

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 4th ed – 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. 2nd ed – Karen Holmes **(650.14)**
- The Wonderful World of Work: A Workbook for Asperiteens – Jeanette Purkis **(331.595)**

Careers

- A-Z of Careers and Jobs 26th ed - **(331.702)**
- Careers Handbook: The Ultimate Guide to Planning **(331.702)**
- What Colour is your Parachute: a Practical Manual for Job-Hunters and Career Changers – Richard Bailes **(331.702)**
- How to go to work: the honest advice no-one ever tells you at the start of your career – Lucy Clayton **(331.702)**
- Planning your career through your interests: a guide for autistic people – Yenn Purkis **(331.702)**

Applying for Jobs

- 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: Over100 winning CVs to help you get the interview & the job – Martin Yate **(650.142)**
- Get that Job in 7 Simple Steps – Peter Storr **(650.14)**
- 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)**

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



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



MyWorkSearch

UK's most powerful online jobseeker's toolkit.
Available through West Sussex Libraries.
Find MyWorksearch at
www.westsussex.gov.uk/einformation in the A-Z of
electronic resources.

- It is an easy to use and friendly online service that you can use in your own time and at your own speed
- It will walk you through finding out the skills you have and creating the best possible CV.

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

Youth employment support for 18-24s

Are you aged 18-24 and are in need of some employment support? We know that navigating the world of work can be tricky for young people. Whether you are just starting out, want some support in reaching your goals or want a change of career, Employ Crawley are here for you!

Get In touch

If you are aged between 18-24, email employcrawley@crawley.gov.uk

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