

Our Statement of Service



Candidates

Introduction

This statement gives you an overview of our services and the information, advice and guidance we provide to help you find a new role and kick start or further develop your career.

What we offer

We are a not-for-profit recruitment agency, representing the local Jewish community, to assist you in finding a new role within an organisation understanding of the Jewish culture and religious requirements. Any profits are used to support JCom's work.

JCom covers a wide range of positions – from office administration and customer services, technical skilled positions to middle and senior management posts. We also assist you in finding suitable training courses and in pursuing routes in further education.

Our service to you includes:

- ✓ Offer a full consultation to understand more about you and your capabilities and identify opportunities;
- ✓ Register your details and consider them against future vacancies;
- ✓ Actively market your details to identified companies where we know that they use staff with your skills and experience;
- ✓ Offer advice and guidance in choosing training/vocational courses; and
- ✓ Assist you in enrolling on training/ vocational courses.

In addition if you want us to, we can talk on your behalf to other people who may also be able to help you. We can also offer support in identifying ways of overcoming barriers that might get in your way.

You are welcome to talk to us about your needs or use the information we have, on your own. You can call us back when you have a question or to make an appointment. The good news is that you can come back for more information whenever you need or want to in the future.

The service we provide will be:

- ✓ There for you and free from bias;
- ✓ Available to you, whatever your age or circumstances;
- ✓ Clearly explained to you. This will include telling you about:
 1. The service itself ; and
 2. What we can do and cannot do for you

What you can expect

Our staff:

- ✓ Will work closely with you – from receiving your CV through to accepting a position.
- ✓ If you are not suitable for a position will explain why.
- ✓ Will treat you with respect
- ✓ Are well trained and qualified

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Directors

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Mr MD Salzman

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BSc (Hons) MEd (Ed Psych)

Project Advisors

Mr Simon Lader

Mr Altı Moher

Mr Daniel Kasmir

BSc (Econ)

JCOM Employment Agency is a
Company Limited by Guarantee
Co Reg No: 6421179 (England)
Registered office as above

- ✓ Can get up to date information on what is happening in education, training or employment and tell you about it.

We will:

- ✓ Work to national quality standards

How you can help us to improve the service

We will:

- ✓ Welcome suggestions for improvements
- ✓ Offer you the chance to say what you think about the help you were given
- ✓ Tell you who to contact and what to do if you are not happy with any of our services
- ✓ Ask you to recommend JCom to potential employers

How to contact us

Telephone us on 798 2123 or drop-in and see us any time. If you would like a brief one to one discussion about how we can help please call the office to book an appointment.

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