

Things to know before you register with



- *We are a non profit organization*
- *We are grant and donation funded*
- *We are not a regular recruitment agency; our service is free of charge*
- *We cannot guarantee work. We try our best to find employment for as many people as possible*

### How we help

- *We speak face to face with all candidates*
- *We give advice regarding CV's*
- *We contact references, if necessary*
- *We prepare a short one page "mini CV"*
- *We contact candidates for work opportunities*

### What to bring

- *A certified copy of your ID or passport*
- *A work permit (if you are not from SA)*
- *Your CV (if you have one)*
- *Certified copies of any certificates or diplomas*
- *Reference letters (if you have them)*
- *Contactable tel number for reference if you really cannot get a letter of reference*

### Important information

- *It is very important to know DreamWorker does not employ you—we only help you find work.*
- *The rest is up to you—Good Luck!*

**"You are never given a dream without being given the power to make it true. You may have to work for it, however."  
(Richard Bach )**



# Before you go to the interview

- *Make sure your CV is 100% correct and up to date*
- *Have written or contactable references available*
- *Keep your cellphone on, in case of time changes*
- *Spend time thinking about what you can offer through your work; what inspires you; why you really want to work and contribute*
- *Be sure you have proper directions*
- *Do some research on your potential employer and prepare some questions about the job*
- *If you have any problems, phone well before your interview to change the appointment*

Remember, everything you do represents YOU, long before you even step into the room!

## At the interview

- *Arrive early*
- *Turn off your cellphone*
- *Be neat and clean—dress with care*
- *Do not wear a cap or sunglasses to your interview*
- *Listen very carefully/pay attention*
- *Sit up, speak up, unfold your arms, make eye contact*
- *Always, always, always tell the truth. 100%*
- *Check your understanding; ask questions*
- *If you are keen on the job, show your enthusiasm*

## After the interview

*Contact DreamWorker and give us your feedback!*

**"Choose a job you love and you will never work another day in your life." (Confucius)**

### Head Office

2nd Floor, Cape Town Science Centre  
370B Main Road, Observatory  
Office: 021 448 5828  
Fax: 086 659 3292  
info@dreamworker.org.za  
www.dreamworker.org.za  
Registration: Mon - Thurs 8:30-12:30

**DREAMWORKER**  
working for the unemployed