

Information Required to complete William's To-do

Jobs I am looking for - Anything to with gardening

Experience - 25 years working in administration for the Local Authority

Travel to work - Can spend 90 mins

Looking and preparing for work - Read the papers / Is registered on the Internet / Looking for part-time or Voluntary / Has friends working in the gardening sector and will ask them

Hours - Can spend 35 hours looking for work

More Information - I worked for the Local Authority for 25 years and left work to care for my wife who died 6 months ago. I feel I am ready to look for work. I am reliable and conscientious and I get on well with people

Information Required to Complete Terry's To-do

- **Jobs I'm Looking for** – cleaning jobs, bar work
- **Experience** – Worked as a cleaner for a year, part of the time as supervisor. He does not have a CV
- **Work hours** – Terry can work full-time
- **Travel to Work** – Terry can spend up to 90 minutes travelling to work
- **Looking and preparing for work** – Read the papers / Ask friends about vacancies
- **Hours a week** – Can spend 35 hours per week looking for work
- **More information** - None

Information Required to Complete Griselda's To-do

- **Jobs I'm Looking for** – Café, restaurant
- **Experience** – Worked in a café for many years. Griselda does not have a CV
- **Work hours** –full-time
- **Travel to Work** – Griselda can spend up to 90 minutes travelling to work
- **Looking and preparing for work** – Read the papers. Ask friends about vacancies
- **Hours a week** –Can spend 35 hours per week looking for work
- **More information** – I have problems with travel as I rely on public transport which is not good in my area.