



# Employability Support Service



The Calvay Centre in partnership with Jobs & Business Glasgow will be running an **Employability Support Service** in the Calvay Centre every:

**Tuesday (9.30am – 2.30pm)**

This service is to provide participants with the practical skills, knowledge, and understanding when it comes to:

- **Successful Job Searching**
- **Applying for the Right Jobs**
- **Producing Effective CVs**
- **Preparing for Interviews**
- **Presentation Skills**
- **Effective Communication Skills**
- **Application Writing**



**This FREE service is open to all members of the community who are looking to get into; Employment, Training, or Education.**

To find out more information, please contact Eddie Cusick (Centre Manager) on 07498843491 or [ecusick@calvay.org.uk](mailto:ecusick@calvay.org.uk) or pop into the centre office for a chat!

**By participating in this course, you will be able to count these hours towards your Job Seekers Agreement and record these hours in your weekly journal.**