

# Lost Your Job Due to COVID-19?

Your comprehensive guide to job loss in the UK



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## Introduction

**Have you recently lost your job?** This guide on job loss from Cashfloat, is a must read for anyone experiencing job loss. The chapters are packed with loads of information from knowing your legal rights to advice on benefits and how to pick yourself up again. Begin reading now and get informed today!



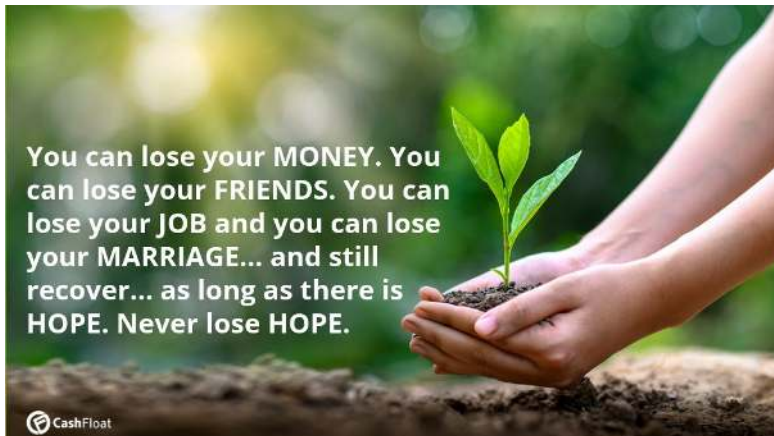
If you have been made redundant, been fired or been forced to leave your job for any other reason, you may be experiencing one of the most stressful times in your life. A myriad of emotions can and will occur after a job loss. You might feel scared, angry, depressed and hurt. In fact, losing your job can seem like a kind of bereavement since, for many people, their career or job is indelibly tied up with their identity and their relationships with others.

The following series of articles has just been revised and updated with current useful information. The articles cover all aspects of job loss, including legal guidance and how to get yourself back onto your feet.

## How The Loss Of Your Job Can Create Stress

Given that most of us spend more time at work than with our families, it is very understandable that losing your job will affect you in more ways than just losing your income. Going to work every day gives us a reason for getting up and adds meaning to our lives. And, there is also the matter of routine.

Most people take comfort from the fact that there is some order in their everyday lives and going to work every day adds some structure to lives that otherwise may appear to be out of our control. When we experience any loss it can cause stress. When you lose your job, you lose part of your identity, possibly your self-confidence. Also, your daily routine is totally disrupted.



**You can lose your MONEY. You can lose your FRIENDS. You can lose your JOB and you can lose your MARRIAGE... and still recover... as long as there is HOPE. Never lose HOPE.**

 CashFloat

When you have lost your job, it can be accompanied by a loss of self-esteem and purpose. Many people underestimate the large impact that a change like this can have on their lives. So, while your

initial reaction may be to curl up in a ball and hide away from the world, there are lots of steps you can take that will assist in alleviating the situation and help you to come out the other side of the experience feeling stronger and better able to cope in the future.

Add to that, the loss of purpose which is to provide for yourself and your family and the loss of your work friends and colleagues and you can see that this adds up to an enormous amount of stress.

## Learning To Cope With The Stress Of Job Loss

Learning how to cope with the loss of your job is one of the most important aspects when this life-changing situation occurs. Losing your job can affect not only your mental health but can have an impact on your family, your relationships and your physical health.

There are many ways of coping with job loss and the stress that follows, and this is one of the aspects that we will look at in these articles.

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“ Learning how to cope with the stress of job loss is vital to your mental health ”



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## How Do You Cope Without Your Regular Salary?

Often, the most devastating aspect if you have lost your job, is that you will no longer have a fixed salary to pay your bills and support your family. Some people may take [instant payday loans](#) to solve this in the short term, but in reality, this creates bigger problems in the long run. In these articles, we will look at what benefits those who have been made redundant or fired receive and how best to manage what money is coming in.

Gaining the support of your family is essential if you are going to get anything good out of this job loss experience and consequently, this is another aspect that we will examine. Additionally, involving the whole family, including children can be helpful as well. Although it is important not to make children too stressed about the situation, they need to understand what has happened and that they can help out in some small way.



Budgeting your remaining income is one aspect of job loss that can improve when all the family is involved. We will look at how this can be managed to ensure that you don't need to take out personal loans to cover family expenses.

Here is a list of things you should do when you have lost your job:

- Get help paying your mortgage or rent
- Sort out your income – think about other sources of income
- Take control of your debts including any [bad credit loan](#) debt
- Review your budget to fit your new circumstances

## Changing Direction After You Have Lost Your Job

Fortunately, as many people can testify, life after a job loss is not the end of the world. For many people, it has proved to be the catalyst for a change of direction and has led down the path to a better and more worthwhile career that they would otherwise not have taken.

We will look at how you can get another job and how a change of career can be managed in such a way that the situation turns into a positive experience instead of a negative one.

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*Sometimes losing your job is just a stepping stone towards a brighter future.*

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## Support and benefits after losing your job

There are many [agencies in the UK](#), both government and private, which can provide help when you have lost your job. You may feel that you are alone, but the professionals who can help you to find out your rights, benefits and to find a new job, are all out there. These articles will point you in the right direction to get this help.

Looking for work means you will have to be resilient. Additionally, there is a lot of advice and information that can help when you need to start the search for new employment. There is also the aspect of training and updating skills, and this subject will also be addressed.

If you have been accepted for a job, but your first paycheck is not yet due, you can take a short term loan from a responsible provider to tide you over until payday. However, if no paycheck is on the horizon, short term loans are not the answer.

## Conclusion

If you have lost your job, no matter how young or old you are, you are now undergoing a life-changing experience. But, remember the reason that you have lost your job is less important than how you address the event and how you move forward. Hopefully, these articles from Cashfloat will give you enough information and advice to take the next steps in your working life and to achieve a better understanding of the way forward.

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# Chapter 1 - Employment and Redundancy Rights

Get to know your redundancy rights. Nobody should be made redundant without knowing their entitlements.



Before discussing your redundancy rights, let's discuss the employment rights in the UK.

## Employment Rights in the UK

Employment rights and the terms of redundancy are spelt out in a contract of employment. This document identifies the rights and responsibilities of both the employer and the employee. [An employment contract](#) will spell out what is expected of you and in turn, what your employer must do regarding giving you notice to leave or making you redundant.



Also, the contract of employment may be verbal, and this is just as binding. However, when it comes to a tribunal, it is harder to prove the existence of a spoken contract. So, a written agreement is always the best choice for employees. Everyone who starts a new job is entitled to a written statement within two weeks of starting work. The statement will cover the main terms of employment such as pay, hours of work and most crucially, the terms of notice for dismissal or redundancy.

## Fair And Unfair Dismissal

There may be different rights depending on the reason you were made redundant. Knowing why you were made redundant will help you with knowing your redundancy rights.

### Fair Dismissal

There could be some legitimate reasons your employer may dismiss you from your job. Here are some:

- Despite extensive training, you have been unable to get to grips with the job.
- Gross misconduct at work. This could be violent conduct towards a customer or fellow worker, or if you have been found stealing or taking drugs/alcohol while at work.
- If it becomes impossible to continue your employment for any reasonable cause e.g. a workplace burns down, and the business will not be re-started.

### Unfair Dismissal

There are many reasons behind cases of unfair dismissals. Here are some:

- Unfair dismissals relating to rights for employees such as maternity leave and pay, joining a trade union, and taking rest breaks.
- Employees taking time off to serve on a jury.
- Older workers being compulsorily retired without their consent. This has now been stopped, due to changes to the employment laws.

If you think you have been dismissed unfairly, you can make a claim for unfair dismissal.

## Redundancy Insurance

Redundancy insurance can be a lifesaver if you lose your job. There are policies which you can take out to cover mortgage payments, [unsecured personal loan](#) payments, and credit card payments. You should get a redundancy insurance policy when you are employed, and there is no chance of being made redundant in the immediate future. e.g. if the risk of redundancy is medium, that is, not on the cards for the next three to six months. It is also worthwhile thinking about how long it would take you to find another job as the policies do not pay out before a three-month grace period.

There are different kinds of payment protection insurance, for example, a Mortgage Payment Protection. When it comes to your home, a mortgage is a priority debt. That is, if you do not keep up the payments every month, then it could have severe consequences, and you could even lose your home. For this reason, alone, a Mortgage Payment Protection is a good idea. It will give you a breathing space to find another job or to think about what you can do to minimise the effects of losing your job.

Premiums for a Mortgage Payment Protection will depend on your age, the period you want to cover. There is usually a maximum amount that can be paid out, e.g. £2,000 per month. Typical premiums for those under 50 are between £18 and £27 per month, and for those over 50, the rates are between £37 and £41 per month. The best way to organise the policy is to go to an independent financial advisor. You can also check out the money advice websites on the Internet to see how much you would need to pay, approximately, to get cover.



## Redundancy rights in the UK

First of all, it is important to understand that redundancy is not the same as getting the sack. An employer who is considering making some employees redundant must be objective and use a fair system when selecting which jobs are to go. When this has been decided, employees are entitled to a minimum period of notice. The minimum period of notice depends varies depending upon how long your employment has been at the company:

- One month of service – two years of service; You will get one week's notice
- 2 years of service – 12 years of service; One week's notice for each year
- Over 12 years of service; 12 week's notice

## Pay In Lieu Of Notice And Gardening Leave

Of course, an employer may give you a pay in lieu of notice, and this is perfectly acceptable. Instead of finding yourself at a loss with no pay and desperately taking out [guarantor loans for unemployed](#) to cover basic expenses, this option may be more ideal. Remember, however, that pay in lieu of notice is taxable like all other income.

Gardening leave means that you work out your notice at home. You will still receive payment, but in this instance, you can be asked to go back to work at any time. You may also not look for another job unless your employer agrees that you may do so.

## Consultation With Employees

An employer must always consult with an employee before going ahead and making them redundant. To make the situation as fair as possible, an employer must advise you about what is happening and allow you to question and bring up any objections if you wish to do so. Additionally, an employer must consider alternatives to the loss of a job and seek ways to alleviate the effects of the redundancy process.

The type of consultation process will also depend upon the number of people that a company employs. When it is a business with 19 or fewer employees, the employer can advise you as an individual. For between 20 and 99 employees, then the employer must hold a collective consultation with either a union rep, or a chosen representative of the employees. This latter regulation applies to businesses with more than 100 employees as well.

## Conclusion

Knowing your redundancy rights will help you in the event of losing your job. If your employer takes any action which you think may be questionable, you can always get some outside legal advice. There are some organisations and bodies who can guide you, for example the [Equality Advisory Support Service](#) (EASS) and the ACAS. Finally, there is the Equality and Human Rights Commission (EHRC). You can find out more details and information about discrimination at work on their website.

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## Chapter 2 - Voluntary Redundancy

Is your company looking to downsize or going through a hard time? These are often signs that staffing changes are coming. **If you think redundancy may soon become a reality, voluntary redundancy might be a better option for you.**

Cashfloat explores the pros and cons of voluntary redundancy so you can make an informed decision.



### What is Voluntary Redundancy?

When a company is thinking about cutting down their workforce, they can either choose employees to make redundant, or allow employees to volunteer to leave on their own. Employers will often offer a financial incentive for employees to choose this option. Opting for voluntary redundancy can benefit both the employer and employee. It allows them to end their professional relationship on a note of goodwill and gives the employee more time to prepare financially for losing their job. However, you should always consider your personal and professional circumstances, rights and other options carefully before choosing voluntary redundancy.

## When Should You Consider Voluntary Redundancy?

There are many good reasons to consider voluntary redundancy. Here are a few:

After conducting an internal review, companies may choose to restructure their workforce and departments to increase efficiency and productivity and cut down on costs. Unfortunately, this kind of restructuring can often place several positions in jeopardy. Middle-management roles are especially vulnerable during business restructuring, as they often become obsolete within the new structure.

Technology is constantly evolving to make businesses run smoother and more efficiently. However, technology has also started replacing human workers in factory assembly lines, stockroom and warehousing, grocery tills, and many other industries. This makes businesses more efficient but costs many hard-working individuals their jobs.

When a business is sold, the new owner often takes the opportunity to restructure the company and/or cut down on staff. You may want to consider voluntary redundancy if you think your position will no longer be needed under the new management. The terms and conditions of your employment should stay the same if the business is sold.

Crisis, whether internal, industry-related, national, or international, is extremely taxing on businesses. Companies often need to cut their spending to the bare minimum, and consequently may need to lay off employees. Many people suddenly lost their jobs during the financial crisis of 2007/8. More recently, the Coronavirus Pandemic forced many businesses to temporarily close to stop the spread of the virus. Companies struggled to stay afloat, and had to furlough or let employees go.

## The Difference Between Voluntary and Compulsory Redundancy

When a business is downsizing or undergoing structural changes, redundancy often follows. Your employer can either give you notice of redundancy or give you the option to take voluntary redundancy. We'll break down the differences between the types of redundancy below.

### Voluntary Redundancy

Voluntary redundancy is when an employer offers a financial incentive to an employee to leave the company of their own free will. An employer may offer voluntary redundancy because they need to slim down the workforce, selling the company or restructuring their business. You may be tempted to take voluntary redundancy by the thought of a big pay off. Before volunteering for redundancy, you should consider the following factors.

### Compulsory Redundancy

Compulsory redundancy occurs when an employer decides to reduce staffing, but they choose who leaves. Although the employee can negotiate with their employer, the employee cannot ultimately refuse redundancy. This can be distressing for workers who do not wish to leave. If you are being made redundant, then you must be compensated for the loss of your job. The exact amount and duration of the compensation will depend on the terms of your contract. If you lose your job and your ex-employer hires someone else to do the same work, this is not redundancy.

## Voluntary Redundancy Pay

The size of a redundancy settlement is vital. The amount you get depends on several factors including the length of your employment at the company, your age, and your pay grade. Voluntary redundancy payouts from your employer are usually higher than statutory payments. These are the general guidelines:

- Under 22 years old: You get half a week's pay for each year worked.
- 22 – 41 years old: You get one week's pay for each year worked.
- 42 years and older: You get one and a half week's pay for each year worked.



## Voluntary Redundancy Calculator

You can use a voluntary redundancy calculator to calculate how much statutory redundancy you can get from the government. The calculations are based on your age, the pay you received and how long you have been on the job. You must have worked for at least 2 years for your employer to qualify for statutory redundancy pay. [Click here](#) for an online calculator to work out your redundancy pay.

### Think About Budgeting

Before you volunteer for redundancy, it's important to consider how you will manage financially without your current income. You'll need to draw up a budget that will allow you to meet your regular living expenses without your regular income. First, add up your usual spending on housing, food, utilities, transportation, and other essentials. Then, work out how long your redundancy payment will last. This will give you a good idea of how long you will have to find another job.



Ask yourself: is this a realistic timeframe for you to find a new job? Do you have other potential sources of income (like benefits you could apply for) that you haven't tapped into yet? If your answer to these questions is no, then this may not be the best option for you.



If you are nearing retirement, then voluntary redundancy could be a good option as you may only have a few months left before you reach the pension age. Your employer may suggest that you voluntarily take early retirement instead. You should thoroughly research both options and how they will impact your personal finances and pension differently. However, if you are not yet nearing retirement, then this may be the time to consider a change of career, so search for information about the job market before you take this life-changing step.

It is important for you to make sure that you will be financially covered before deciding to go for redundancy. You do not want to walk away from your current job position only to find that you have to take out [loans online](#) to pay for your living expenses. Take the time to come up with a realistic financial plan that will help you make the best decision.

### Notice Period For Voluntary Redundancy

An employer must give you the correct amount of notice before making you redundant, whether the redundancy is voluntary or compulsory. If your employer has offered you voluntary redundancy, then use this period to look for another position. Unless you are in a situation where you are ready to retire, then finding another job is a priority, so start immediately to look for work.

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“ The only way to do great work is to love what you do.  
If you haven't found it yet, keep looking. Don't settle.”

~Steve Jobs

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If you have decided that voluntary redundancy is the path you want to take, now is the time to think about your work priorities. Many people who have lost their job have used the opportunity to gain further expertise in their fields or else change their career. This is an excellent time to reassess if you want to continue working in your current field or consider a career change.

A change of direction at work may require new skills. Think about retraining, either using a college course or free classes on offer at the Job Centre. Volunteering your time to gain experience in a new field is also an excellent way to learn new skills and transition into a new profession. This can also give you some added experience to put on your CV.

*For more excellent advice, go to [citizensadvice.org.uk](https://citizensadvice.org.uk).*

## Conclusion

Choosing to give up your job through voluntary redundancy can be a life-changing decision. It is essential to properly consider your financial situation before making a final decision. However, choosing voluntary redundancy can give you the opportunity to change career directions or further your training in your current field. If you've done your research and you feel comfortable about your prospects for the future, then we wish you well on your journey.

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## Chapter 3 - Statutory Redundancy Payments

Are you wondering if there is any payment help available? You have come to the right place. Cashfloat explains in 'Lost your Job' guide all about the Statutory Redundancy Payments.



If you are made redundant, your employer by law must pay Statutory Redundancy Payments. This is a minimum amount that your employer will give you as a financial safety net. This should prevent you from having to take out [unsecured short term loans](#) and falling into debt. Discover how much your statutory redundancy pay is with Cashfloat's guide to job loss.

### The History of Redundancy Payments

Before the Redundancy Payments Act of 1965, people who lost their jobs did not receive any statutory severance pay. The government introduced the Act as a safety net. After a qualifying period at work, but lost your job through no fault of your own, you would have a right to payment. The law designed it to help people pay for everyday expenses.

The act makes it a regulation for employers to provide ex-employees with a minimum amount of money to survive unemployment. It allows the employee to have a financial safety net to fall back if they didn't find work straight away. Additionally, it would make employers think more carefully before making workers redundant.

There are three parts of employment law that forms the pillar of worker's rights in the UK. They are:

- The Contracts Of Employments Act
- The Industrial Relations Act
- The Redundancy Payments Act

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“ Redundancy payments were designed to help people pay for everyday expenses ”



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## Statutory Redundancy Payment

If your employer advises you that your job is disappearing for one reason or another, it entitled you to some compensation. Provided that you have worked in the company for a minimum of two years, you can receive this compensation.

Statutory Redundancy Pay is the amount that is set down by law. You cannot receive payments less than the set amount. They are subject to change when the government introduces the annual financial budget. If you are working for a company as a contractor or a self-employed worker, then no statutory redundancy pay is applicable.

Most people who work for legitimate companies class as employees. However, there are some exceptions. Short term casual workers, self-employed, and agency workers regarding redundancy payments often also class as employees. However, an agency worker who is on a fixed term contract that is running for more than two years may class as an employee. Additionally, if the agency worker has continuous operating contracts, totalling up to more than two years, may also be considered for redundancy pay.

Certain occupations such as police officers and civil servants do not get statutory redundancy payments. But, they will get contractual redundancy pay. A check of the contract of employment will advise you about your rights to these payments.

[Click here to work out your payment](#)

## How is Statutory Redundancy Pay Calculated?

In some circumstances, you may not be entitled to statutory redundancy payments. Any employer who offers an alternative job that is suitable to your skills may lawfully retract statutory redundancy pay if you refuse the job offer. If you find a replacement job before your period of notice expires, it is possible to lose the statutory amount. However, in some cases, you still receive it.

Depending on your age, length of service and how much you earn, the amounts of statutory redundancy pay are set at certain levels:

- An employee below the age of 22 is entitled to half a week's pay for each complete year of employment.
- Employees aged 22 to 40 will get a full week's pay for each year of service.



Those over the age of 41 will receive a week and half of pay for each year that they have worked at the company. However, the government cap statutory redundancy pay at 20 years of service. There is also a weekly payment limit. This stipend currently stands at £538 per week\* and the maximum statutory redundancy pay you can get is £16,140\* The figures use gross pay, not net pay.

\*Correct as of December 2020.

## How Commission, Bonuses And Overtime Payments are Worked Out

If your work hours varied each week or month, then your payment will be based upon an average weekly pay. This payment will include commission payments or bonuses. However, it does not include some commission payments. It does include commission payments that use a definite factor, i.e. the number of letters that you write each week.

Payments do not include a commission based upon how successful you are at your job. For example, the number of insurance policies that you sell. The amount of commission due is worked out as an average over the 12 weeks before you got notice of redundancy. Unless your contract of employment includes overtime, it does not form part of the calculation for statutory redundancy payments.

## What to do if your Employer Refuses to Pay Statutory Redundancy Payments

You can challenge failure by an employer, for any reason, to make a statutory redundancy payment. First, ask your employer for a written statement about why they have not paid you. You must ask for this within six months of leaving. If there is still no response to your request, then you can go to an Employment Tribunal and make a claim. The time limit for making a claim is three months from your dismissal. This applies whether you consider yourself unfairly dismissed or wish to claim discrimination.

The Redundancy Payments Act has been instrumental in preventing employers from hiring and firing employees at will. However, following the implementation of Brexit, employment laws that are mandatory for European Union countries could change.

## Statutory Redundancy Pay FAQs

### Is statutory redundancy pay taxable?

Statutory Redundancy payments do not attract the deduction of Income Tax. However, if the amount is over £30,000, there may be some tax to pay.

### How should I claim statutory redundancy pay?

You do not need to claim Statutory Redundancy Payments. They are a right. Your employer is responsible for making the payment on the day you leave your job or very shortly after that. You are also entitled to a written statement confirming the amount and the method of calculation.

### Where can I calculate my redundancy pay?

On [gov.uk](https://www.gov.uk), you can calculate your redundancy pay using the statutory redundancy pay calculator. The calculation is based on age, weekly pay and the number of years in the job. You must have worked for at least 2 years at your employer in order to qualify.

### If I changed from working full time to only part time a few weeks before being made redundant, how is the pay worked out?

Unfortunately, if you changed from full time to part time working hours before becoming redundant, then you receive the statutory amount for part time hours. Payments are calculated by what you earned at the time of redundancy.

## Conclusion

Getting your statutory redundancy pay after being made redundant is often a life saver. Therefore, it is crucial you understand how the pay is worked out and know about any other benefits you may qualify for. Nobody should have to turn to [bad credit loans for unemployed](#) for finance when they have lost their jobs. For more information and help when you have lost your job, read more chapters in our guide.

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# Chapter 4 - Early Retirement: All You Need to Know

Sometimes, you may be left with the decision: Be made redundant or decide to go for an early retirement. In this chapter, we discuss the pros and cons of an early retirement and how to know if it's right for you.



It can be a difficult time when work comes to an end. If you have been made redundant, it is doubly stressful, especially if you still have a mortgage to pay and a family to raise. However, sometimes the opportunity arises to go for early retirement, and while this may seem to be the perfect opportunity to fulfil your dreams, it can come at some financial cost.

So, is the dream of endless spare time worth the financial costs that could occur if you choose this path?



## How to Retire Early

Thinking about retiring early? Retiring early begins with looking at your finances to see if you can afford to retire early. Aim to have all your debts paid off before you retire, including any [bad credit online loans](#) and your mortgage if possible. Begin living below your means and focus on reducing your big expenses. Think of a backup plan which could work for you – what if you hate the unstructured days of early retirement, can you return to work?

Before you retire early, here are some points to think about;

- How much money do you need before retiring?
- Do you have debts which are not paid off?
- Have you maxed out your retirement accounts?
- Have you gotten serious about lifestyle changes?
- Do you have a retirement budget in place?



## Early retirement due to ill health

First, let us look at considering early retirement due to ill health or disability. It is important to get expert advice on this matter and to consider all the available options before going down this route. All employees have various rights. If a chronic illness, such as diabetes, is making it hard for you to work your regular hours, then an employer must take reasonable steps to assist you at work. One option may involve working part-time or taking on flexible hours. An employer who has been requested to help in this way is obligated to assist as long as the request is reasonable.

If you suffer from long term ill health, some benefits can be claimed if you take early retirement. One of these is the Personal Independence Payment, and there are others for housing. If you cannot claim a full pension due to lack of contributions, the Employment And Support Allowance may be applicable.

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*Retirement is not the end of the road. It is the beginning of the open highway.*

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## Early Retirement – The Pros and Cons

Early retirement may be an option, but it can depend upon several factors whether or not this a good choice. If you own your home outright, have no debt and have a healthy savings account, then you can anticipate a decent retirement. However, some trade-offs will have an impact on your decision. So, looking at the advantages and disadvantages of early retirement is a worthwhile exercise before you take the plunge.

## The pros of early retirement

Early retirement can look like the opportunity you have been waiting for. It is a chance to expand your horizons by travelling, taking up a long-awaited hobby or achieving a closer relationship with family and friends. All of these are valid reasons for wanting to retire, but like other choices in life, there are always consequences to be considered before you take action.

- **Part Time Work And Higher Education**

Taking early retirement can allow you to start a part time job in a new field of employment. In some cases, people fulfill their dreams by working at something that they have dreamed about all of their lives. If this is the case, then working part time may also allow you to go for a part-time degree or some other qualification that you have always wanted to achieve.

- **Travelling Around The World**

Of course, a lot of early retirees put travel at the top of their bucket list. If you have taken early retirement, the chances are that you are still healthy and active. So, many newly retired now spend their time in very active pursuits like hiking or mountain biking in remote places. However, extended travelling is costly, and this should be a consideration before you leave work.

- **Spending Time With Family And Friends**

An early retirement means you can invest more time with your family and friends. This means more quality time with children, elderly parents and a spouse. It also means that you can spend more time in your own home instead of spending the bulk of your waking hours at work.

## The cons of early retirement

Working can often make people feel young, especially when they are around younger people. Some people may choose to continue working even after reaching retirement age and they say it keeps them vibrant with something to wake up for every morning.

### • Access To Pensions And Savings

One of the cons of early retirement is that access to a private pension may be limited. Also, any pension package taken early, may cause a reduction in the amount you receive each month. If this is going to have a severe impact on your monthly income, then it may not be possible to enjoy all the aspects of retirement that you crave. If you find your monthly pension is not enough, you may be tempted to take out a quick loan with an instant decision. Borrowing money once you have stopped working could be difficult to repay, and payday loans should only be used with a clear plan of repayment.

Any savings that are invested in stocks and shares may benefit from being left in for longer. Look at your portfolio and consider the penalties for early withdrawal as well as the price of shares. Do this before you retire and not after, as the price of shares can and do take a hit just when you don't want them to.

### • Health Care And Insurance

Although the UK has the National Health Service, which is still free for all, leaving work early may mean the loss of private health care if that is part of your employment package. Additionally, as you get older the cost of travel insurance will increase, this can also affect the terms of a policy if you have a long term condition. As a result, those long trips abroad are going to cost more.

## Conclusion

One of the most important factors to consider before taking early retirement is to think about how you are going to fill your days. If you do not have an interest in a particular hobby, you could find yourself with time on your hands and nothing with which to fill it except TV or gardening. Before going for your early retirement, you might want to get some advice from the [pension advisory service](#) who offer free, independent guidance on pension matters and can help resolve any problems you may have with your pension.

Additionally, taking early retirement is sometimes a trigger for adult children to use you as an unpaid babysitter. As our life expectancy is continually going up, the government has seen fit to raise the pension age – this is for a good reason. Unless you have a life plan in place that allows for early retirement, it is probably a better option to reduce your hours gradually at work until you are ready for final retirement.

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# Chapter 5 - The Civil Service Compensation Scheme

**Want to know all about the civil service compensation scheme and how it works?** Cashfloat explains all you need to know including planned reforms to the system. Read on....



People who work for the government in the civil service have a special deal for compensation when it comes to redundancy. This scheme, called the Civil Service Compensation Scheme, applies to all those who work in local government as well as at the top levels in Whitehall. This article explores into how the system works and guides readers to making a claim.

The article will also look at the plans that the government is proposing to shake up the Civil Service Compensation Scheme and to reduce the amount of civil service compensation that is payable if an employee takes part in the early release scheme.

## Civil Service Compensation Scheme

Many people who are civil service agents receive a lower salary than those in the private sector. Consequently, job loss can be even more devastating, leaving many with no choice but to take [short term loans from direct lenders](#) to cover day to day expenses. Cashfloat looks at the Civil Service Compensation Scheme and the compensation available for those in the public sector who are suffering from job loss.

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“ The Civil Service Compensation Scheme came into being under an Act of Parliament in 1995. ”



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## Origins of the Civil Service Compensation Scheme

The Civil Service Compensation Scheme came into being under an Act of Parliament in 1995. This Act changed rules that had been in place since 1972. It covered a host of amendments to the scheme regarding voluntary and compulsory redundancy, early retirement, early severance and many other factors. There have been further changes in 2010 and 2016, and more reforms are under consideration.

## Reforms Made to the Civil Service Scheme in 2010

Following the election of the Coalition government in 2010, the new government proposed improvements to the Civil Service Compensation Scheme. These were under question for a few reasons. Firstly, because the system was not fit for purpose, and also because it was unaffordable. It was also found to be out of line with schemes that operate in the private sector. Thirdly, it was unfair, as those with the lowest pay and shortest service did not get adequate compensation for their job loss.

The proposals included caps to the amount of compensation, although the government stressed that the preferred outcome would be a negotiated settlement. Looking to create a scheme that was affordable, fair and sustainable was the object of this particular exercise. It was also put in place to help provide protection for the lowest paid and those who were close to retirement.

## Reasons for the Reforms

Civil service pay has always been less than the equivalent job in the private sector. Civil service employees who lost their job were vulnerable to debt such as taking out [payday loans online](#). It was deemed necessary to put in place a better scheme so that those on the lowest pay did not miss out on a decent amount of redundancy payout in the case of job loss.

Following the cuts to the public sector jobs, the civil service compensation scheme applied to those employees who left under a voluntary exit scheme. Anyone who leaves their job under this plan should follow a step by step process. The following is a look at what can take place.

## Civil Service Redundancies: Exit Schemes

The government has offered a Civil Service Compensation Scheme [Exit plan](#) to many public sector workers. For those who have chose to take part, there is a set series of steps that will occur:

### 1. Quotation

The application is passed to the Civil Service Pensions so that they can provide quotations for a pension. When you receive the quote, you need to decide if you are happy with it. At this point you can decide to pull out of the scheme.

### 2. Application

If you then decide that the quote is acceptable and to go ahead, the application is forwarded. It must be received by the deadline already cited.



## What Happens To Pensions Under an Exit Scheme?

For employees who are under the age for a pension, it will be preserved and can be claimed at the designated age. When you leave your job, you will receive a lump sum. If you have reached the designated pension age, then you will get your lump sum and start receiving your pension immediately after you leave.



Civil service compensation exit schemes signed up to before the 31 December 2019 will be on 2010 CSCS terms

## Civil Service Redundancy Pay

If a civil service employer decides to offer voluntary redundancy, there is no obligation to apply. If you do apply and do not like the terms, you do not have to accept. Nevertheless, you could be chosen for compulsory redundancy at a later stage. [Accepting voluntary redundancy](#) means a cash lump sum. You can add this to a pension scheme. Compensation is worked out on a number of different factors. These include the salary, the tariff under the rules of the scheme and the years of service.

For those under pension age, the tariff is one month's pay for every year of service, up to twenty one months. For those over pension age, the tariff is one month for every year of service up to six months.

## Fixed Term Contracts

An employee on a fixed term contract is treated the same as a permanent employee. Those working part time are treated on a pro rate basis. Three months notice is given, and the employee and employer will agree on the actual departure date.

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“ Your compensation will be cancelled if you are re-employed in the civil service within 28 days of receiving it ”



## Re-Employment In The Civil Service

Should you become re-employed in any part of the civil service within 28 days of receiving compensation, this will be cancelled, and your service will resume as though there had been no break.

## More Reforms To The Civil Service Compensation Scheme

In March 2016, there were some more changes suggested to the Civil Service Compensation Scheme. These involved cuts in payments that could affect all civil servants at all levels. The reform included the following proponents:

- Lowering the cap on payments to £95,000 for an individual.
- Removing the right to an offer of voluntary redundancy before introducing compulsory redundancies.
- Reducing the cap for voluntary redundancy to 18 months; OR
- Reducing the cap for voluntary redundancy to 12 months or possibly nine months.

The government also made changes to pensions and other benefits that have been in place for civil servants. These changes were to compensate them for their lower wages.



### Protests From the Unions

The PCSU, [Public and Commercial Services Union](#) which represents civil servants has condemned these broad, sweeping proposals for change. They are currently making plans for union action to prevent an unacceptable outcome of the proposals. The uncertain future following the vote to leave the European Union will no doubt have far reaching effects on government plans. It will be interesting to see if the proposals actually come into place.

### Conclusion

What is certain it is that government employees do need a redundancy scheme that is designed to help compensate. Wages in the public service are always lower than those in the private sector, leaving civil service agents more likely to need personal loans. In fact, many public sector wages are so low that employees don't have any way of paying for emergency expenses that crop up. In those months that there is something extra to pay for, the wages simply don't stretch far enough and many public servants end up taking cash loans UK to help get through to the end of the month. Something needs to be done.

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## Chapter 6 - Disabled Employees and Redundancy

**Are you disabled and have been made redundant or are at risk of being made redundant?** Know your rights! Read on with Cashfloat and watch a video to learn how disabled employees can help themselves in their workplace.



Job loss can affect disabled employees badly, leaving them vulnerable to taking [fast payday loans](#). Find out what laws are in place and what help is available with Cashfloat's guide to job loss.

### The Difficulties Facing Disabled Employees In The Workplace

After the financial crisis of 2008, there were many redundancies in the UK. Both the abled and less-abled workers lost their jobs. Finding a job when you are physically challenged is hard enough. But, when the economic climate is in a downward spiral it is even more so.

Add to that the situation of employers shedding many jobs. A substantial amount of disabled employees feel they have been discriminated against when they have been chosen for redundancy. This feeling has led to more of the disabled taking employers to an employment tribunal, claiming that discrimination was behind the choice.

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“ Many disabled employees felt they were discriminated against when they were chosen for redundancy ”



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## Changes to the charges for employment tribunals

In recent times there have been some sweeping changes to the charges that are in place if you choose to take your employer to a tribunal claiming unfair dismissal or discrimination. Before 2013, it cost nothing to go to an employment tribunal if you were representing yourself. If you had a solicitor, there would be legal fees. Some took cases on a no win no fee basis.

Since the introduction of the 2013 Employment Tribunals (Constitution and Rules of Procedure) Regulations, it now costs a substantial amount to file a case. Many people were deterred from taking action even though they had legitimate cases.

Research shows that a startling seven out of ten individuals who would have taken action. However, they have now been deterred by the [substantial court costs](#) involved. There has been a reduction of around 79% in claims because the potential complainants cannot afford the £1,200 in fees.

## The responsibilities of an employer

Employers and those who work in the HR departments of large companies have a [duty of care](#) towards disabled employees. This responsibility involves looking at individual circumstances before selecting redundancies using criteria that are detrimental to the handicapped.

It is not only unlawful, but companies which follow the wrong approach will lose the skills and experience of valuable employees. Also, selecting people to be made redundant in a fair and equal manner will result in less stress for the remaining employees. They will be able to see that the process has been achieved in a transparent and open manner.



### Re-deploying staff in times of redundancy

Under the current law, an employer must, wherever possible, offer re-deployment for staff instead of redundancy. In the case of a disabled employee, it is important for an organisation to try to make reasonable adjustments so that the employee can take up a new position instead of being dismissed.

These reasonable adjustment could mean working from home for some days a week. Or it could mean passing on some of the more challenging physical aspects of a job to another employee. An in-depth assessment should be carried out to see if there is any specialist technology which could be of assistance.

## Reassessing and understanding the capabilities of an employee

In some instances disabled employees may require some long term absences. New managers are not always fully cognisant of this fact. Any new manager should be acutely aware of the circumstances of the individual and not score them negatively for long absences when this is part of the norm.

When restructuring takes place an employer or manager should always investigate the skills that an employee has. They must be careful not to make assumptions about their abilities just because they have a disability.



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*An employer may not discriminate against an employee because of a disability*

## Consultations about redundancy

Sometimes employers can fall foul of the law. This may be because they do not fully consult with disabled employees when redundancies are on the cards. If someone is on long term sick leave they may miss out of the usual meetings and notifications about upcoming redundancies.

In addition, the employees who are too scared to declare their disability for fear of losing their job are also at risk. An employer or HR manager should be able to pick up on this. One main cue is repeated leave of absence for sickness. Employers should take steps to get to the bottom of the matter.

Equally, if an employee who was formerly working successfully in a position should experience a drop in performance, this is a clue that something is wrong. They may be suffering from ill health or a new disability.

## Laws regarding redundancy and discrimination against disabled employees

The Equality Act of 2010 makes it clear that an employer cannot discriminate against an employee because of disability. This is an important factor when they are choosing who to dismiss. Therefore, if you are asked to complete any kind of criteria test that is impossible due to a disability, this is an unlawful act.

However, in order to assist an employer, it is fair to say that an employee should declare their disability and not keep it a secret. No employer can discriminate against you if you declare your disability. Therefore, so there is nothing to fear from being up front about your state of health. Similarly, an employer is entitled to ask questions about your health especially if you have been off sick for a prolonged period of time. However, they cannot dismiss you or select you for redundancy on the basis of long term absences due to ill health.

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“ Keep your employer informed when you have been off sick for a prolonged period of time



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Disabled employees are entitled to the same rights as every other employee in a company. So, whether you need extra assistance for access to a work station or some other help to complete your work in a satisfactory manner, the company is bound to offer as much help as is needed. When it comes time to choose employees for redundancy, you should receive the same courteous treatment that every employee expects. If this means a visit to your home for a face to face meeting that should be arranged.



## Conclusion

Disabled people have a hard time in getting work even though they have skills and talents that are of value. However, currently legislation is in place to make sure that they are not exposed to discrimination when it comes to redundancy. This will hopefully ensure that disabled employees have healthy finances and do not have to resort to [bad credit short term loans](#) to help them with living costs.

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## Chapter 7 - The Redundancy Survival Kit

**Dealing with redundancy?** As part of our job loss guide, we presents an informative and helpful redundancy survival kit to help you pull through, emotionally and financially. Read on to get some really useful tips.



### Understanding Why It Happened and Moving Forward

When redundancy hits, it comes as a shock no matter whether you are a young or older employee. Coping with the emotions of sadness, fear and depression will be easier if you can get some understanding about how and why this event has happened.

Many well-meaning friends and relatives will say that it's not the end of the world and will point out that you can get benefits while you search for another job. Still, using the redundancy survival kit will be necessary as it can be an overwhelming experience, especially for someone who is young.

The important aspect in the redundancy survival kit to focus on, is that it is not your fault. You have not lost your job because you are incompetent or did not work hard enough. The market forces that are often in play can create an economic downturn which makes redundancies inevitable so the first thing to remember is that this can and does happen to many people.

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“ Remember: Redundancy can happen to **anyone!** ”

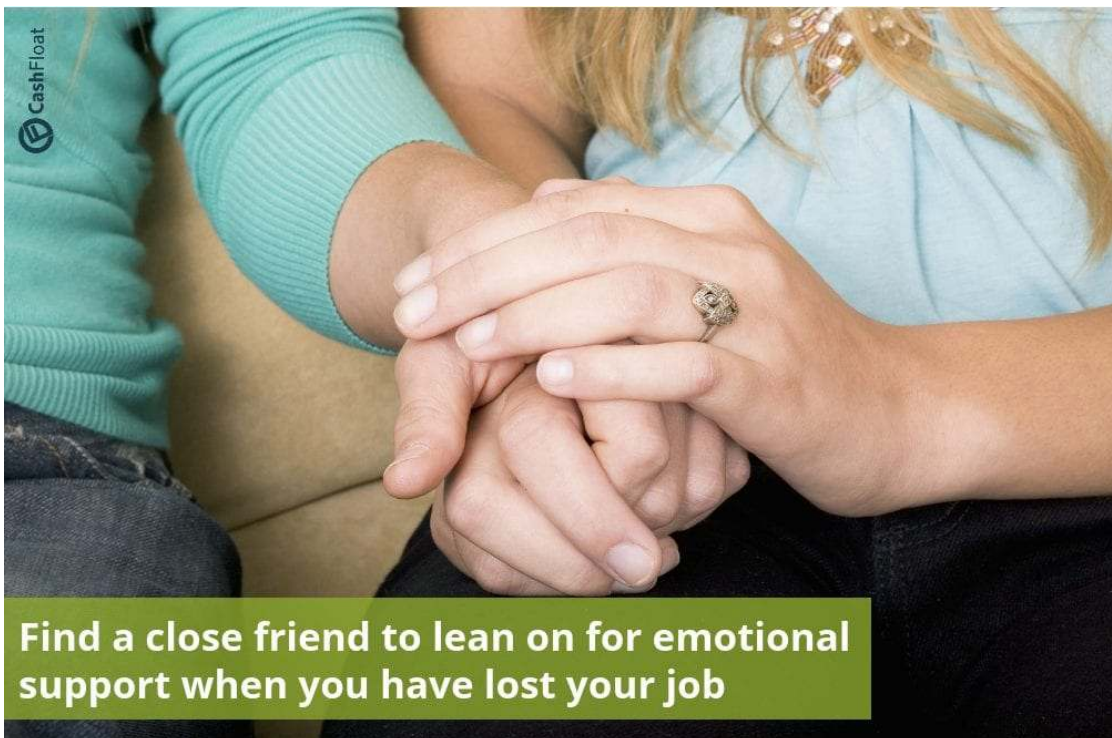


- **Get yourself some emotional support**

Receiving a payout after you have been made redundant is never going to compensate for the loss of your job. The emotional fall out from losing your job is going to have an impact no matter how well prepared you may have thought you were.

Although you may be asking the eternal question of 'why me?', it is important not to take the process personally. If a job role is going to go it is not because you did not fulfil it to the best of your ability. Often the company is undergoing a restructure in order to save on costs and it is just down to a business decision.

Don't worry about telling people that you have been made redundant. This is an event that many other people within your circle will have gone through. If you need financial support look to family for this and for emotional support you will be able to lean on close friends.



- **Get feedback from your employer and move forward**

Once you have grasped why you have been made redundant, get some feedback from your employer about how you performed. You can also ask for a reference to help you get your next position. Having an exit interview can be an excellent way to put things into perspective and to help you move forward.

- **Take control of your future**

Having lost your job you may be feeling worried about a lot of things. Paying the mortgage and the bills, wondering whether you'll be living off [loans for unemployed](#), if you should cancel your holiday or whether you will ever get another job. At this point it is vital to take back some control of your life so that you do not succumb to feelings of helplessness.

Having signed on as unemployed and claimed your benefits, now is the time to start looking for a new job and to do this you need a positive attitude. However, don't expect to succeed immediately. Unrealistic expectations about getting a new position may end in disappointment especially when the economy is in a downturn.

Just making applications and setting up interviews are not going to be enough to help you secure a new job.



- **Give your life structure**

In order to have some control it is important to have some structure to your daily life. So, treat your job search as if it was a job. Set aside time for [updating your CV](#), learn about how to give the best ever interview and create a daily timetable.

This should include time off as well. It would be unrealistic to expect to focus from 9 to 5 on job hunting so factor in some time for exercise (a great way to avoid depression) and relaxation.

While you are unemployed, use this opportunity to [create a budget](#) which will help to cut down on bills and this kind of activity will also make you feel that you are contributing to the household and not being a drain.

A realistic expectation to get another job would be between three to six months so don't expect 'Rome to be built in a day'.

- **Join a recruitment agency**

If you have been made redundant from your job and have never sought work before, signing up to a recruitment agency is a step you may not have considered. While you may want to get another role in the same area of your expertise, looking at a temporary appointment in another area or even taking on a role with less salary can give you a leg up in your working life.

Temporary roles can often lead to permanent positions and at an agency you will have an indepth interview that will include some practical and psychometric tests that could throw up some unexpected strengths of which you were not aware.

Having signed up, do not let the grass grow and sit back waiting for an assignment. Keep in touch and go to more than one agency and your chances of getting work will increase exponentially.

- **Get your CV in order**

A good CV is often the key to getting an interview and if you reach that stage you are half way to getting a job. Don't be afraid of highlighting your successes on a CV but make sure that the jobs, skill and dates of employment are all accurate. If necessary get a professional to write the CV for you especially if your strengths are in speaking and not writing skills.

- **Consider getting more training**

A period of unemployment can be looked upon as an opportunity to gain some more qualifications and to increase your skills. Courses in the latest developments in IT are always a good idea so if you have considered yourself something of a technophobe now is the time to grasp the nettle and get to grips with the 21st century technology. Before considering taking out a [short term loan](#) to cover the cost of these courses, check what [grants](#) are available, as the government have various benefit schemes.

- **Get back to work**

While you may feel that taking on a more junior role than the one you lost is not worthy of consideration, it could prove to be a positive move. Taking on a role that is a lower grade in a different area of expertise should not feel degrading.

Part of the redundancy survival kit is looking at the positive aspects, and the benefits of getting even more experience by developing new skills. If the job is an entirely new area of employment then ask about training courses so that you can quickly improve and move upwards.

If you have experienced a period of unemployment, getting back to work can be a scary process. However, don't worry about starting a new job. Remember the feelings that you had when you were made redundant and contrast these with the prospects of meeting new people and doing well at your new job.

## The redundancy survival kit conclusion

It is worthwhile focusing on the fact that while you have been out of work you will have developed some life skills. Think about the initiatives that you took to get a new job and how you adapted to unemployment. These skills and the organisation you used to get another job are just what employers are searching for so you should feel proud and not daunted.

The final point in the redundancy survival kit is recognising that believing in your own worth is a skill in itself. Having secured a new job, you should enjoy the moment and congratulate yourself on coming through a difficult life changing event.

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## Chapter 8 - Dismissal Benefits

**Have you just lost your job and worried about how you are going to cope financially?** Cashfloat presents an overview of dismissal benefits available following redundancy, including JSA, Universal Credit and Hardship Allowance.



Find out which benefits entitlements you can claim using Cashfloat's explanation of the benefits and government aid available for those out of work.

### State Benefit Entitlements

There are many state benefits available to people in the UK. It is important to know exactly what benefits you can get. Benefits may depend on age and income and whether or not you are employed or out of work. There are also many benefits available to those who are sick or disabled. In this article we will look at the benefits that are due to someone who has been dismissed from their job.



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## I have lost my job, what state benefits am I entitled to?

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**Statutory Redundancy Pay** After being made redundant, you should receive [statutory redundancy pay](#) if you have been working for your employer for at least 2 years.

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**Jobseekers Allowance** The main benefit you get after losing your job is Jobseekers allowance. The amount of Jobseekers Allowance you get depends on your age and how much national insurance contributions you have made in the past. It could also be income based.

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**Housing Benefit** You can claim this benefit to help with rent payments or the interest on a mortgage. It may also be possible to get some aid to pay for Council Tax. To claim this benefit, you need to contact your local council.

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**Tax Credits** Instead of applying for Working Tax Credits or Child Tax Credits you should apply for Universal Credit. If you already get tax credits, you will have to make a new claim for universal credit.

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**Educational Grants And Welfare Payments** If you are on a low income you may be eligible for welfare and educational grants from charities.

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## What dismissal benefits can I claim?

If you have been [dismissed from your job](#), it can affect which benefits you can claim and how much you can get. Benefits are either contribution based or income based. There are also housing benefits and a reduction of council tax and you may need to make a new claim for universal credit.

Following a dismissal from work, there are some special rules that effect which dismissal benefits you will receive and how much you will get. Anyone who is over sixty may be able to apply for pension credit. To apply for income support, you will need to be available for work.

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“ Been dismissed from your job? Begin claiming your benefits today! ”

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## Jobseekers Allowance based on contributions

If you got the sack for misconduct, you will not receive contribution based jobseekers allowance for up to 13 weeks and sometimes beyond. This delay is applied as a sanction because you lost your job through your own fault. You can appeal against the delay, and if you have no funds, you can apply for a hardship allowance. A compensation payment due to unfair dismissal is deducted from any jobseekers allowance payments that you have received.

## Jobseekers Allowance based on income

A similar rule applies to income based jobseekers allowance. This will also be suspended for 13 weeks or longer if your employer dismisses you for misconduct at work. Again, you may appeal and apply for a hardship payment. An award for unfair dismissal will also be deducted from any amount you eventually receive.

## Universal credit payments

The new universal credit benefit may be suspended for between 13 weeks, and three years if you are told to leave because of misconduct at work. There are four levels to Universal credit: Higher, medium, low and lowest.

**Do you.....**

Have savings under £6,000	Have savings of £6,000 to £16,000	Have savings over £16,000
You may be eligible for <b>Full Universal Credit payment</b>	You may be eligible for <b>Reduced Universal Credit payment</b>	You can't claim <b>Universal credit</b>

CashFloat

## Hardship Payments

Again, you can appeal against the suspension sanction, and apply for hardship allowance. You can get a hardship payment for emergency items such as food and household bills, like utilities. This is like a loan, and when your sanctions are done with, you will have to pay it back. Usually, you will pay back a set amount each month, deducted from your universal credit payment.

## Who is eligible for hardship payments?

There are some eligibility criteria applied to [hardship payments](#). You must be over 18 years of age and unable to meet basic needs. Basic needs include rent, food, heating and hygiene. You cannot claim hardship payments for items like SKY TV or to pay for the running of your car.

A hardship payment is around 60% of what you would have received if your universal credit payment had not been sanctioned. And, before applying, you must show that you have explored all other avenues of access to funds. This means [using your savings](#), reducing non-essential payments (SKY TV) and you must put forward a legitimate explanation of the living costs which are involved.



**You must be unable to meet basic needs in order to get hardship payments**

## Other means of finance after dismissal

If you are very stuck for money when your employer dismisses you from your job, you might consider taking an [instant payday loan](#) to pay for your expenses. But it is worthwhile putting in the effort to claim all the benefits that you are eligible for. These benefits are available completely free of charge and are designed to help people who fall upon hard times. Quick online loans are there for people who have a very short term problem, or a huge, unexpected expense. It is therefore best to try and avoid payday loans when your employer dismisses you from your job.

## How can I appeal against benefit sanctions?

If you feel that you have been unfairly sanctioned, you may appeal against the decision. To make a challenge against the penalty, there are a number of arguments that you can use to get the DWP to change its decision. In the first instance, you can merely ask for mandatory reconsideration. If this is refused, there are some other arguments that you can use to appeal.

### Some argument against benefit sanctions

If you have done all of the activity that the DWP asked for such as applying for jobs, you can appeal by showing copies of applications or letters showing that you have attended the required training courses. If you have been unable to follow the activities demanded by the DWP, related to sickness, ill health, disability, child care responsibilities or other good reasons, like learning disabilities, these are good grounds for an appeal. There is a whole raft of arguments for appealing against sanctions, and you can see all of these on the DWP website or the Citizens Advice Bureau website.

## Housing benefit entitlement

If you have been receiving housing benefit or a reduction of council tax payments and your employer dismisses you from work, the final salary you receive will be used for any calculation for further benefits. However, if you were not already receiving benefits, they will disregard the final salary payment when a calculation is made. You must apply for housing benefits and reduction of council tax at your local council offices.

## Dismissal due to insolvency

Anyone who has been dismissed from their job because an employer has declared insolvency may apply to the Department for Business Innovations and Skills for a redundancy payment. This is calculated to cover any wages your employer owes you, any pay in lieu of notice and outstanding holiday pay. If you have applied for a jobseekers allowance, no payments will be made for the weeks covered by the redundancy payment. Also, if you have already got some JSA, they will deduct it from any claim for an insolvency payment.



## Conclusion – Claiming dismissal benefits

The complicated nature of claiming dismissal benefits when you have been rejected from work means that it is always advisable to get some advice from an independent organisation. The dismissal benefits that are your right will always depend on individual circumstances. These conditions include the amount of contributions that you have paid and your dependants.

Finally, if you are suffering from any health or disability issues, you could be entitled to apply for the Employment and Support Allowance. Many who have been dismissed have relied on benefits to pay for their short term expenses and have avoided taking out payday loans or [bad credit short term loans](#). So it is worthwhile to find out which dismissal benefits you can get. Whichever dismissal benefits may apply to your individual situation, a knowledgeable advisor is the best person to approach for information and advice that will help you to navigate through the complicated UK benefits system.

## Chapter 9 - Looking For a New Job

**Decided it's time to get back to yourself and back to the workforce?** Here is some great advice and tips from Cashfloat when for looking for a job, writing your CV and acing your interview. Read on...



### Job Hunting

Picking yourself up after redundancy and looking for a job can feel daunting at first. However, it is necessary to secure yourself financial stability in your life if you don't want to have to resort to the help of [instant online loans](#) to pay your bills. Most potential employers will want to know the reason for your redundancy. Decide on the field you want to work in. Perhaps you want to go for something different to what you were doing before your redundancy.

Here are some steps to take when looking for a new job:

1. Nowadays, most jobs available are posted online, so by searching online for a job is probably the best way to start. If you are looking to work at a specific company, it is best going onto their website or by contacting them directly. If you are looking for a job in a particular field, then sites like indeed.co.uk and monster.co.uk can be perfect in helping you in your search.
2. Only apply for jobs that match the skills and the experience you have. Don't waste your time applying for jobs you won't get. If you match most of the job specifications, apply for the job.
3. If you need a job fast, apply for a job at a company that has a few positions to fill. You are more likely to get a job there than at a company that only has one job opening.
4. Don't be afraid to tell people that you are looking for a job. Networking is one of the best ways to find a job as people who know you can recommend you to potential employers. You never know who will have a good job lined up for you.

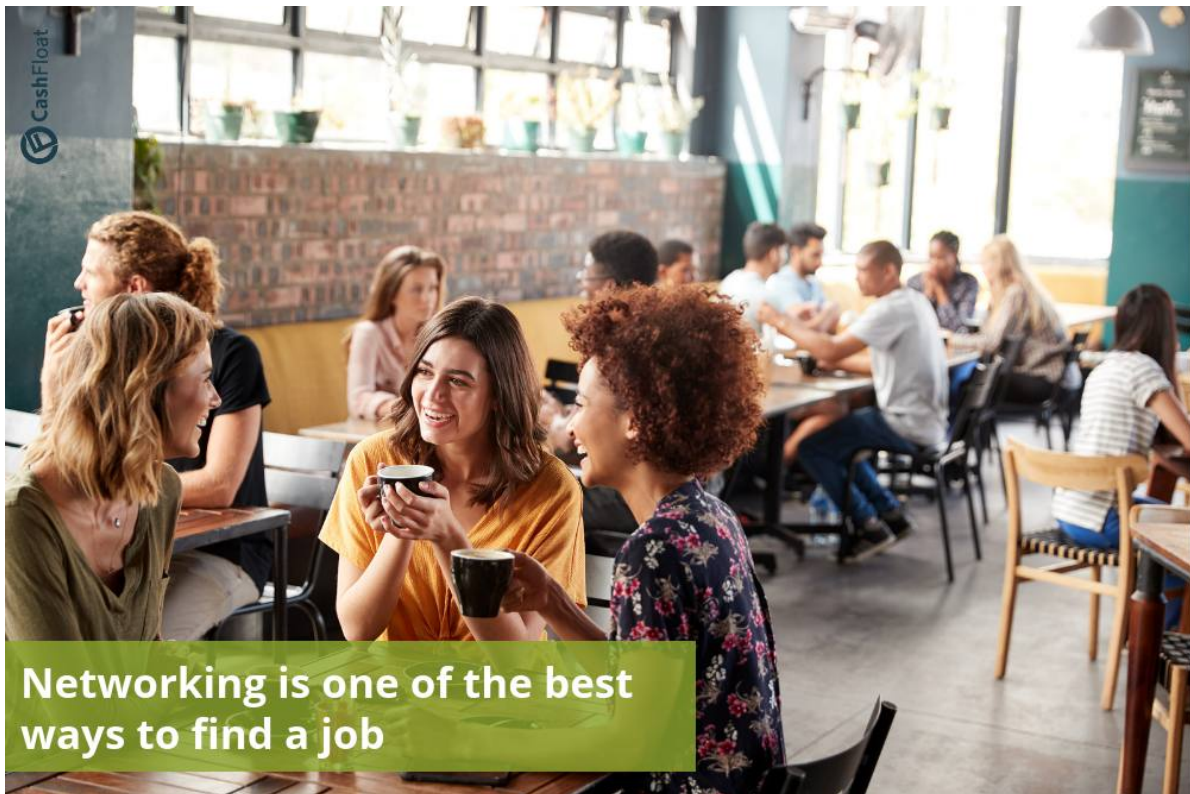
## Writing an Effective CV

Job applications can be hard work and shouldn't be taken lightly. We all know that a key factor in applying for a job is writing an effective CV (Curriculum Vitae). A CV is how you introduce yourself to employers; it tells them about you and your skills/experience. To apply for most jobs, you must have a CV. What's more, your CV will have to compete with hundreds of others from rival applicants. As such, the way you create your CV is imperative. It can be the difference between you getting a job or not. Read this useful and practical guide for writing an effective CV.

### How to write a CV

When writing your CV, keep it to the point, no employer wants to read all the waffle about your life history. The standard size for a CV is two pages, but there are no fixed rules, and sometimes one or three pages may be the correct amount.

Employers aren't interested in how great you think you are. They're more concerned with things that are factual. Writing that you have excellent team-working skills won't get you anywhere. Anyone can say that it doesn't make it a fact. What you have to do is back things up by providing facts. When listing your skills and qualities, talk about past experiences. Let's say you received top marks in a university group presentation. You can use this fact to show that you work well with a team. Apply this idea to every skill you wish to list; it makes your CV more sincere when looking for a job.



Make your CV specific to the job you're applying for, for example, if you are applying for a customer service job make sure you show you have excellent communication skills. Another example is if you are applying for a teaching job, there is no need to include all your accounting qualifications and vice versa. An accounting firm will not care if you have had five years of teaching experience.

Time gaps in your CV may have your potential employer thinking, what was s/he doing during those two years. It looks suspicious, who knows what you were up to? If you were travelling around the world during that year, write it! Employers like to see you're human too.



The way your CV looks is also essential. Many people believe CV's have to follow a particular format. You have your personal information, skills, experience, and additional info. However, this isn't true for every CV out there. The layout may depend on the job you're applying for. If you're applying for a job in the creative industry, then your CV needs to look a little creative. This showcases your talents rather than having a strict and formal layout. A formal layout is still useful when you're applying for specific jobs. Traditional business jobs need to have a formal CV, or you'll look unprofessional. It's all about looking at the job you're applying for, and deciding what layout will work best.

One thing you must do for every CV is to ensure all headings are clear and the font is easy to read. A pro tip is not to use lines to separate sections. Some people think this makes their CV look neater. The problem is, some companies scan CVs on the computer. They run a scan and search for certain keywords, etc. This is normally done by companies that have an incredibly high volume of applicants. When the scan sees a straight line, it assumes it's the end of the CV. So, if you have a line under your personal details, that's all the scan will pick up.

The most important advice is to tell the truth on your CV. You may think it's clever to write a few white lies here and there. A lot of people do this as they think it helps give their CV a boost. You lie about something to make your application look better. The problem is, employers will check your curriculum vitae to ensure you're telling the truth. If they find a lie, then your chances of getting the job are over. Most people tell lies because they're worried their application isn't strong enough. In this scenario, you're better off going out and getting more experience before looking for a job. Do voluntary work to give yourself something to shout about. Don't lie, it will get you in trouble, and you won't get hired.

A picture is worth a thousand words, right? When it comes to writing an effective CV, you shouldn't include any images. Not of yourself, not of anything. Employers are interested in what you have to say, not what pictures you can take. You might be asked to include formal headshots with your application. In which case, you'll need to do this as it's an application requirement. But, unless stated, don't add images to your CV.

## Acing Your Job Interview

If you have reached the stage of getting a job interview, you have a limited amount of time to sell yourself to a prospective employer as the best person for the vacancy. So, how can this be achieved and what steps should you take to gain the advantage over the other applicants?

### What to wear to a job interview

It cannot be stressed enough that **dressing appropriately for an interview** will give you a head start. Although fashions will come and go, going to a job interview is no time to make a stand about your personality through your clothing.

For formal interviews, you should ratchet it up a notch. Both men and women cannot go wrong when they wear a suit. Women can choose either a skirt or trousers, and it is better for men to leave out the tie than to wear something hideous. The obvious things to avoid are jeans, trainers, T-shirts and sportswear.



**Interview Tips From Cashfloat**

- Keep a good eye contact, it can make or break the chances of you getting a job.
- Be on time to your interview. Being too early is also a no-no.
- Stay calm. A prospective employer will notice if you are fidgeting too much.
- Make sure you are well dressed, first impressions are important.
- Talk about your strengths and show interest in the job you have applied for.
- Follow up after the interview. Don't just forget about it and wait to be contacted.

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## How to succeed in a job interview

Being as prepared as possible for a job interview will help to calm any nerves you may have. Research the company and the vacancy. Then think about the skills and expertise that are on your CV so you can point out the possibilities of the two matching up to your prospective employer. If you are looking for a job that you want to stay long in, it's best to do your research well.

Body language is another way to present yourself to a prospective employer. Making eye contact, smiling, giving a pleasant greeting and a firm handshake to the person who is conducting the interview will all help to create a good first impression. The first 30 seconds of a meeting are all important. So, don't shuffle in and avoid eye contact, don't mumble and don't dress in a careless fashion. Talk about yourself positively, there is no need to tell your employers about financial difficulties you may be having or if you have had to use the help of [short term payday lenders](#) recently.

Being nervous is a natural feeling when you are approaching something as important as a job interview, but try your best to keep calm and focus on being relaxed. If that sounds impossible, try some deep breathing exercises which can help to calm nerves.

### Conclusion – Looking for a job must be done right

Looking for a job must be done correctly from the beginning. When looking for a job, make sure you know which area you want to specialise in and where your skills lie. Don't write your CV in a rush and ask for professional help in writing it if you think it will be helpful. When attending your interview, keep yourself calm and poised to give potential employers a great first impression. Good luck job with your job search!

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## Chapter 10 - Returning to Work

Had that interview? Received that “Yes”? Now it’s time to get back to work! In this last chapter of our guide on job loss, we will explore getting back to work with tips, tricks and advice.



Returning to work can be joyous since you start earning money and you won't have to rely on benefits and [bad credit short term loans](#) to get you through the month. However, after a period of redundancy, returning to work can also be daunting. Read on and learn how to go about it.

### The Fear of Returning to Work

While the fear of redundancy or losing a job is absolute, and you think things cannot get worse, it can be just as scary when you do get a new job, and you have to return to the workplace.

Meeting new people, learning about your new working environment and all those new routines that everyone there already knows and you don't. All of these feelings are completely normal. If your self-esteem has taken a knock while you were unemployed, you may even feel not worthy of the new job and may wonder whether you can take it on and live up to your new employer's expectations.

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“ The best part about going back to work is coming back home at the end of the day. ”



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## Tips for returning to work

Here are 5 tips for those returning to work after redundancy:

### Think about your life skills

Having been unemployed for an extended period, you may feel that you have a lack of competencies that will help you with returning to work. However, just being out of work will have made you more organised as you were looking for a job. It would also have made you more responsible as you paid the household bills on a budget and more adaptable. These are [life skills](#) that are going to be useful in any job. Most employers see them as a vital part of an employee's skill set. It is also important to remember that you were chosen over other people to do the job. No one expects you to make an immediate impact as you find your way around.

### Starting in a new direction

Having lost your previous job, you may now be starting in an entirely different path in your working life. But, your experience will also help you to adapt to the new situation. Getting back to the habit of rising earlier and going to work will also help you to begin a routine, and that can be comforting. If you have had to take on a more junior role than the one that you left, this may at first feel impossible. However, the most important thing is to do your utmost to perform at the best level possible.

## Speak to your new boss and work colleagues

Whether your boss is the owner of a small business or a line manager in a large corporation, it is also important to get them on your side when you are returning to work after a long layoff. The first day or even first week nerves are inevitable, and you may feel like a fish out of water, especially since everyone else will appear to know exactly what they are doing. Ask for help about anything that you do not understand, and this could be how the coffee machine works, where the printer is or when you get your break. Everyone has experienced the first day at work, and most people will be glad to help you settle in.

## Listen and learn

One thing to avoid is the trap of telling your new colleagues that you did things differently at your previous job. Every company is different, and so are its procedures. No one will be interested in how you did things at your previous employment, so learn the new routines as soon as possible. Getting integrated will help you to make new friends and allies who can assist you with advice.

## Identify the cliques and game players

Every company has its cliques and game players. When you are returning to work, be careful what you say and to whom you say it. Learn more about your new work colleagues before being caught out in the game of name-calling and backbiting. These kinds of actions will not ultimately help you to settle in so be wary about agreeing with someone who tells stories about their work colleagues.

## The back to work grant

Going back to work can often put an end to some benefits you have received. However, some benefits may continue even after going back to work, and there also may even be some new ones you will qualify for once you begin working.

To encourage a smooth transition from being on benefits to becoming employed, there is a one-off payment called the job grant. The job grant is a tax-free grant, and it should carry you through the gap to your monthly income. The job grant can be used to refresh your wardrobe as you begin your new job or to help you with any other changes in the cost of living.

## Conclusion

Getting back to work is not easy, but the gain is more than the pain! Be sure to dress well on your first day – first impressions are important! When you get to take home that first paycheck, be proud of yourself for picking up after redundancy. At Cashfloat, we hope you will not have to rely on [online lenders](#) anymore once you are on a steady income. Looking for a great toolkit to help returners get back to work? [Click here](#) for the perfect guide published by the Government Equalities Office.

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**This eBook provides, advice, wisdom and encouragement to those who are experiencing job loss.**

**Know you are not alone and there is an abundance of help out there.**

**Cashfloat wishes you the very best in your new job search!**