

ENQUIRY

Title: Mr Mrs Miss Ms

Forename: _____

Surname: _____

Address: _____

Postcode: _____

Telephone: _____

Mobile: _____

Date of Birth: _____

National Insurance number: _____

Employment Status:

Unemployed less than 1 yr Unemployed more than 1 yr

Homemaker Steps to Work

Redundant Retired

Over 16 (not in full time education)

Please return this enquiry form to:-

Kerry McClintock

Antrim Enterprise Agency

58 Greystone Road, Antrim BT41 1JZ

Telephone: **028 9446 7774**

Email: **kerry@antrimenterprise.com**



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EXPLORING ENTERPRISE PROGRAMME

Antrim Enterprise Agency introduces the new Exploring Enterprise Programme

- A free programme which aims to help local people into sustainable employment or self employment.
- Offers mentoring and training at a pace specifically tailored to suit your needs.
- Helping you achieve a recognised qualification – the Certificate of Business Enterprise Level 2.

Who is eligible?

- Over 16 (not in full time education)
- Unemployed
- Claimants of Incapacity Benefit
- Claimants of Severe Disability Allowance
- Working 16 hours or less per week
- Made redundant
- Home-maker
- Retired

So what's involved?

- Understand your areas of strength and interests
- Compile a master and job specific CVs
- Write cover letters
- Find job opportunities
- Complete application forms
- Prepare for assessment (Aptitude Tests, Assessment Centres)
- Prepare for interview
- Keeping records of your progress (and the value of feedback)
- Develop confidence and self-esteem
- Learn about business enterprise
- Learn about what is involved in setting up and running a business
- One to one support and guidance