

Finding Part-time Work

If you need paid part-time work to help finance your studies while you are at Imperial there are a number of ways to go about this. Unfortunately much of the part-time work available to students is relatively unskilled and it is often difficult to find work that is relevant to your degree. The majority of part-time jobs available in the area around the College tend to be in shops, bars or restaurants. There are not many part-time jobs based on the College campus and when they occur they are usually publicised within departments and quickly filled. For work in the Imperial College Union you should ask directly in the Union.

There are many different ways of finding part-time jobs outside the College and we recommend that you try a number of different sources and not rely on one method only. You need to look for vacancies on a regular basis and be prepared to be persistent!

CAREERS SERVICE - JOBSLIVE

The Careers Service advertises jobs on behalf of employers who notify us of their vacancies. JobsLive, our job vacancy and events system, contains a listing of ALL received vacancies, including full and part-time. Register at www.imperial.ac.uk/careers/jobslive, and you will be emailed as soon as we have received a vacancy, providing you have amended your profile on the system.

Register your profile with JobsLive

In JobsLive select 'Update profile' from 'My Profile' to specify your email settings. This lets us know what sort of jobs and events you are interested in and determines how often you receive emails and the type of future events or job vacancies you hear about. To receive details of part-time jobs, make sure that you specify this on your profile by selecting the category 'part-time /seasonal work'.

OTHER SOURCES OF VACANCIES

Job Centres and Agencies - Job Centres, the government job service, advertise part time jobs and their website has a database of job vacancies that can be searched by type of occupation and postcode - www.gov.uk/jobsearch. This website also enables you to find the location of your nearest Job Centre, which you can visit to see vacancies.

Some employment agencies advertise part-time jobs although in the main they tend to deal with temporary and permanent full-time vacancies, so they may be more useful for finding

vacation work.

A guide to recruitment agencies and consultancies, 'Recruitment Agencies and OnLine Job Boards' (Careers Group, University of London) is available for reference at the Careers Service. The Recruitment and Employment Federation (REC) - www.rec.uk.com - can help you find employment agencies by occupational sector and location and also check that the agency adheres to the Code of Good Recruitment Practice developed by REC.

Newspapers - Local and evening newspapers advertise part-time vacancies. Don't forget to check the free local newspapers too. If you are living in privately rented accommodation you may find that these are delivered to your door.

Another source for part-time vacancies is the Evening Standard newspaper - www.londonjobs.co.uk.

Contacting Employers Directly - Many employers (particularly shops, bars and restaurants) do not advertise their vacancies in newspapers or with the Careers Service. They rely instead on notices in the window, posters inside or, in the case of big companies, vacancy information on their website. You may also try approaching them directly. Much of this work requires you to work late into the evening and/or at weekends.

When visiting an employer to find out about part-time work, make sure you take all your relevant information with you as you may be required to fill out an application form while you are there. You may even find that someone is available to interview you, so be prepared before you go. Many employers recruit part-time staff through word of mouth, so don't forget to ask friends and family, other students and sympathetic College staff to look out for jobs for you. Think of organisations that are open in the evenings and weekends and enquire about possible vacancies. In addition to shops and supermarkets, these could include local libraries, sports centres, hospitals, cinemas, and many, many more.

Other websites -

- University of London Central Careers Advisory Service (Careers Group) - The Careers Group Jobs Online is a searchable database of current vacancies including part-time opportunities - <http://jobonline.thecareersgroup.co.uk/>
- Prospects - Some part-time vacancies may appear on this website, however, this is a national careers website and does not have a particular London focus. See www.prospects.ac.uk



NATIONAL INSURANCE NUMBER

Home students - National Insurance (NI) numbers are issued to you when you turn 16. If you are uncertain about yours contact the NI Helpline on 0300 200 3502

International students - If you are working in the UK you will need a National Insurance number, but you do not need to have received this number before you can start work. To obtain a NI number, you must have a job offer and proof of employment (e.g. contract or offer letter) or be actively searching for work and have evidence to prove this. Examples of evidence include: rejection letters, interview letters or copies of application forms. You need to contact the Job Centre Plus National Insurance Allocation Service on 0345 606 0234 to arrange an Evidence of Identity (EOI) interview or to be sent a postal application. Job Centre Plus will confirm the date, time and location of the interview and will tell you what information/documentation is required for your interview or to support your postal application.

You will also normally need to take two forms of identity (for example, a passport and bank statement) and documents that show that you are looking for work or have a job offer. It may be a good idea to take copies of job applications/offers. Do not visit the Job Centre Plus office before telephoning as you must have your appointment first. It may take up to 6 weeks for your National Insurance number to be allocated although you may be issued with a temporary number while your application is being processed. In the meantime, your employer can allow you to start work and deduct NI contributions from your temporary number.

For more information for International Students on working in the UK during your studies, see the 'International Students: a guide to sources of information' handout available in the Careers Information Room and on the Careers Service website, and The UK Council for International Student Affairs (UKCISA) website and work sheet at www.ukcisa.org.uk

SAFE JOB HUNTING

The Job Centre Plus website provides some basic hints and tips on safe job hunting - www.gov.uk/jobsearch-rights. If you have any queries, please contact the Careers Service.

MINIMUM WAGE

For further information on current rates look at www.gov.uk/national-minimum-wage-rates. If you have any queries regarding the NMW or you believe that you are being paid less than this then you can contact the Acas Helpline on 0300 123 1100 for confidential advice or help.

The Student Union Advice Centre can also provide information on areas that may impact particularly on part-time workers such break entitlement, the minimum wage and rights at work.

APPLYING FOR PART-TIME JOBS

The way that you present yourself to employers offering part-time work is as important as for a full-time job or internship. You will need to review the content of your CV or consider how to complete an application form. When an employer advertises a job, they will normally give some indication of the skills and

experience for which they are looking. You need to demonstrate to them that you have the skills, personal qualities and experience that they are seeking. You can draw on the skills which you have developed through extracurricular activities or through other work experience that may make you suitable for the role. The amount of information that you give will vary according to the job. The employer may be interested that you are a student and you can use examples from your course to demonstrate certain skills but you do not need to provide information about the modules you are studying unless they are directly relevant to the job to which you are applying.

Information and advice on applications and interviews is available from the Careers Service, and on our website at www.imperial.ac.uk/careers

Think carefully about the number of hours of work which you plan to undertake; you will need to make sure that you can balance the demands of your course with a part-time job. If you are studying in the UK on a visa then please check your visa conditions to ensure that you are only working the permitted number of hours per week. For most students, during term-time, this will be a maximum of 20 hours per week. If you have any queries about working hours and your visa please contact the International Student Support team at international@imperial.ac.uk. Guidelines on the number of hours that students should work in term time can be found on the Registry website www.bit.ly/reghours, and you should note the limit on the number of hours that students are advised to work.

For information on the disclosure of disability or specific learning difficulty such as dyslexia please see information on the Careers Service website:

www.imperial.ac.uk/careers/disclosure