

Be Safe When Job Seeking

Jobcentre Plus have produced the following basic tips on how to stay safe when looking for work.

When asking or applying for a job you should never:

- Give your personal financial details, like your bank account number
- Give your National Insurance number
- Give your date of birth
- Give your driving licence number
- Give your passport number
- Give out copies of your utility bills
- Provide a photograph
- Provide any other details you believe to be personal
- You may need to provide these details when you actually have a proper job offer or start a job.



You should also never:

- Pay any fees upfront for help with job searches or training
- Allow the interview to take place in your own home talk about personal matters that have nothing to do with the job
- Accept a lift from the person interviewing you

You should always consider:

- Finding out as much as you can about the company or the person the interview is with
- How you will get to the interview and back
- Telling a friend or relative where you are going and what time you expect to be back
- Trying to arrange for someone to collect you if the interview takes place outside normal working hours



- Make sure the interview is at the company's place of work or in a suitable public place

Telephone Numbers

You should never phone a premium rate number (these usually start with 070 or 090) to find out more information about a job vacancy. This is because they are very expensive to call.

If you phone a number starting with 0871 to ask about a job vacancy, it should be answered within five minutes. If it is not, do not:



- Continue with the phone call
- Keep trying to call the number

This is because calls to 0871 numbers can be expensive.