

EOLAS DON ÓGRA



YOUTH
INFORMATION

North Connaught Youth & Community Services



Work, & Travel Abroad

SLIGO YOUTH INFORMATION CENTRE

Rockwood Parade, Sligo

Tel: 071 91 44150 / 9147468 Fax: 071 9145578

Email: yicsligo@eircom.net www.ncyics.ie

Opening Hours : 9.00 a.m. – 5.00 p.m. (Mon – Thurs)

9.00 a.m. – 4.30 p.m. (Friday)

Do's and Don'ts of Travelling Abroad

Do's

Leave a copy of your planned itinerary and documentation with family in Ireland in case they need to contact you in an emergency.

Be prepared

- Ensure that you have the correct documentation: machinereadable passport, birth certificate, appropriate visa if required, i.e. work/student/residence visa.
- Do as much preparation as possible before you go, as it is vital to be as prepared as you can.
- Buy a return ticket so you can come home if things don't work out. Remember, if you are visiting the other countries you may not be admitted without a return ticket.
- Check out Irish Centres in your chosen destination - they will have information for newly arrived immigrants, which includes lists of employment agencies and companies.
- If possible check the Internet for possible vacancies and obtain copies of newspapers in countries you are travelling to.

Bring relevant qualifications

- Bring evidence of your qualifications - degrees/trade qualifications/ driver's licence.

Bring sufficient funds

- Make sure you can use your Irish bankcards in the where ever you are travelling to. If they have "Maestro" and/or "Cirrus" logo's they are required to work. Ask your nearest bank branch before you go.
- Ensure that you are financially stable and have enough money for rent/deposits, living expenses and for unplanned developments.
- Bring sufficient funds to support yourself until you find a job.
- Have enough money for a return ticket just in case it doesn't work out.

Invest in travel and medical insurance

- It is advisable to have travel and medical insurance. As the saying goes, “better safe than sorry!”.

Have contacts

- Ensure you bring the contact details for family and friends
- Ensure you have the contact details of your nearest Irish Immigration Center in order to link in with them if necessary.
- Bring any contacts you have on accommodation and prospective employers.

Don'ts

Don't carry a lot of cash

- Try to avoid carrying large amounts of cash
- Try to use credit cards, ATM cards and travellers' cheques, which are much safer.

Don't travel without:

- The appropriate documents-severe penalties may apply. These penalties may include a possible jail sentence and deportation.
- A visa - do not work without a valid visa as deportation could result.

Don't forget:

- To give yourself time - it takes time to adjust. Be patient with yourself
- To try to learn the language and system and study the culture of destination country.
- Don't forget that things are different in other countries than in Ireland. and adapting to a new system is an essential part of living in a new environment.
- Be confident in your own skills and education

How to Make Travel Look Good on a CV

It was only five years ago that taking a year off was considered career suicide, but now, it's often considered a career boost- a sign of independence, motivation, and ambition. Employers won't [throw away your resume](#) anymore because of a gap year.

But how do you turn that year into tangible experience to showcase in a resume?

Businesses need experienced people who:

- know other cultures
- speak another language
- have a desire to learn
- are willing to move around
- are motivated

All of which are qualities you possess.

1. Don't put everything on your résumé

90% of your travels aren't really "experience," but soft skills you picked up on the road: people skills, confidence, and independence. Though you may be tempted to write that stuff on your resume, don't. You'll sound cheesy and as though you are just putting in useless filler.

2. It's not the resume, it's the cover letter!

Your travels are a story and the details don't translate well as bullet points on a resume. Talk about them in the cover letter, where you can give more detail.

Explain why you left, what your experience taught you, and how it makes you a better employee. This is also where you want to mention those "soft skills," as they require more detail than a simple bullet point expression. Discuss your travels in depth here using only a small section of the resume as support.

Tip: Regale interviewers with funny (but not over the top) stories. It will make you stand apart from everyone else. Those willing to take a chance are the type of leaders businesses look for. They want people who lead them into new directions, not waste away behind a desk.

3. Step by step instructions for articulating your experience.

Step One: Call it what it is. Many people put their trip under work experience, but since it's not work, it's not work experience. At the bottom of your resume, create a section called "Other Experience" and title it "(Your Name) Gap Year" and include the dates.

Step Two: Pick tangible skills. Skills that translate into any job. Like everything on a resume, this will be all about how you word things. Choose your wording carefully. For example:

Haggled over a dollar with a tuk tuk driver or tried to save a few thousand Dong off a shirt in Vietnam? *Negotiation Skills.*

Got stuck in an airport because you forgot your plane? *Adaptability.*

Had to plan, finance, and organize your trip? *Budgeting and Planning.*

Got stuck in a jungle at night because you explored off the trail? *Self-reliance and independence.*

You get the idea. It's all about wording your experience correctly. Notice how those are all skills you can use in the business world. I didn't put any of those "soft skills" down.

Writing "I'm good with people" is generic and makes you sound wishy washy. Choose only job related "hard" skills for the resume because what you are doing is showing how your life experience makes up for your lack of practical experience.

Step Three: Know your audience! Only put travel on your resume if it helps explain an *extended work gap* (i.e. a year or longer), is relevant to the job, or unique. If all you did was live in Thailand on Phuket and got drunk then it is useless filler that will only hurt you. If you volunteered in an orphanage in Cambodia, then keep it on. If this job requires extended travel, definitely put it here.

So what would this all look like? Here's how I would put it on my resume.

Other Experience

Matt's Gap Year 2007-2008

- Developed negotiation skills through daily contact with sellers in markets and vendors throughout Asia.
- Learned how to adapt to unanticipated situations and improvise new plans due to periodic travel mishaps and unexpected events.
- Developed budgeting and planning skills by financing, planning, organizing my year around the world. This involved using various spreadsheets and keeping a record of expenses.
- Cultivated language and communication skills through contact with people from around the world. Learned to use non verbal and verbal communication to overcome communication and language barriers.

That sounds professional, actionable, and tangible. It explains each skill and how you developed it. Remember that the employer is going to ask you to explain these points just like they would any other part of your resume.

It's important you have anecdotes supporting each bullet point, especially since these have no boss to confirm any of this- just your word. If you can't explain it well, keep it off.

Use your travel experience to differentiate yourself. That's why in the beginning, I said put it in the cover letter. It allows you more time to explain the story behind it.

The Secret To Looking For Work Abroad

Long-term travel is often a tricky financial proposition.

Unless you've been gifted an inheritance or a lucky lotto ticket, chances are that someone wanting to join the expat community in a foreign country will have to find work there. Teaching English as a Second Language classes is, by far, the job of choice.

There are one-month courses (CELTA and TEFL) that offer certification. However, in most places, especially in the developing world, a college degree is more than enough.

But while ESL teaching is the easiest job to find, but there are others paths to consider.

Hit The Water

The tourism industry is invaluable to the local economies of many countries, so it's doubtful you'd score a job working menial tasks at a resort.

However, there are other opportunities. In seaside locales, many resorts and dive shops hire dive instructors. Some of these same places offer courses and tests to become a certified instructor.

There also might be openings for people with skills in other water sports. Some resorts hire instructors for activities such as surfing and para gliding, though keep in mind the stiff competition. Most surf instructors in, say, Bali, are local residents. For this reason, SCUBA companies are the best bet for foreigners.

Wield Your Pen

Those of the literary ilk might consider a job with an English language publication. Most countries have several newspapers or periodicals aimed at an English speaking audience.

Editors are not extremely well paid, but can get by. Their jobs usually include cleaning up pieces written by local writers and perhaps writing (or ghost writing) the occasional article.

While these jobs are not glamorous, they can provide an atmosphere conducive to writing. Editing is a good job for those who have the desire to try writing as a profession.

For a job like this, attitude is important. Working for a newspaper can be a source of great anxiety or a invaluable learning experience, depending on outlook.

It's All Perspective

For people with certain set of skills, a job in a foreign country can turn out to be quite lucrative. Experience in construction, in the oil fields, or the security business might be enough for an individual to land a lucrative consulting job. Sometimes, simply tailoring your resume to a specific strength will do the trick.

The key is not as much what you can do as how you present your skills to prospective employers.

A friend of mine who had designed a simple personal website and taken a crash course in the local language was able to land a well-paying job as a creative director at an advertising firm in Jakarta.

The key, it seems, is not as much what you can do as how you present your skills to prospective employers. It might not hurt to look deeper into your past experience to see what might become useful.

That doesn't mean that the high school essay you wrote about indigenous cultures in Peru makes you an expert in the country. But, at the same time, try to think of all relevant experience that you have had.

If you can talk intelligently and at length about your experiences, it might be worth including in a resume.

Finding a job in your dream city might not be as hard as you think

Leaving Ireland for Europe? (printed March 2009)

General

European Citizen Action Service	http://www.ecas.org/
European Commission Rep in Ireland	http://ec.europa.eu/ireland/welcome/
European Commission	http://ec.europa.eu/index_en.htm
European Union Website	http://europa.eu/index_en.htm
European Health Insurance Card	http://www.ehic.ie/
Employment related information	http://www.europass.ie/europass/
EURES (Employment in Europe + general country information)	http://ec.europa.eu/eures/home.jsp?
European Business Directory	http://www.europages.net/

North Connaught Youth & Community Services have made every effort to ensure that the information in this guide is accurate. However, policies and legislation can change at any time: if you are unsure about a specific case or issue, please contact us. Decisions should not be made based on this guide; it is for reference purposes only.

1. What documents do I need to get before I leave? How can I prove my employment history in Ireland?

You should obtain forms E104 and E301 which provide details of your Irish social insurance record. You will need them in order to claim sickness or unemployment benefits abroad. They will also help you qualify for other social payments, for example – state pension (see <http://www.welfare.ie/EN/Policy/EU/Documents/SocialSecurityRightsIreland.pdf> or details). Information relating to your social insurance record in Ireland is available from the Central Records Section (see contact details).

For your own interest you should keep a record of your employment history (contracts, payslips, letters from employers, references etc.).

2. How can I get forms E104 and E301?

You can download the application form to request the E104 and E301 forms at <http://www.welfare.ie/EN/Forms/Documents/e301.pdf>, complete it and send it to the EU Record Section of the Department of Social and Family Affairs (see contact details). You must include copies of your P45 (from the current and previous tax years) and a copy of your P60 from the previous tax year.

3. How long does processing of the application take?

Processing your application can take a few months. You may contact the International Record Section by phone one month after you submit your application. If you haven't received the forms before you need them to claim a social welfare payment in another country, the relevant authorities in that country should write to the Irish authorities and obtain a record of your insurance contributions.

4. I have been working for 2.5 years for the same employer and there are redundancies in the company. Am I entitled to a redundancy payment?

To be eligible for a redundancy payment, you must satisfy the following requirements:

- You must be aged 16 or over.
- You must be in employment that is insurable under the Social Welfare Acts. Full-time employees must be paying Class A PRSI. (This insurability requirement does not apply to part-time workers).
- You must have worked continuously for your employer for at least 104 weeks (2 years).

For more information on redundancy contact the National Employment Rights Authority (NERA) – see Contact Details or look at Useful websites and Useful publications and information at the end of this leaflet.

5. I'm getting Jobseeker's Benefit. Can I transfer it to my country?

Jobseeker's Benefit (JB) may be transferred to another EEA member state for up to 13 weeks, if you are looking for work there. You must be getting JB for at least 4 weeks before the date of your departure; you may still be allowed to transfer your payment if you get a written letter from FÁS stating that you are unlikely to secure full-time employment in this country in the foreseeable future. You can get a completed Form E303 from your local social welfare office and you must take it to the social services of the country you are travelling to.

Note: If you transfer your Jobseeker's Benefit payment to another country and stay abroad for longer than 13 weeks you will lose your entitlement to it if you return to Ireland. You will need to apply for a means tested payment instead.

6. Can I transfer Jobseeker's Allowance or Supplementary Welfare Allowance to another EU/EEA country?

No, you can't. They are means tested social assistance payments and can't be transferred to another country.

7. Can I get a PRSI contributions refund?

Refunds of PRSI can be made to employers and employees where contributions have been paid:

- in error
- at the wrong rate
- by people on low incomes
- by people who pay an enforceable maintenance payment (in the case of a separated person)
- by people who entered insurable employment after they had attained the age of 56

For more information see:

http://www.welfare.ie/EN/OperationalGuidelines/Pages/prsi_refunds.aspx

8. Will I get a lump sum benefit payment if I leave Ireland?

No, you won't.

9. Should I give up my PPS number?

No, you can't give up your PPS number. It's a unique reference number given you for life. You will be able to use it even if you come back to Ireland after many years.

10. Can I get tax back when I am unemployed or when I am leaving Ireland?

If tax has been deducted from your pay since 1 January and you haven't used all of your tax credits you may be entitled to a tax refund. You should complete Form P50 (you can download it from <http://www.revenue.ie/revsearch/search.jsp>) and send it to your Regional Revenue Office together with Form P45 (Parts 2 & 3) given to you by your employer. For more details contact your local Revenue office (see <http://www.revenue.ie/en/contact/index.html>).

The above information was sourced directly from Crosscare Migration Project
1 Cathedral Street, Dublin 1 Tel: +353 0(1) 873 2844

Email: migrantproject@crosscare.ie www.migrantproject.ie

Useful websites

www.citizensinformation.ie - information on all topics

www.welfare.ie - social welfare information

www.revenue.ie - tax information

www.redundancy.ie - information about redundancy and redundancy payments

www.losingyourjob.ie - information about unemployment and leaving Ireland

www.europa.eu - EU website

www.ec.europa.eu/eures - information on jobs around Europe and useful information on all European countries (accommodation, employment, welfare, language, etc.)

<http://www.citizensinformation.ie/categories/employment/enforcement-andredress/>

[egzekwowanie-praw-pracowniczych?set_language=pl](http://www.citizensinformation.ie/categories/employment/enforcement-andredress/egzekwowanie-praw-pracowniczych?set_language=pl) - information on employment rights and how to enforce them

Useful publications and information

‘Going to the UK?’ available at

http://www.migrantproject.ie/emigrating_from_ireland_uk.htm

‘Your Social Security Rights in Ireland – a Guide for EU Citizens’ available at

<http://www.welfare.ie/EN/Policy/EU/Pages/SocialSecurityRightsIreland.aspx>

PRSI leaflet available at

<http://www.migrantproject.ie/documents/IsyouremployerpayingPRSIforyou-11.2008.pdf>

Guide to the Redundancy Payment Scheme

<http://www.entemp.ie/publications/employment/2004/guideredscheme.pdf>

Qualifying for redundancy

http://www.citizensinformation.ie/categories/employment/unemployment-andredundancy/redundancy/redundancy?set_language=en

Useful Contact Details

Department of Social and Family Affairs Central Records Section

Gandon House
Amiens Street
Dublin 1
Tel. : +353 (01) 704 3000

Department of Social and Family Affairs EU Record Section

Oisín House
212-213 Pearse Street
Dublin 2
Tel. : +353 (01) 704 3000

Department of Social and Family Affairs PRSI Refund Section

Oisín House
212-213 Pearse Street
Dublin 2
Tel. : +353 (01) 704 3000

National Employment Rights Authority (NERA)

Government Buildings
O' Brien Road
Carlow
NERA Information Service Lo-Call 1890 80 80 90
www.employmentrights.ie

The Irish National Organisation of the Unemployed (INOUE)

Araby House
8 North Richmond Street
Dublin 1,
Tel. : +353 (01) 856 0088 www.inou.ie

Crosscare Migrant Project

1 Cathedral Street
Dublin 1
T: +353 0(1) 873 2844
E: migrantproject@crosscare.ie www.migrantproject.ie

Crosscare Housing & Welfare

Information

1 Cathedral Street

Dublin 1

T: + 353 (0)1 872 6775

E: housingandwelfare@crosscare.ie

www.crosscare.ie/housingandwelfare

Work Abroad:

*www.transitionsabroad.com (Portal for work abroad, study abroad, guide to finding work overseas) *

www.backdoorjobs.com (short-term job adventures for all over the world) *

www.payaway.co.uk/dirtourism.shtm...

www.jobsabroad.com/

www.justjobs4students.co.uk/

www.anyworkanywhere.com/jobsearch...

www.summerjobs.com/

www.gapyearjobs.co.uk/

www.activate.co.uk/

www.justjobs4students.co.uk/

www.resortwork.co.uk/

www.traveljobsearch.com/

www.traveltree.co.uk/

www.jobsintravelandtourism.co.uk/

www.seasonworkers.com

www.gumtree.com

www.spunout.ie

www.eurodesk.ie

www.transitionabroad.com -

www.thebigchoice.com

www.resortjobs.com

www.jobs-in-the-alps.com

www.cvtips.com

www.summerjobs.com

www.campjobs.com

www.tefl-jobs-abroad.com

Jobs.Guardian.co.uk

www.worldcircle.com

Thetopsummerjobs.com – lots of links to other sites

www.lboro.ac.uk/services/careers/section/vacwork - vacation work & placements

Australia

jobsearch.gov.au

www.seek.com.au

www.workingin-australia.com

www.webwombat.com.au

www.engineeringjobs.net.au

www.careerone.com.au

www.employment.com.au

www.adecco-asia.com

www.anyworkanywhere.com

www.jobsfactory.com

www.jobaroo.com - Jobs in engineering, town planning and construction, fruit picking, education, accounting for job seekers from Australia, New Zealand and South Africa.

NEW ZEALAND

newzealandnow.net.nz

www.skillsnz.co.nz

www.workingin-newzealand.com

PlanetRecruit.com/Jobs_Overseas

www.jobs.govt.nz/

www.seek.com.nz

www.workingin.com

www.seasonaljobs.co.nz/

USA SUMMER CAMP JOBS –

www.campleaders.com

www.usit.ie – Summer camps, J-1 visa, volunteering abroad (Tel:01 6021904)

www.bunac.org - Summer camps, J-1 visa, volunteering abroad (Tel: 01 4473027)

www.workandtravelireland.org WORK AND TRAVEL IRELAND –

all students, **work** abroad program US Universities, Tel 1800 240 0573

[CAMP JOBS FOR STUDENTS](#) No registration required. A part of The Daily Jolt Network www.joltcamps.com

CANADA

www.servicecanada.gc.ca/csj2009***

www.canadajobs.com

www.seasonaljobs.net

www.allstarjobs.ca

www.jobbank.gc.ca ****

www.maplesquare.com

www.onlycanada.net

www.bestjobsc.ca

Long Term Jobs Abroad

** www.transitionsabroad.com

International Careers and Jobs Overseas. Portal for work abroad the guide to international careers and **long-term jobs abroad** with articles, web sites and *publications selected by Transitions Abroad.

Dave's ESL Café, www.eslcafe.com, by Dave Sperling. Site has a staggering amount of well-organized information about teaching and other types of work abroad; links to hundreds of job databases of particular interest to teachers, college students, and liberal arts graduates. A recommended resource for anyone interested work as an English teacher abroad.

Idealist.org, www.idealist.org. This site's claim of tens of thousands of organizations "under one roof" says it all. Excellent search provisions give useful results using "internship" or "volunteer." Also has lists of volunteer, internship and job opportunities. Search possible by country, type of work, and many other variables. The "browse by country" section lists organizations according to their work focus. Site includes organizations worldwide, not only U.S.-based ones.

The **Monster Board**, globalgateway.monster.com, lists jobs by international location and links to job databases for specific countries. Thousands of jobs are listed, most for engineers or managers and virtually all requiring previous experience.

Overseas Jobs Express, www.overseasjobs.com. British-based site claims to list vacancies that are open to non-citizens of the target country. It has databases of career positions for specific countries or regions.

The Riley Guide: Resources for International Job Opportunities, www.rileyguide.com/internat.html. **Business Career Options** www.rileyguide.com/intlbus.html and a **Living and Working Guide** www.rileyguide.com/intlinfo.html.

Summer Jobs in Europe

These websites offer details of seasonal jobs in the tourist industry.
www.eryica.org/infomobil Contains information on living and working in over 23 European countries.

1. summerjobs.com SummerJobs.com - Search by Location | view site >>
Search Jobs By Location - Where is your new summer job? Worldwide, Spain ... SummerJobs.com is part of the AboutJobs.com Network of Sites! ...

2. seasonworkers.com Summer jobs in Spain | view site >>
Summer jobs Spain Spain offers plenty of courier, bar, and customer service work, much of which you can arrange before you get out there (by applying for ...

3. seasonworkers.com Summer jobs in Europe | view site >>
Summer jobs in Spain. Where do you start with Spain? There is so much to do in this great country. If you want a busy seaside resort with plenty going on, ...

4. transitionsabroad.com Short-Term and Summer Jobs in Spain and Portugal | view site >>
Key employers for short-term and summer jobs in Spain and Portugal.

5. transitionsabroad.com Short-Term and Summer Jobs in Europe | view site >>
Find the key employers for short-term and summer jobs in Europe. ... Student Work Experience Programmes Spain. Exit is a Spanish private registered company ...

6. thinkspain.com Jobs in Spain, Work in Spain, Spanish Employment, Costa Blanca ... | view site >>
Search for all types of work in Spain, whether a Spanish summer job, or full-time employment ...
Permanent Jobs in Spain · Contract & Summer Jobs in Spain ...

8. summerjobs4u.co.uk Summer Jobs. Search and apply for you student summer job now.

9. summerjobs4u.co.uk Summer jobs in Spain | view site >>
Summer job vacancies in Spain from a variety of employers. View job details and apply online.

10. costablancauncovered.com Summer Jobs in Spain | view site >>
If you are looking for summer jobs in Spain the most obvious one is to look for bar work in the most popular tourist spots. These include major towns

[IBIZA TENERIFE MALIA 08](#) - We help outgoing people enjoy the working holiday way of life. www.Air-Pro.co.uk

[FIND RESORT JOBS](#) - Looking for seasonal resort **work**? –

Search jobs abroad & UK vacancies www.ResortWork.co.uk

[JOBS AND WORK IN SPAIN](#) - Looking for **work** in Spain? Resort Properties want you. Apply today. www.resortproperties-world.com

[WORK ABROAD THIS SUMMER](#) - Campsite Rep Jobs On Top Resorts In France, Italy And Spain www.venueholidays.co.uk

[FRENCH & WORK EXPERIENCE](#)

4 week French course plus 12 weeks **work** experience in France!
www.frenchinnormandy.com/work

www.eures-jobs.com

The official European website for information about jobs within EU countries; also includes details of seasonal jobs.

www.payaway.co.uk

Working holidays abroad, includes web links to major employers in the tourist industry. You can also subscribe to their email newsletter for lists of vacancies

www.pickingjobs.com

If you're looking for a summer job in the outdoors and a natural tan to go with it, this provides a list of fruit-picking jobs around Europe.

www.anyworkanywhere.com

This site is updated daily with summer and working holidays. You can search for jobs by category or country and apply for vacancies directly.

www.irishabroad.com - This is not a recruitment site but does include contact details for over 500 Irish pubs around Europe and 160 Irish businesses.

www.iaeste.ie

This organisation provides a placement service for technical and architectural students looking for work experience.

www.ie.aiesec.org

This website offers experience opportunities in many European countries for students of business and commerce.

www.workandtravelireland.org

SUMMER JOBS - Youth Around the World Working to Make Noise and be Heard!
www.YouthNoise.com

TEACH IN POLAND - Spend your **summer** having fun and making a difference in Poland! www.worldteach.org

AUPAIRS & NANNIES NEEDED - Families in Italy & **Europe** Waiting! See Our Fantastic Program Benefits www.totalnannies.com

TOP JOBS IN EUROPE - Careers in **Europe**: find exciting international job opportunities. www.CareersInEurope.com

UK Jobs

JOBS UK - Apply online or post a CV and let the right employer find you.
www.monster.co.uk

LONDON JOBS - The freshest jobs in London, updated every hour!
www.londoncareers.net

www.JobsJob.co.uk Search all **Summer** jobs in UK..

ACCOMODATION

www.youthinformation.com

www.studentaccommodation.org/student

www.studentholidays.com

Student hostels, budget hotels, cheap bed and breakfast accommodation for students. Europe

www.studentflights.co.uk/hotel_accommodation.

www.HostelBeds.com/Europe Cheap Europe Hostels

www.hostelseurope.com

www.hostels.com/en/europe.html

www.lonelyplanet.com

www.hostelbookers.com/hostels/western_europe

www.backpackingeurope.com

www.famoushostels.com

www.europeanhostels.com

EmploymentRights.ie: - Ireland's one stop shop for employment rights info.

Training:

www.teagasc.ie Offer training for young people entering careers in agriculture, horticulture, related land based enterprises and the agri-food industry.

www.rehab.ie National Training & Development Institute

www.coillte.ie Coillte Forestry Training

www.bim.ie Bord Iascaigh Mhara Provide training in catching, fish farming and seafood processing.

Sligo Youth Information Centre

Rockwood Parade, Sligo

Offers a **free** and comprehensive range of services to young people and those who support them.

Information on such topics as:

- **Employment** – job opportunities at home and abroad, rights & entitlements, voluntary work, etc.
- **Education/Careers** – CV & cover letter assistance, interview techniques and skills, 3rd level courses in Ireland & Britain, adult education, distance learning, scholarship and grants, etc.
- **Travel** – summer jobs abroad, youth and student travel, work permits and visas, hostels,
- **Accommodation** – landlord/tenant rights, housing options, etc.
- Health – health services, diet, disease prevention, alcohol and other drugs, counselling services, etc.
- **Emigration** – to USA, Australia, Canada
- **Your Rights** – justice issues, legal rights, consumer rights, etc.
- **Your Activities** – local organisations, competitions/awards, etc.

We also offer an Outreach service to schools, youth & community groups, women's, groups, men's groups in the form of workshops, exhibitions, presentations, displays.

Teen Between – a listening, advice and support service for young people who are experiencing difficulties as a result of their parent's separation/divorce.

We also offer a secretarial service in the form of

- Typing – C.V.'s, business cards, birthday invitations, etc.
- Photocopying – black & white and colour
- Laminating
- Acetates
- Faxing
- Binding
- Assistant with filling out application forms, compiling C.V.'s, mock interviews,

Open Monday to Friday 9.00am – 5.00pm