

## Employability and Job Readiness

Clean Slate is an employer. We take on jobseekers, pretty much whatever their past, and try to match them to the right job opportunity for them. We employ jobseekers as Work Champions, helping other unemployed people wanting our help. We recruit them for work in our own enterprises, such as The HandyHelp Co and Clean Slate Distribution. Sometimes, we work with mainstream employers to fill their vacancies. If we don't have work that's right for them, we'll help them be ready for work with another employer and support their job search.

We want to create a level playing field for long-term unemployed people and believe most have hidden skills and qualities. We help jobseekers explore what they have to offer and as we get to know more about them, we find the individuals who mean business about employment and who want to prove themselves on the job. There are no shortcuts. As an employer, and an enterprise, we need to know our recruits really are willing and able to work.

We are in business to help those who struggle most to find work. We will help fill in any gaps against our 'Seven Signs of Job Readiness' – see <http://cleanslateltd.co.uk/jobseekers/>. All workers have to complete a Clean Slate 2-Day Induction. Some roles require skills training or a basic qualification. Some may also require a DBS check but this won't necessarily rule someone out, a risk assessment will help us see if a role is suitable for someone with a record.

Someone can be job ready but not employable, for example, if they don't have ID. But for us, someone is job ready and employable if they:

- Have ID (cannot be employed without it)
- National Insurance number (can start while awaiting notification of the number)
- ARE NOT schedule 1 offenders (or a threat/ at risk, given the specific nature of the placement)
- Are able to get to and from work at their own cost (in all reasonable circumstances)
- Have appropriate clothing for the work (excluding branded or specialist wear such as protective gear)
- Have a clear idea of the skills and qualities they possess and their job goals\*
- Possess a CV that clearly presents their skills and qualities and is targeted towards the work they want and if the individual can present these with confidence\*
- Are overcoming personal issues holding them back or receiving support so they don't get in the way of work\*
- Most importantly of all, individuals accept responsibility for issues and are prepared to ask for help if needed\*
- Have the basic skills to fulfil the job they are applying for (or working towards) including literacy, numeracy, IT and speaking/ understanding English (which is a pre-requisite for being able to engage with an employer)
- Are well-orientated to the expectations employers will have of them, such as around standards and performance, and well aware of the health and safety responsibilities on staff in the workplace
- Have well-placed confidence (not over-confident nor unduly modest) in their abilities and can demonstrate the motivation to perform well and progress to their job goals

[\*Where individuals require extra help, Clean Slate can provide support to help its workers achieve these]

Preferred but not always essential:

- Bank, building society or credit union account with online payment facility
- P45 (otherwise a P46 needs to be filled in)

A note on benefits:

- Clean Slate believes unemployed people should be better off when working but the current benefits system often prevents this. We respect individuals' decisions about what is right for them. Sometimes we have part-time opportunities that are good for building confidence, growing skills and bringing a CV up-to-date, even if a claimant loses benefits pound for pound. We work particularly well with people who recognise this