Springboard NEPT	Kickstart Nandoca (Team Member)	EH54 6HR	Livingston
09/Dec/2021	Nelson James LLP	Administrative Assistant	EH54 6QF	Livingston
31/Dec/2021	PizzaExpress Group Limited	Support Team Member	EH54 6QP	Livingston
08/Dec/2021	Pumpmasters Ltd	Service Engineer	EH54 5EG	Livingston
10/Dec/2021	Purvis Marquees hire ltd	yard labourer	EH28 8NB	Livingston
06/Dec/2021	Real Life Options	Support Worker	EH54 5PJ	Livingston
06/Dec/2021	Real Life Options	Support Worker	EH27 8DS	Livingston
10/Dec/2021	Regatta LTD	Retail Assistant	EH54 6QX	Livingston
31/Jan/2022	Santio Ltd	Delivery Driver Own Car	EH52 6FD	Livingston
31/Jan/2022	Santio Ltd	Instore Team Member	EH52 6FD	Livingston
31/Dec/2021	Scottish Midland Cooperative Society Limited	Trainee Customer Service Assistant	EH28 8PU	Livingston
30/Nov/2021	Scottish Midland Cooperative Society Limited	Trainee Customer Service Assistant	EH29 9BE	Livingston
30/Nov/2021	Scottish Midland Cooperative Society Limited	Trainee Customer Service Assistant	EH53 0HE	Livingston
30/Nov/2021	Superdrug Stores PLC	Sales Assistant	EH54 6HR	Livingston
01/Dec/2021	Target FM Limited	Helpdesk Assistant	EH54 8AF	Livingston
30/Nov/2021	The British Red Cross Society	Customer Service Assistant mobility aids	EH54 6GR	Livingston
30/Nov/2021	THE JEWEL SUSHI LTD	Team Member	EH54 6NB	Livingston
30/Nov/2021	Travis Perkins	WarehouseYard Assistant (Keyline)	EH52 5NZ	Livingston

RAF Apprenticeships

The RAF is monitoring the ongoing Coronavirus (COVID-19) situation and continuing to follow the latest Government advice. To keep everyone as safe as possible, they have decided to adjust their recruitment process. All face-to-face visits to Armed Forces Careers Offices (AFCO) are suspended and some stages of the recruitment process are on hold, but all applications remain 'live'.

Please be aware that some roles have a slow recruitment process, in some cases this can take over a year to complete. This is because training places for the considerable future have already been allocated. However, the recruitment process for some roles is much quicker because there is a current requirement to fill training places and this can be discussed with your local AFCO by phone. More information can be found here: - <https://www.raf.mod.uk/recruitment/afco-covid19>.

Army

Army assessments and training are still running as planned. The army is still accepting applications, but have made some temporary changes to their recruitment process. For more information please see: <https://apply.army.mod.uk/covid19>.

There is currently priority recruitment for the following roles: ammunition technician • environmental health practitioner • radiographer • cyber engineer • army nurse (you can join as a student nurse) • army musician • HR Specialist • technical support specialist • movement controller • operator technical intelligence • driver communications specialist • veterinary technician • mariner • port operator • supply chain operative • postal and courier operative.

Royal Navy

At this time the Naval Service Recruitment process continues to operate, however some areas of the process will be adapted to ensure that they meet Government guidance. There are 64 different types of apprenticeships available in the Royal Navy. The following roles are currently being recruited for with a high priority, but there's many more to choose from:

Accelerated apprentice scheme (submariner) • catering services (chef) • catering services (chef) – (submariner) • communications specialist • communications specialist (submariner) • dental nurse • engineering technician (weapon engineering – submariner) • mine warfare specialist • Royal Marines commando • warfare specialist (submariner).

<http://bit.ly/2ZnE5Fw>

Jobs at Edinburgh Airport

Jobs currently available at Edinburgh Airport can be seen here:

<https://careers.edinburghairport.com/careers/>.

Agencies

If you are under 18:

Some agencies will only accept applications from people aged 18+, so please let them know your age when you contact them so you know right away if they will process your application.

Adecco. Tel 333 0433871.

www.adecco-jobs.com

Tel 333 0433871

Blue Arrow, Lennox House, Almondvale Boulevard, Livingston, EH54 6QP. Tel 01506 412229.

Applicants must be 18+.

www.bluearrow.co.uk

Connect Appointments, Houstoun Interchange in Livingston – 01506 449944.

Applicants must be 18+.

<https://www.connectappointments.co.uk/>

Cordant People. Tel 0131 285 0550.

Recruits for industrial, production and machine operators in West Lothian. Must be 18+.

Registration is online and interview is by video call.

<http://cordantpeople.com>

Office Angels, 106 Almondvale South, Livingston – 01506 832260.

www.office-angels.com

Search Recruitment – 0131 718 8081

www.search.co.uk

Whiteclaw Agency, Carmondean, Livingston – 01506 237226

www.whiteclawagency.co.uk

Careers at Sea

Looking to pursue a career in the merchant navy? Clyde Marine Training, Glasgow is the UK's largest maritime training provider and they accept applications for officer cadetships (deck, engineer and electro-technical) and ratings cadetships. More information can be found at <https://www.clydemarinetraining.com>

Useful to Know

Individual Training Accounts

Get up to £200 towards the cost of a training course with an SDS Individual Training Account (ITA). Use the money to build the skills you need for a job, or get training to take your career to the next level. Whatever you want to do, there's a wide range of ITA approved courses on offer. Because it's not a loan, you don't have to pay it back.

Applying for your ITA

Between now and 28 February 2022, Skills Development Scotland will accept up to 28,000 applications for an Individual Training Account.

Start searching for an ITA approved course and apply online:
<https://bit.ly/2ZBLKSW> (restrictions apply).

Job Start Payment

Starting work? This benefit has been introduced to support 16 to 24 year olds into work. The age limit rises to 25 for care leavers. Applicants need to have been unemployed for six months and in receipt of certain benefits. If your application is successful, you'll get £252.50, or a higher payment of £404 if you are the main carer of any children. This will come in one payment and you do not need to pay this money back.

What you can spend the payment on:

The payment is intended to help with the costs of starting a new job.

It's up to you what you spend the money on and the Job Centre does not need to see any receipts. You could use it for things like:

- travel costs, such as a bus or train pass
- lunches
- new clothes or a uniform
- childcare

For more information on this benefit, eligibility criteria and details of how to apply, please see:

<https://www.mygov.scot/job-start-payment/>

Left school? Skills Development Scotland's Career Jam webinars support you as you take your next steps.

Careers advisers discuss topics including applying for college, university, online or phone interviews and labour market information.

The sessions are recorded so you can watch them whenever you want.

Episodes available are:

Episode 1 – How your careers adviser can help you

Episode 2 – Interview helps and tips

Episode 3 – Applying for college

Episode 4 – University

Episode 5 – Employment and the labour market

Just keep in mind you won't be able to ask any questions as they aren't live.

If you need more advice or support, you can call the SDS helpline on **0800 917 8000**, which is available Monday to Friday, 9am-5pm.

<https://www.myworldofwork.co.uk/school-leaver-webinars>

DYW (Developing Young Workforce) broadcast a series of webinars for young people -

The DYWUp2U episodes included conversations and Q&As with employers, young people and specialists.

- **Episode 1. Jobs and apprenticeships.** Hear what it's like to be in a job or apprenticeship, find out what sectors are recruiting and where you can go to find opportunities in your area.
- **Episode 2. College.** Hear from young people about their college experience, how you can find courses that interest you and what pathways are available to and from college.
- **Episode 3. University.** Find out about the university experience from current students and graduates, hear why employers recruit graduates and what's involved in the university application process.
- **Episode 4. Training and Volunteering.** Find out about the benefits of volunteering and training and how this pathway can support your steps into employment or further education.
- **Episode 5. One Small Step.** A motivational broadcast from comedian and keynote speaker, Gavin Oattes.

Interested? Watch the episodes on YouTube: <https://bit.ly/2ENRqes>. There's also videos available giving information on skills and industry insights.

Developing Young Workforce Job Board can be accessed here: - <https://www.dyw-wl.com/jobs-board>

Timpson's offer free dry cleaning of clothes for interview. This offer is open to people who are unemployed and seeking work. You don't need a voucher, just ask at the counter to get the deal. There currently isn't an end date to this offer and it is running in every store that has dry cleaning facilities – about 300 stores across the UK. For more information, please see <https://bit.ly/2YXka1b>.

Volunteering

Edinburgh Zoo usually look for public engagement and education volunteers.

However, due to recent Government guidelines surrounding Coronavirus (Covid-19), their volunteer programme is now on hold. Please feel free to complete a volunteer application, but please note that it may be some time before they are able to reopen the volunteer programme and respond to shortlisted candidates.

<http://bit.ly/2AZBTKK>.

Five Sister's Zoo is currently recruiting Visitor Engagement Volunteers: For more details of the role and how to apply please see <https://bit.ly/2Tda8LC>.

Young Carers Grant

The Young Carer Grant is available for 16-18-year olds who spend an average of 16 hours caring for someone who receives a disability benefit. Young carers can combine the hours they spend caring for more than one eligible person in order to reach the 16 hours a week requirement. For more information and eligibility criteria, please see <https://bit.ly/2sHSsKj>

National Minimum Wage and National Living Wage rates

https://checkyourpay.campaign.gov.uk/#are_you_under_25

The hourly rate for the minimum wage depends on your age and whether you're an apprentice. You must be at least [school leaving age](#) to get the National Minimum Wage and aged 25 to get the National Living Wage - the minimum wage will still apply for workers aged 24 and under.

Current rates These rates are for the National Living Wage and the National Minimum Wage. The rates change every April.

Year	23 and over Living Wage	21 to 22 Min Wage	18 to 20 Min Wage	Under 18 Min Wage	Apprentice Min Wage
April 2021	£8.91	£8.36	£6.56	£4.62	£4.30
From April 2022	£9.50	£9.18	£6.83	£4.81	£4.81

If you are in your first year of your apprenticeship then you are legally entitled to at least the apprenticeship National Minimum Wage pay rate of £4.30 per hour.

If you are aged 19 or over and have completed the first year of your apprenticeship, then you are legally entitled to the [National Living and Minimum Wage rates relevant to your age group](#)