

# Library Resource List for Employability Skills

## Books

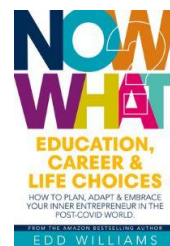
This is a selection of the books that **Crawley Library, West Sussex** have, which can be borrowed or reserved free of charge.

### Crawley Library

- Employability – Danielle Lobban (2022) **(331.1)** (Also available on Issues Online)
- 50 Ways to boost your employability – Stella Cottrell **(650.14)**
- Skills for Success: Personal Development & Employability 4<sup>th</sup> ed (2021)– Stella Cottrell **(650.1)**
- Teaching Pre-Employment Skills to 14-17 Year Olds: The Autism Works Now Method – Joanne Lara **(371.94)**
- What Employers Want: The Employability Skills Handbook. 2<sup>nd</sup> ed – Karen Holmes **(650.14)**
- The Wonderful World of Work: A Workbook for Asperiteens – Jeanette Purkis **(331.595)**

### Careers - Shelved at 331.702

- Now What? Education, Career and Life Choices – Edd Williams (2024)
- A-Z of Careers and Jobs 26<sup>th</sup> ed
- Careers Handbook: The Ultimate Guide to Planning
- What Colour is your Parachute: a Practical Manual for Job-Hunters and Career Changers – Richard Bailes
- How to go to work: the honest advice no-one ever tells you at the start of your career – Lucy Clayton
- Planning your career through your interests: a guide for autistic people – Yenn Purkis
- STEM Careers. 2<sup>nd</sup> ed: a student's guide to opportunities in science, technology, engineering and maths – Paul Greer (2024)
- Your career in the media & creative industries, building employability skills – Georgia Stone **(302.23)**
- Employability and skills handbook for tourism, hospitality and events students – Mariam Firth **(338.4791)**



### Applying for Jobs – Shelved at 650.14

- Guide to Writing a CV and conducting a successful interview the easy way – Howard Rogers **(650.142)**
- How to write an Impressive CV & cover letter: a comprehensive guide for jobseekers - Tracey Whitmore **(650.142)**
- Ultimate CV: Over 100 winning CVs to help you get the interview & the job – Martin Yate **(650.142)**
- Winning CVs for first-time Job Hunters. 3rd ed - Kathleen Houston **(Teen J650.142)**
- Creating Your First Ever CV in Seven Easy Steps – Julia Dolowicz **(650.142)**
- Standout CVs. Updated ed (2024) – Connie Mills **(650.142)**
- Get that Job: Interviews, how to keep your head and get your ideal job (2022) **(650.144)**

### Gatehouse On the Job Series: - shelved in Essential Skills Readers section **(428)**

- Car Mechanic

### In the Workplace Series: - shelved in Teen section

- Construction – Cath Senker **(J624.023)**
- Creative and Media – Anne Rooney **(J302.23)**
- Health and Social Care – Geoff Barker **(J362.1)**
- Retail – Najoud Ensaff **(J381.1)**
- Travel and Tourism – Kaye Stearman **(J338.479)**



## Online Resources

### Access via Crawley Library Moodle Pages on CCG Online

Direct access in College or via Shibboleth outside College using your Office College email and password



ProQuest  
Ebook Central™

- [Boost Your Employability – Felicity Becker](#)



Statistics and articles on contemporary social issues: Includes ebook : [Employability](#)



Recorded TV programmes available to watch in College or at home:

- Employable Me (*Eight job seekers with disabilities trying to find work*)
- Rhod Gilbert's Work Experience
- The Fairy Jobmother

## National Careers Service

<https://nationalcareers.service.gov.uk/>

We provide careers information, advice and guidance. We can help you to make decisions on learning, training and work at all stages in your career.

This service is available to people who live in England.



Employ Crawley helps local people access employment support, advice and guidance , from specialist organisations in the town, whilst providing one to one support

[Employ Crawley](#) have two employment support hubs that you can visit:

- Crawley Library, 2<sup>nd</sup> Floor
- Town Hall, The Boulevard, Ground Floor (Youth Employment hub 18-24s)

Both hubs are open for dropins and appointments Mon -Thurs 10am -3pm



### Get In touch

Email [employcrawley@crawley.gov.uk](mailto:employcrawley@crawley.gov.uk)

Call 01293 438498 to arrange a virtual or face-to-face appointment in the youth employment support hub.

## JISC Employability Toolkit

<https://www.jisc.ac.uk/guides/employability-toolkit>

This practical toolkit is designed to help you develop student employability into your educational practice.