

University of Surrey

Careers Service

<http://www.surrey.ac.uk/careers>

Part-time Work

Part-time work is a great way to earn extra cash while you are studying – although of course it is important to leave enough time for your studies as well. Part-time work also looks good on your CV when you come to apply for full-time jobs after you graduate. As well as showing that you are organised and able to commit to things, it can be a great way to demonstrate to employers other skills that you may have – for example team working, working under pressure, problem-solving etc

Unfortunately much of the part-time work available to students tends to be relatively unskilled and it is often difficult (though not necessarily impossible) to find work that is directly relevant to your degree discipline. There are tips on finding work related to your subject later in this leaflet. The majority of jobs readily available to students tend to be in shops, bars or restaurants with a limited amount of office work. There is more chance of office based work, which is usually full time, in vacations. It is a good idea to apply for work during the beginning of term, particularly for jobs based on the University campus.

If you are looking for part-time work while you are studying there are a number of ways to go about this. Here are our suggestions for places to look and people to contact if you are seeking part-time work. If you would like your CV to be checked by a Careers Adviser please see our website for details of forthcoming **Quick Query sessions**: www.surrey.ac.uk/careers.

For jobs on the university campus

- The **Unitemps** recruitment service provides staff for the vast majority of part-time and temporary positions in the University of Surrey. If you would like to work in Hospitality & Catering, UnisSport or get a temporary cleaning job on campus you will need to register online via the Unitemps website (www.unitemps.co.uk/) where you can complete all your contact details and upload a current CV. Temporary positions are advertised on the University's Job Opportunities web pages (www.surrey.ac.uk/jobs).
- For work in the Students' Union visit the reception desk and request an application form.
- Contact the supervisors in the academic departments that interest you.

For other local jobs

- **Local Newspapers:** The Surrey Advertiser, the local Guildford newspaper, is a good place to look for work. Every Friday the Classified section advertises details of part-time (as well as full-time) positions in and around Guildford.

- www.getsurrey.co.uk advertise local jobs in Guildford and Woking, a nearby town, reached by train in about 10 minutes. If you live in other areas, such as London, the local online sources and press will also carry part-time job adverts.
- **Recruitment Agencies**
There are a number of recruitment agencies in Guildford town centre that may provide part-time and temporary work. For phone numbers and addresses check yell.com under Employment Agencies. Check their entry for details of the jobs they specialise in. You might also like to see our leaflet on *Recruitment Agencies* for tips on choosing and using an agency.
- **Try direct approaches to possible employers.**
Shops, bars and restaurants often have vacancies for part-time shop assistants, waiting staff etc. They generally display these vacancies in their windows so look out for signs when you are walking around town. If no vacancies are advertised it may still be worth going inside and asking a member of staff if they have any part-time jobs. Even if they don't have any vacancies at the moment they may offer to take your contact details and give you a call if any jobs become available. The Odeon Cinema and Spectrum Sports Centre are other good possibilities.

University of Surrey Careers Service online vacancy bulletin

Sign up for part-time, temporary and vacation work on the Careers Service online vacancy bulletin www.surrey.ac.uk/careers and receive notifications when relevant vacancies are posted on the system. Vacancy details are added regularly and you should apply directly to the jobs that interest you, using the method of application the employer requests.

Use www.jobcentreplus.gov.uk

This is a searchable database of jobs including part-time and temporary vacancies. Help and advice on job hunting is also provided.

Some other useful websites

- www.e4s.co.uk
- www.studentgems.com
- www.studentjobs.co.uk

Other information you may find useful when seeking part-time work

Below is information on a range of other topics that may be relevant when looking for a part-time job:

Finding work relevant to your degree

Depending on the subject area you are studying, the difficulty of achieving this will vary. For example, if you are studying Hospitality Management then it should be relatively easy to find work in hotels or restaurants. Relevant experience, even in entry-level positions, is highly valued in this industry and in others. If you are

studying a subject like Civil Engineering things may be more tricky! If you can't see any relevant vacancies being advertised you could consider making speculative applications to local employers that interest you. See the Careers Service leaflet *Speculative Applications* for tips on doing this. One way to find directly relevant work that may use the skills you have gained on your course is to do a vacation internship or placement with an employer in the sector you're aiming to work in. These will usually be advertised on the employer's website, so check the websites of firms that interest you. The recruitment for these can often take place well in advance of the vacation during which the internship will take place, so plan ahead. The Careers Service also has some publications available which list internship and work experience opportunities.

Getting a National Insurance (NI) number

When you start work your employer will ask for your National Insurance (NI) number. This is the means for recording your NI contributions, which international students working in the UK, as well as UK students, must pay to the government...

As soon as you are offered a job, you must telephone the Contributions Agency on 0845 6000643 for an appointment to apply for your National Insurance number. You will then be invited to an interview held at your local Job Centre Plus office. You will need to take your passport and confirmation of your employment letter to that meeting and may also be asked to take other documentation.

There is often a delay of 6-12 weeks for your application to be processed, but you can still work during this time. As soon as you have been notified of your permanent NI number you should inform your employer.

For more information about applying for an NI number please visit:

<http://www.directo.gov.uk/en/Mondy/TaxandBenefits/Taxes/BegineersGuidetotax/NationalInsurance>

Tax

You can find details of the tax system in relation to part-time work on the HMRC website www.hmrc.gov.uk. If you think you have paid tax when you shouldn't have, or have paid too much tax, you may be able to claim this back. Again, details are on the HMRC website.

Minimum wage

As an employee you are legally entitled to receive the National Minimum Wage for the work you do. You can find details of the latest rates online at: www.direct.gov.uk/en/Employment/Employees/TheNationalMinimumWage.

Volunteering

A good way to gain experience is via voluntary opportunities. As the name suggests, these are usually unpaid, or pay only expenses. Many opportunities are

with charities or voluntary organisations. Check for voluntary opportunities at www.do-it.org - a database of voluntary work by postcode and type of work. The Student's Union can put you in touch with organisations looking for volunteers through the Do More scheme www.surreydomore.co.uk. Find more about volunteering on the Surrey Student's Union webpage: www.ussu.co.uk/yourunion/volunteering.

Some private employers also offer unpaid work experience. Please note: There are particular rules which apply to unpaid work experience with private employers, and the work an employer can ask you to undertake before they are obliged to pay you the minimum wage. Make sure you know your rights. Help and Advice is available from the University Student Advice centre <http://portal.surrey.ac.uk/sais>, or the Citizens Advice Bureau www.guildfordcab.org.uk

Making sure opportunities are genuine

When looking for part-time work remember that most websites will not vet or fully research the practices of the employers that advertise with them. Wherever you see a vacancy advertised (even if it is on the Careers Service vacancy bulletin), always ensure you are happy with the terms of employment, rate of pay etc. Remember you do not have to accept any offer of work. If you have any concerns you can seek advice from the University Student Advice centre <http://portal.surrey.ac.uk/sais>, the Careers Service www.surrey.ac.uk/careers or the Citizens Advice Bureau www.guildfordcab.org.uk