



CIVIL SERVICE

Local

**VOLUNTEERING OPPORTUNITY**  
**West Midlands**

<b>Reference</b>	Practice Interview Skills
<b>Location</b>	Aldridge School Tynings Lane Aldridge Walsall WS9 0BG
<b>Date(s)</b>	Friday 21 <sup>st</sup> November 2014
<b>Organisation</b>	Education Business Services Ltd <a href="http://www.ebsltd.uk.com">www.ebsltd.uk.com</a>
<b>Type of Opportunity</b>	<ul style="list-style-type: none"><li>i) Volunteers will offer a one-to-one practice interview with a sixth form student.</li><li>ii) Working with 6<sup>th</sup> form students.</li><li>iii) Fifteen volunteers required</li></ul>
<b>Duration</b>	The session will run from 9am until 1pm with refreshments supplied by the school
<b>Brief Description</b>	Volunteers will receive full joining instructions prior to the event. No particular knowledge or preparation is required as all will be explained and supplied on the day. Interviewers will be supplied with a list of interviews/application forms and a guide of possible questions to ask. The aim of the event is to give students interview experience to prepare them for real ones in the near future
<b>Closing Date</b>	Friday 7 <sup>th</sup> November 2014
<b>Further Information</b>	Approval from your department line manager required to participate in this opportunity for any additional information regarding opportunity contact: <b>Ashaq Elli ( CSL )</b> <b>Email</b> : <a href="mailto:ashaq.elli@dwp.gsi.gov.uk">ashaq.elli@dwp.gsi.gov.uk</a> or Phone:07540615069
<b>How to Apply</b>	Insert contact details of the hosting organisation Education Business Services Ltd <a href="mailto:lorenzo@ebsltd.uk.com">lorenzo@ebsltd.uk.com</a> 07904 936390 Name of person for further information regarding the opportunity Lorenzo Cosco

**Your feedback sought**

If you do take up this opportunity, please let us know.  
We would also welcome feedback about your experience,  
so please complete the attached evaluation form.



Evaluation Form