

## One-to-One Specialist Support Services

### Housing Service Users

For those who have a housing need or Milton Keynes Council housing tenants who are looking for support to gain employment.

Telephone **07734 370054** or **07734 370058** for an appointment with an advisor.

Alternatively, Email [nep@milton-keynes.gov.uk](mailto:nep@milton-keynes.gov.uk) for an appointment.

### Mental Health Service Users

For those who have experienced mental health difficulties who are looking to get back into work. Plus, in-work support for those who are struggling with their employment due to mental health concerns.

Telephone **07702 339099** or Email [nep@milton-keynes.gov.uk](mailto:nep@milton-keynes.gov.uk) for an appointment with an advisor.

## Community Support Services

### Beanhill

**Moorlands Centre** **Tuesdays**  
Beanhill Local Centre, 1.00pm - 3.00pm  
Dodkin Road,  
Beanhill, MK6 4LP

### Bradville

**Stantonbury Parish Council Offices** **Thursdays**  
1.00pm - 3.00pm  
126 Kingsfold,  
Bradville, MK13 7DX

### Coffee Hall

**Woughton Community Council** **Wednesdays**  
10.00am - 12.00pm  
44 Garraways,  
Coffee Hall, MK6 5EG

### Fullers Slade

**The Rowans Centre** **Mondays**  
10.00am - 12.00pm  
13a Moorfoot,  
Fullers Slade,  
MK11 2BD

## Community Support Services

### Lakes Estate

**Spotlight** **Mondays**  
10.00am - 12.00pm  
Housing Offices,  
Serpentine Court,  
Lakes Estate, MK2 3QL

### Netherfield

**Woughton Library** **Thursdays**  
10.00am - 12.00pm  
Unit 6  
Farthing Grove  
Netherfield, MK6 4JH

### West Bletchley

**Frank Moran Centre** **Tuesdays**  
10.00am - 12.00pm  
Melrose Avenue,  
Bletchley,  
MK3 6PA

### Over 50's

**Job Centre Plus** **Tuesdays**  
1.00pm - 3.00pm  
**Spotlight** **Wednesdays**  
2.00pm - 4.00pm

## Group Specialist Support Services

### Employability Skills Support Sessions

Don't fancy an individual support appointment then join us in a virtual group session.

Each session, led by an advisor, is fully interactive, discusses an employability theme and last around 30 minutes.

#### General themes:

Application Forms  
Building Confidence  
Cover Letters  
CV's  
Disclosing Criminal Convictions  
Disclosing Health Conditions/Disabilities  
Interview Preparation & Questions  
Job Searching  
Managing your Money  
Transferable Skills  
Virtual Interviews  
Working Remotely

#### Self-employment themes:

Business Plans  
Self-Assessment & HMRC  
Setting up your UTR Number  
Starting your Own Business

## Here to help you find work

- Free to access for job seekers or those needing employment advice
- Face to face or online/telephone appointments
- Community drop-in sessions available
- Receive individual support, guidance and training
- Search for jobs online

### Each support service offers:

- Impartial information, advice & guidance
- CV building and advice
- Help with job search and completing application forms
- Interview preparation & techniques
- Support with confidence
- Access to free work-related training courses
- Internet access
- In-work support

Milton Keynes City Council  
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1 Saxon Gate East  
Central Milton Keynes  
MK9 3EJ

T: 01908 252323  
E: [nep@milton-keynes.gov.uk](mailto:nep@milton-keynes.gov.uk)  
W: [www.milton-keynes.gov.uk/CES](http://www.milton-keynes.gov.uk/CES)



## Community Employment Services

Supporting the residents of Milton Keynes into work

T: 01908 252323  
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W: [www.milton-keynes.gov.uk/CES](http://www.milton-keynes.gov.uk/CES)



**MK** Milton Keynes  
City Council