

FINDING AND APPLYING FOR PART-TIME WORK

This leaflet aims to give you help in finding and applying for part-time jobs whilst you are studying.

International students will also find our leaflet '*Working in the UK whilst studying*' useful for information on work restrictions, national insurance, tax etc.

This leaflet can be made available in alternative formats, ask at the Information Desk in Career Development Services for more information.

You can also get more help from our website – www.careers.brad.ac.uk.

FINDING PART TIME WORK

Career Development Services

The first place to start looking for part time, casual or vacation work is Career Development Service's website where you can register to use our Jobs Online database.

It's really easy. Simply go to www.careers.brad.ac.uk/jobsonline, register your email address, give yourself a password and get searching! The database is updated regularly with a wide range of vacancies, including part time and casual, so you need to browse it regularly. You can sign up for email alerts so you are notified as soon as a vacancy is added to the database which matches your search criteria. It is a very good idea to do this, as part time jobs get filled very quickly.

The University recommends that you work no more than 15 hours per week during term time.

Working on Campus

The Career Development Services manages the University's vacancies for casual/part-time staff. These vacancies are popular with students so be prepared for competition!

We organise the University Work Register which provides temporary staff to all areas of the University, to help them cope at busy times of the year and in emergencies. The University Work Register is advertised via our Jobs Online database and, if selected, students go on the Register for one year.

This is a great way of getting short-term work on campus but it **does not guarantee ongoing employment** throughout the year. The jobs are casual and many of them are offered at short notice. We look for applicants who are willing to consider any kind of casual work, including clerical, catering, manual etc, and who can offer a variety of skills and are willing to be flexible.

Separate to the University Work Register, there are also opportunities to work on campus. Many Departments advertise regular part time jobs, both in term and in the vacations. These are advertised on the Jobs Online database.

If you are interested in working on campus, make sure you select University campus in the location criteria when you are setting up your email alerts on the Jobs Online database. Jobs on campus are very popular and they go quickly!

Speculative Applications

If you know what area of work you want, or there is an employer that you know takes on part-time staff, you can apply speculatively to them. For example if you want to work in a clothes shop, go to the relevant shop, and ask if they are recruiting. If they are, they may ask for your CV, so you should take a copy with you, or fill in an application form. You can also telephone or write – make sure you enclose your CV if you're writing.

Local Newspapers

You can buy your own or some are available in Career Development Services, JB Priestley Library, including all the local ones listed here.

- The Bradford Telegraph and Argus (jobs on Wednesdays): www.thetelegraphandargus.co.uk
- The Yorkshire Post (jobs on Thursdays): www.yorkshirepost.co.uk
- Yorkshire Evening Post (jobs on Thursdays): www.yorkshireeveningpost.co.uk
- Jobs Today for the Yorkshire region (Saturdays): www.jobstoday.co.uk

Most newspapers will also be available online and many of them have an associated recruitment site.

Business windows

Some businesses looking for part time employees put adverts in their windows, or on a noticeboard outside their premises. There are lots of shops and businesses in Bradford city centre and Forster Square Retail Park.

Online Applications

Many recruiters advertise vacancies online. Below is a selection of local companies and organisations which do this:

- **Marks & Spencer:** <http://corporate.marksandspencer.com/mscareers/opportunities>
- **DSG International Currys Digital, Currys, PC World, Dixons:** <http://isw.changeworknow.co.uk/dsgi/vms/vacancies/search/edit>
- **Pizza Hut:** <http://www.careersatpizzahut.co.uk/html/restaurantsInfo.htm>
- **Mcdonalds:** <http://www.mcdonalds.co.uk/career/crew-page/crew-page.shtml>
- **Burger King:** <http://www.bkcareers.co.uk/crew.aspx>
- **Cineworld:** <http://www.cineworld.co.uk/careers/join>
- **Sports direct:** <http://www.sportsdirect.com/customerservices/jobs.aspx>
- **Argos:** <http://argoscareers.com>
- **Sainsburys:** http://www2.sainsburys.co.uk/aboutus/recruitment/careers_new.htm
- **Asda:** http://www.asda.jobs/how-do-i-apply/recruitment_process.html
- **Morrisons:** <http://iwantafreshstart.com>
- **Tesco:** <http://www.tesco-careers.com/>
- **Boots:** http://recruitment.boots.jobs/fe/tpl_boots01.asp
- **WH Smith:** <http://www.whsmithcareers.co.uk/>
- **Next:** <http://careers.next.co.uk/retail/index.aspx>
- **Odeon Leeds Bradford:** <https://www.jobtrain.co.uk/odeon/>
- **Public sector bodies:** (including Bradford Council, community housing groups, education and social care providers etc: <http://www.jobsgopublic.com>)
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JobCentre Plus

Jobcentre Plus is run by the UK government to provide support for people seeking employment. Their website – <http://www.jobseekers.direct.gov.uk> is easy to use and you can search for jobs locally or anywhere in the UK.

Recruitment/ Employment Agencies

Signing up with some recruitment agencies can be a useful way of finding temporary or part time work. Never use an agency which asks you for money – regulated agencies earn their fees from the employer.

You can usually find a list of agencies in the Bradford area in Wednesday's Telegraph and Argus (reference copy available in the Career Development Services), or you can go to www.yell.com and search for employment agencies.

Agencies tend to specialise in certain types of work and can offer both permanent and temporary contracts. Register with the ones that offer the kind of jobs that you are interested in. Local recruitment agencies include:

- **Relay Recruitment** – www.relayrecruitment.co.uk – telephone 01274 777973 – specialise in manufacturing, industrial, engineering, logistics, commercial, health care.
- **Office Angels** – www.office-angels.com – telephone 01274 726300 – specialise in secretarial and office staff for a wide range of sectors.
- **Assist Recruitment** – www.assist-recruitment.co.uk – telephone 01274 370902 – specialise in industrial, warehouse.
- **Adecco Recruitment** – <http://www.adecco.co.uk/> – telephone 01274 723411 – offer jobs within a variety of different sectors
- **Kalcrest** – <http://www.kalcrestcare.co.uk/vacancies> – telephone 01274 733776 – specialise in care work
- **Interaction Recruitment** – <http://www.irweb.co.uk> – telephone 01274 743943 – specialise in customer service

The Recruitment and Employment Confederation is the professional body which represents the recruitment industry. Many good agencies will be affiliated to the REC and will work to their code of practice. The website – www.rec.uk.com – gives a list of members and useful advice on using the services of a recruitment agency.

Friends and other contacts

One effective way of getting a part-time job is through word of mouth, so make sure that you let your friends and family know that you are looking for part-time work as they may have some helpful ideas or may even know of a vacancy.

How much will I be paid?

It is impossible to say how much you will be paid as it depends on the type of work, your skills and the type of employer. However, legally all employers must pay their employees the minimum wage.

From 1st October 2011, National Minimum wage rates will increase from:

£5.93 to £6.08 an hour for workers aged 21 and over

£4.92 to £4.98 an hour for workers aged 18-20

Volunteering

If it is not essential that you are paid, you could consider volunteer work. If you would like to know more about volunteering opportunities locally then you should contact the UCAN Project Co-ordinator on 01274 233278, by emailing ucan@brad.ac.uk, or visit their website www.bradford.ac.uk/ucan. UCAN is the University and Students' Union initiative to develop links between University students and the wider community.

Another source of voluntary work is Community Service Volunteers, Voluntary Services Centre, 19/25 Sunbridge Road, Bradford BD1 2AY, telephone 01274 722772 www.bradfordcvs.org.uk.

Volunteering is a great way of developing your employability skills, and of networking and building up contacts. It is not uncommon for people to be offered paid part-time work after a period of volunteering.

APPLYING FOR A PART-TIME JOB

Proving you are suitable

Applying for a part-time job while you are studying is similar to applying for any sort of job – it requires commitment, patience and perseverance. It is very important to realise that, even if you have never worked before, you will have skills which employers are looking for. You gain these from your studies, your personal experiences, your interests etc. For example, you could have:

- Time management skills – from managing conflicting study deadlines
- Team-working skills – from playing team games, or working with others on projects
- Organisation – from planning travel, holidays, parties, your studies etc.
- Initiative – from solving problems and being creative

Why not have a look at the “Employability” section of the Careers website to see what skills employers look for and how you can demonstrate them when applying for a job - www.careers.brad.ac.uk

Employers may not always be looking for someone with previous experience of the work but they will be looking for a range of skills and personal qualities, regardless of the job.

Depending on the job, these can include:

- punctuality/time-keeping
- being flexible/adaptable
- willingness to learn new skills
- ability to learn quickly working with minimal supervision
- dealing with customers – in person or over the phone
- communication (verbal/written) skills
- ability to work with others

When compiling your CV and covering letter, try to show evidence of the skills and qualities above as well as any specific requirements identified in the job vacancy. For example, look at these vacancy details for a job working in a café (the skills needed are underlined)

The Nice Cup of Tea Café in Bradford is looking for waiters and waitresses.

You will need to have good customer service skills, be punctual and able to work well under pressure.

To apply, call 01274 123546 or drop in and see us!

In your application, show the skills and qualities they are looking for by providing evidence from previous work experience, and any other practical experience you have gained from school, university, sports, community groups and societies etc.

For example, for the vacancy above, you might say “*I worked in a shop during my vacations and have experience of dealing with customers*”; or “*I have many interests and have learned to organise myself so I never miss a deadline*”; or “*Whilst revising for my examinations, I had the responsibility of looking after my brothers and sisters. I learnt to organise myself to cope with this pressure and still passed my exams*”.

How to Apply

The employer will normally specify how to apply on the job advert. Make sure you read the vacancy carefully. The usual methods are to either telephone to apply, to send a CV and covering letter or complete an application form, which could lead on to you getting an interview for the job.

Telephone to apply

- Find somewhere quiet where you will not get interrupted
- Be aware of how you sound – rehearse on the telephone with a friend or record your answers on your mobile phone
- Have a copy of your CV with you when you phone plus pen and paper to write down any information or instructions you are given
- Be prepared to answer the range of questions that you might expect to be asked at a face-to-face interview
- SMILE! This will come across in your voice

Covering letters

Your covering letter is a key opportunity to introduce yourself to the employer and show how you match the part-time job requirements. It does not have to be too long – one page of A4 should be enough. It should be positive and enthusiastic. You can use it to show some of the skills and qualities you possess which will be supported by your CV.

Try to include the following information:

- Why you are applying for the job. You can show how your skills, experience or qualities fit with what they are looking for
- Show your commitment, honesty and reliability – skills the employer may not directly have asked for in the job advert but that are still important to them when recruiting new staff
- Why do you want to work for this employer? You can show your motivation for working for them in your covering letter
- Your availability – when are you available? Is this term-time only or all year? How flexible you are in terms of hours you could work? Employers may be looking for someone who is available for a particular period of time

How to Prepare a CV

CVs for part time/casual work are usually more straightforward so *one page CV is acceptable* if you do not have too much work experience, see the CV Guideline and example later in this leaflet.

CV Top Tips

- Recruiters prefer a focussed CV, be specific, avoid vague statements and waffle
- Photographs are not normally used on UK CVs
- Marital status, health, date of birth, gender – it is not necessary to include these
- Most employers will ask for 2 referees – one should be academic and one should be a previous employer or someone you have worked for / with in other activities
- Keep your CV to a maximum of 2 sides and make it look well presented
- Check your grammar, spelling and punctuation
- Check the skills that the employer is looking for, and provide evidence from your course work, work experience or leisure pursuits
- Target your CV to each job
- Your email address needs to be professional

Application Forms

If the job you are applying for asks you to complete an application form rather than a CV, here are some tips.

- Follow the instructions – an employer may not consider your application if you have not followed the instructions correctly
- Be concise – complete your answers within the word count or space allocation
- Double check your spelling and grammar
- If asked to write answers which show examples from your experience, try to use examples from the range of your experience – education, work, voluntary work, interests etc.
- Save a copy of your completed form so that you can refer to it when preparing for an interview

Interviews

Before the Interview

- Find out where the interview is being held and plan your journey, including how long it will take to get there
- Select smart, clean and tidy clothing which is suitable for the role.
- Know yourself and what you have got to offer – think about your experience and skills and choose examples to use as evidence
- Know about the job itself and the employer – research the employer’s website if they have one and check out the activities and requirements of the job
- Prepare 2 or 3 questions to ask to show your interest in the job and the employer – ask about the job, training, hours of work, etc rather than about pay or holidays!

During the Interview

- Try to create a good first impression – smile, sit up straight, make eye contact, relax, try not to talk too fast
- Be prepared to talk – give full answers to questions, don’t just reply with ‘yes’ or ‘no’
- Be positive and keep your answers focused on the question
- For further advice about CVs, covering letters, applications and interviews, you should check out the resources at our website www.careers.brad.ac.uk. You can also get individual feedback on your CV and applications from Career Development Services.

EQUALITY DISCLOSURE

There may be situations when you want to mention a disability, or disclose other personal circumstances.

The Career Development Services can give you help tailored to your specific needs. We can advise you on your job-search, and give you individual help with your applications and interviews.

Contact us for further details, and see our website: www.careers.brad.ac.uk for further information on disclosure etc.

CV GUIDELINES (Instructions/advice are in italics)

Example of CV for part time job applications (with work experience)

ASMA BEGUM

10 Heaton Place, Heaton, Bradford, West Yorkshire BD9 7DD

Mobile: 07777 111 222

Home: 01274 123456

Email: A.Begum475@gmail.com

EDUCATION AND QUALIFICATIONS

University of Bradford 2009 – 2012
BA (Hons) English

Grange Upper School, Bradford 2002 – 2009

A Levels: English (B), Psychology (C) and Religious Education (C)

GCSEs: 9 subjects (1A, 4Bs and 4Cs) including Mathematics and English

EMPLOYMENT EXPERIENCE

Wilkinsons, Bradford **Retail Assistant** March 2009 – present

- Worked as part of a team to receive early morning deliveries, maintain warehouse standards and provide customer service. I am constantly under pressure to finish my tasks before the deadline every shift.
- Developed excellent communication and customer liaison skills. I've shown initiative and teamwork skills by supporting other team members with their tasks after finishing my own.

TK Maxx, Leeds **Customer Services Assistant** Dec 2008

- Encouraged colleagues to reach work targets collectively creating team spirit.
- Tidied up the shop floor and maintained stock in pristine condition.
- Dealt with telephone calls and queries from other stores such as searching for coded items in order to price them.

VOLUNTARY WORK EXPERIENCE

Malik Solicitors, Bradford **Volunteer** July 2007

- Carried out a range of clerical duties such as photocopying and filing hence familiar with basic office equipment.

RSPCA, Keighley **Volunteer** Summer 2006

- Worked as part of a very small team from a variety of social backgrounds to run an RSPCA charity shop in Keighley city centre.
- Supported the manager by unloading deliveries and using practical skills to display goods for resale.

SKILLS PROFILE

- *Communication* – enhanced communication skills when interacting with customers at Wilkinsons.
- *Teamwork* – developed through playing for the netball team and taking an active role in the club.
- *Problem Solving* – dealt with angry customers in a professional manner, resolving situations using own initiative.
- *IT/Computing* – proficient user of Microsoft Office programs including Word, Excel and PowerPoint.
- *Languages* – French (basic) and Urdu (fluent native speaker).

INTERESTS

- Enjoy listening to music and reading books on psychology and autobiographies.

REFEREES

Names and addresses of two referees will be made available upon request.

Example of CV for part time job applications (no or limited work experience)

JAMES SIMMONS

10 Downing Street, Cottingley, Bingley
West Yorkshire, BD16 1ZZ

Mobile: 07777 123 123

E-mail: jamessimmons2@mail.com

PERSONAL PROFILE

A Business and Management student with strong organisational ability; skilled at working closely with others in a team environment and with a flexible approach to work. Currently looking for a part time role in retail or a customer services environment.

EDUCATION AND QUALIFICATIONS

2011 – 2015 University of Bradford
BSc (Hons) in Business and Management Studies

2005 – 2011 Bingley High School
A Levels: Mathematics (C) Business Studies (B) and English (C)
GCSEs: 9 subjects A-D, including Mathematics and English

RELEVANT SKILLS

Communication

- Experience of liaising with younger students and teachers in my role as a mentor at Bingley High School. Found different ways of explaining things to help Year 9 students with their Mathematics homework.
- Presented project work both individually and as part of a team during my Business Studies A level. This involved preparing PowerPoint slides, delivering a presentation to a varied audience and producing a written report.

Teamwork

- Play football, helping and supporting the team to do their best by encouraging others even when we are not playing well. Regularly attend training sessions help with coaching the junior team.
- Worked with a team of 4 students to produce a business plan for an assessed project. It wasn't always easy as two group members fell out during the project but I arranged for us to socialise one evening after which we all got on a lot better.

Responsibility

- Several of the neighbours on our street at home regularly arrange for me to house-sit when they are away, as they trust me to ensure the security and maintenance of their properties.

ADDITIONAL ACHIEVEMENTS

2009 – 2010 Captain of Bingley High School Football Team
July 2009 Grade 4 Award for guitar

LEISURE INTERESTS

- Enjoy playing and watching football, playing the guitar and swimming.
- Other interests include keeping up-to-date with current affairs and watching business programmes on TV.

REFEREES

References are available upon request.

FURTHER HELP

Individual advice on getting work experience

If you need help with applying for part time work, vacation work or finding work experience opportunities, come and see our Work Experience Co-ordinator, Catherine Jandzio.

Help can be provided on a one-to-one basis with writing a CV, filling out application forms, sourcing jobs and work experience information.

You need to book an appointment in advance and these are available on Mondays, Tuesdays and Wednesdays. You can book by calling into the Career Development Services in Student Central, telephoning 01274 234991 or emailing careers@bradford.ac.uk

If you need help on a Thursday or a Friday, you need to book an appointment with a Career Development Adviser on the day.

You can only book on the day by telephoning 01274 234991, or by calling into the Career Development Services in Student Central and signing up on the board. These appointments are strictly first-come, first-served!

Workshops

Useful, practical workshops are held regularly covering all aspects of job-seeking, including how to write a CV, how to answer competency based questions on application forms, how to prepare for interviews. Check out the events calendar at www.careers.brad.ac.uk for full information and to book online.

Other Resources

Career Development Services have a wide range of careers information and can help you with any aspect of job-seeking. Our website gives information on all our services and how to access them; practical guides you can download on job-seeking skills; access to our events calendar and online booking; and links to specialist career-planning and vacancy sites. We also have a dedicated careers information room in Student Central where you can collect free copies of magazines, directories and other careers publications.

Useful Websites

www.careers.brad.ac.uk/jobsonline – first stop for information on finding a part-time job!

www.careers.brad.ac.uk – Get help with applications and interviews; events calendar;

www.nases.org.uk/students – National organisation of student employment services gives helpful advice on identifying skills and understanding your employment rights

http://www.prospects.ac.uk/equal_opportunities_disability.htm – this part of the Prospects website gives lots of useful information regarding employment legislation for disabled students.

www.direct.gov.uk – lots of useful information on the Government's information website. Click on employment to get details of your rights as an employee, eg minimum working wage, maximum working hours etc.