

Part-Time Jobs

Version 4.18

Contents

1. Why is part-time work important?	3
2. How can I find a part-time job?	3
3. Can I find a part time job related to my course?	6
4. Information for International Students	6
5. National Insurance and Income Tax	7
6. How to spot scam job advertisements	8
7. Applying for a part-time job	9
8. What are employers looking for?	9
9. The job vacancy	10
10. How to show you are right for the job	11
11. Preparing your CV	12
12. Covering Letters	16
13. Application Forms	17
14. Additional help available from the Careers Service	17

1. Why Is Part-Time Work Important?

Part-time work is an excellent way for you to earn extra money and gain some useful work experience. Although it may not be related to your degree, a part-time job can provide practical experience that will add value to your CV. Working in a shop, bar, restaurant or office can give you many of the skills that graduate employers are looking for such as decision making, organisational and IT skills, team working, customer service and time management.

The University of Manchester recommends that students **work for no more than 15 hours per week, or as advised in your programme handbook**. This is so that you can achieve the right balance between your studies, other commitments and the need to earn money to support yourself.

2. How can I find a part-time job?

The Careers Service advertises a wide variety of part-time jobs, and provides links to external part-time jobsites.

Many jobs are never formally advertised, businesses may use social media, word of mouth or just a poster in the window. You may need to ask around or contact companies speculatively to see if there are opportunities.

Use our **Finding work in Manchester and Job Search guides** to give you some ideas. <http://www.manchester.ac.uk/careers/startingpoints>

CareersLink

Careerslink is your vacancies database. Login with your university username and password to access part-time job vacancies and set up email alerts for new opportunities:

www.manchester.ac.uk/careerslink

Students Union Job Shop

Vacancy advertising service to help students gain part-time work whilst at University.

<http://www.jobshopsu.co.uk/>

Shops, Supermarkets, Bars and Restaurants

Many local businesses may not advertise jobs with the Careers Service but will put a poster in their window or premises (especially if they are based in busy areas where lots of people pass by).

Larger shopping centres may have their own recruitment websites so you may want to check them out too either in person or on their website including:

- The Arndale Centre www.manchesterarndale.com/jobs.aspx
- The Trafford Centre <http://intu.co.uk/traffordcentre/jobs>
- Manchester Fort, Cheetham Hill www.manchesterfort.co.uk

On campus jobs

The University has a jobs website where roles in administration, estates, academia and support services are advertised. However, many of these will be full time and not suitable for students.

Although there are opportunities across the University for part time or casual work not all will be advertised widely. Take a proactive approach, select the areas of the University that interest you and ask them directly whether they have any positions available.

The Careers Service advertises many of vacancies on behalf of the University. Examples of jobs advertised include student ambassadors, event staff and 'purple people' (students who work at orientation for international students).

Not all jobs on campus are with the University. Jobs at the Student Union are very popular, you may also hear about brand ambassador jobs which involve helping a company with their marketing on campus. (It often

involves handing out leaflets.)

In addition to this guide have a look at our website for tips on finding part-time work:

www.manchester.ac.uk/careers/findjobs/workwhilestudy/parttime

Jobcentre Plus

Government Job Centres advertise part-time and weekend vacancies with a wide range of organisations. The nearest Job Centre for most students is in Rusholme. Visit your local Jobcentre or search vacancies online at the gov.uk website: www.gov.uk/jobsearch

Follow <https://twitter.com/JCPinManchester>

Recruitment Agencies

Recruitment agencies can be a useful way to find part-time work. There is a section of our website devoted to agencies at:

www.manchester.ac.uk/careers/findjobs/graduatejobs/agencies

You will be required to fill out an online form or provide an up-to-date CV. Legally they cannot charge you for finding you a job, but if they place you, the employer will pay them a fee. Some agencies/websites may charge for extra services (like CV checking) so check the details very closely. Please be aware that agencies linked to on our website do not constitute an 'approved list' from the Careers Service.

Many agencies are members of the Recruitment and Employment Federation, who have a set of standards for members. The website has a searchable directory of recruitment agencies

<https://www.rec.uk.com/about-us/for-jobseekers/choosing-a-recruitment-agency>

Useful Websites

Universal Jobsmatch Government-run job site with hundreds of part time jobs. <https://jobsearch.direct.gov.uk>

Employment 4 Students www.e4s.co.uk

Just Student Jobs www.student-jobs.co.uk

Student Job www.studentjob.co.uk

Fish4jobs <http://manchester.fish4jobs.co.uk>

3. Can I find a part-time job related to my course?

You will not find part-time work available in all job roles that will fit in with you being a student. Some jobs you are simply not qualified to do yet, others simply can't be done at weekends and evenings or on the days when you may be free.

Think more broadly about the skills you want to gain for your longer term career goals, what types of part-time opportunities would give you those skills.

Often more vocational or career focussed work experience can be gained through

- Volunteering check opportunities on the University Volunteer hub.
<https://www.find-volunteering.manchester.ac.uk>
- Summer work experience and internships.
<http://www.careers.manchester.ac.uk/findjobs/workwhilestudy>
- Check our Which Careers pages for tips on getting in and getting experience
<http://www.careers.manchester.ac.uk/whichcareer>
- Talk to us about your options.

4. Information for International Students

Non-EEA students with a Work Restriction Stamp in their passport do not need to obtain permission before working while they are registered as a student at a UK institution. This includes part-time jobs, placements, projects, and vacation work or term-time employment.

However, a number of restrictions apply:

- Students must not have a prohibition stamp in their passport.
- Students should not work more than 20 hours per week during term-time (except where the placement is a necessary part of your studies).

Students should not engage in:

- Self-employment
- Professional sportsperson / entertainer services.

Taught Masters students cannot work full-time over the summer because you are expected to be working full-time on your dissertation. For more information please read this information leaflet from the Immigration Team at The University:

<http://www.careers.manchester.ac.uk/media/services/careersandemployabilitydivision/careersservice/international/Tier-4-working-guide.pdf>

Legally, you are entitled to work up to 20 hours per week but you may find doing the maximum level impacts negatively on your studies. The University of Manchester recommends that you work for no more than 15 hours per week, so that you can balance your studies, commitments and work.

If you want to know more about international qualifications and how to confirm work permit status, visit the international student section of the Careers Service website at: www.manchester.ac.uk/careers/international

You can find out more information on work permits and your right to work in the UK from UK Visas and Immigration on the gov.uk website: www.gov.uk/government/organisations/uk-visas-and-immigration

5. National Insurance and Income Tax

Everyone who works in the UK must pay National Insurance (NI) and give their employer a NI number. UK citizens should already have a NI number but International students will need to get one if they are intending on

working in the UK. To apply for your NI number:

<https://www.gov.uk/apply-national-insurance-number>

You will need to ring the NI allocation number – be aware this can be very busy.

6. How to spot scam job advertisements

During your job hunting, you may occasionally come across employers that are not genuine and whose only aim is to take advantage of you as a job seeker, usually financially. To protect yourself follow our top tips -

1. Jobs you should be suspicious of include:

- Data entry work from home.
- Jobs where you are asked to pay money for stock, training or similar before starting work.
- Jobs where you make money by recruiting people into your scheme.
- Commission only and door to door selling.
- If you are asked for bank details, passport/other confidential information when you apply.
- Being asked to make financial transactions using your personal bank account.
- 'Have you ever wanted to be a ...?' type adverts.
- Be wary of adverts stuck on bus shelters and toilet doors!

2. If it sounds too good to be true, it probably is...

3. Make sure you ask lots of questions about the job, and don't sign up to anything you do not fully understand.

4. Do not part with any money unless you understand exactly what you are getting.

5. If in doubt, don't apply or agree to anything!

See our online guide for further advice on dealing with scam jobs at:

www.manchester.ac.uk/careers/findjobs/scamjobs

7. Applying for a part-time job

Before you start, assess your own experience and skills and think about what types of work you would feel comfortable doing.

- Find a vacancy which appeals to you.
- Read the advert. Look carefully at the tasks you will have to complete as part of the role and at the skills required. Have you got relevant experience and can you show you meet these requirements?
- Write a CV or if you already have one update it, tailor it to the role you are applying for. (Alternatively you might have to complete an application form from the company or prepare before having an informal chat).
- Write a covering letter to accompany your CV if required.
- Apply!

Don't send off lots of identical CVs, the employer will notice that it is not targeted to the role they are recruiting for.

8. What are employers looking for?

Employers are not always looking for someone who has previous experience of the same work. Generally employers want candidates to have a number of key skills and qualities. These qualities are known as 'employability skills' or 'transferable skills' e.g.

- punctuality/time-keeping
- being flexible/adaptable
- willingness to learn new skills
- ability to learn quickly working with minimal supervision
- communication
- team work

Additionally you may need customer service skills, specific technical or language skills.

Tailoring your CV/application to the job vacancy will help you to provide evidence of relevant transferable skills, even if you don't have relevant work experience.

More about transferable skills and how you can get them:

<http://www.careers.manchester.ac.uk/experience/skills>

9. The job vacancy

Here is an example of a job advert:

Employer:	The Loft
Employer Information:	Bar and nightclub.
Job Type:	Leisure and Recreation Services
Job Title:	Part-time Bar Staff
Location:	Hollyoaks Village, Chester
Details:	Part-time staff required for bar and nightclub to complete tasks including setting up the bar, general bar duties, cocktail making and clearing tables. Various shifts are available.
Skills:	Experience is preferred but not essential as full training is provided. Fine wines and cocktails knowledge would be an advantage. Outgoing personality, must enjoy working with people, be reliable and hard working all essential for the role.
Rate of Pay:	£6.75 per hour.
Closing Date:	None Given
How to Apply:	Send CV and letter to the Manager by email: manager@theloft.hollyoaks.net

Look at the vacancy and think about the tasks involved and the skills required. Some of the responsibilities can be broken down into specific

tasks. For example, ‘general bar duties’ does not really say very much about the actual tasks. Thinking about it for a few minutes may give you ideas about the work.

Employer’s Requirements	What I think is involved?
Bar/nightclub	Late nights
Setting up the bar	Stocking fridges/cleaning /tidying
General bar duties	Serving customers/ cash handling/ Stocking fridges or bar
Cocktail making	Knowing cocktail recipes/making them
Knowledge of fine wines/cocktails	Knowing about different drinks
Outgoing/enjoy working with people	Dealing with customers/being friendly
Hard-working	Doing the job well especially when it’s busy/working as a team
Reliable	Punctuality / time-keeping / flexible

10. How to show you are right for the job

Have you already got the required skills or qualities? Have you had previous work based experience you can use in your application? If you have little or no work experience, think about other practical experience you have gained from school, sports, community groups and so on.

Using a table like the one below will enable you to think about the skills and qualities you possess. Rather than jump straight into writing a CV or completing an application form, jotting down your thoughts first will help you ensure that you don’t miss anything.

Requirements	My evidence
Setting up the bar	From helping set up for events at School
General bar duties - e.g.	None directly. But can evidence

Cash-handling /stocking fridges/serving customers	attention to detail, methodical approach, and good communication skills.
Hard-working	From studying and balancing my part-time job and sport
Wine knowledge/cocktail making	No knowledge but eager to learn – quick learner
Reliable – Punctuality/Time-keeping	Punctual for part-time job. Time management from balancing study/volunteering/sport

Once you've done this, hopefully you will be able to see quite a few ways in which you can demonstrate some of the skills and qualities that the organisation is looking for.

Quick check list for your CV / cover letter

- Does it contain all of the information they are looking for?
- Do the examples you have used give evidence of previous experience or related skills?
- Are your examples specific in terms of what you did, can they tell how competent you are?

Thinking about your application from an employer's point of view will help you to make sure all the necessary information is included and that it demonstrates how you are suitable for the role.

11. Preparing your CV

The Careers Service '*CV Guide*' guide will help you with the format, layout and content of your CV. The guide is available from the Careers Service and online at: www.manchester.ac.uk/careers/startingpoints

If you have to submit an application form, some of the information will be the same but you may also want to refer to the Application Form Tips section on page 17.

Length and format

- Generally CVs in the UK are two pages of A4 in length. If you have little experience/less information to show on your CV, you may want to create a one page CV. See example <http://www.careers.manchester.ac.uk/findjobs/workwhilestudy/parttime/>
- There is no point stretching the information over two pages if it will be just as effective on one page. Concentrate more on showing your skills and experience rather than how long it is.
- There's no definitive style for your CV. It doesn't matter if your CV doesn't look the same as a friend's. Make sure it works best for you and your situation – but remember to format it so an employer can read it easily.

No previous experience?

- Employers will be willing to employ people who have not had a job before if you can show them that you have suitable skills for the role on offer.
- If you've not had a job before, this doesn't mean that you don't have anything to put on your CV. Think about other times when you have developed skills. Have you done any volunteering or been involved in activities at school or college? Have you helped in a family business? If the answer is still no you may want to consider starting with some volunteering to help you gain some skills.

Any previous part-time jobs or volunteering roles

- Ensure that you state what YOU did and what skills you gained or used and sh
- How effective you were.

- If you have lots of previous experience, grouping it together will streamline your CV, so it is more targeted. There are a number of headings you could use such as 'Employment', 'Work Experience', 'Relevant Work Experience', 'Other Work Experience', 'Work History' and more. Use the headings which work best for you.
- When listing your experience, remember to start with the most recent first.
- Don't dismiss experience gained from unpaid jobs. If you haven't had paid work experience, but have done some volunteer work, make sure you include it. Skills you have developed may be useful to the role you are applying for and are equally important as those gained from paid work.
- Transferable skills such as teamwork and initiative are important to employers and you should remember to show them on your CV.

Your current degree and education

- Put your current degree course on your CV - even if you think your degree subject may not be relevant to the work you are applying for. If you have relevant experience you may choose to move your education section to page 2.
- When writing about your degree, try to emphasise your skills like team work, group work, written or verbal communication skills etc.
- Try to create a balance between giving the employer an insight into your course and the skills you are developing on it, while making sure that it is relevant in terms of the role you are applying for.
- You would normally include education before University too. In the UK this would be A level & GCSE. Some employers may ask for a minimum standard of education often including Maths & English at grade C or above at GCSE.

References

- Most employers will ask for two referees. One could be an academic referee and the other from a previous employer.

- If you haven't worked in paid employment before, a referee could be someone who you've worked with/for in your other activities.
- If you haven't got any previous experience or activities to use as examples, you may want to ask someone who knows you well to be a referee – perhaps a former teacher?
- If your referees are abroad, make sure you provide an email address so that the person can be contacted quickly. Employers are unlikely to translate references so make sure your referee can reply in the language of the country in which you are applying to work.

Your contact details

- Make sure to include the university name and have a local address on your CV so they know you are in Manchester and looking for work.
- Though you may think email addresses such as 'lazysam@hotmail.com' or 'fluffybunny69@mail.com' are fun, they will not give the professional image you are hoping for. Consider using your university account or create a new email account which is more suitable for sending to potential employers.

Skills

- IT – state the packages you can use and your level of expertise.
- Languages – which ones and how fluent are you?
- First aid or health & safety training gained in other roles could be useful in some jobs.
- Driving licence/own car may be appropriate to some roles.

Interests and Activities

- Some employers value an interests section because it gives them some insight into your personality and provides further evidence of your skills and abilities. So make it count.
- An employer may question why you want them to know you enjoy internet shopping or collecting teddy bears. Instead include interests which demonstrate membership/commitment,

achievement, the use of skill or personal development. If you have had positions of responsibility you may want to have a section for these. If you include such a section, make sure to show what you did, the skills you gained/used and the outcome.

12. Covering letters

A covering letter allows you to introduce yourself to the employer and show how your skills, experience and enthusiasm make you a suitable candidate for the role. A covering letter for a part-time job does not have to be too long – one page of A4 is about right. If you don't include a covering letter you've missed out on an opportunity to sell yourself in addition to your CV.

Employers will read a covering letter if they are sent one. For advice about writing a covering letter, read the '*Covering Letter Guide*' which is available from the Careers Service or online:

www.manchester.ac.uk/careers/startingpoints

Your covering letter shouldn't duplicate your CV – this is your sales pitch. Your covering letter should be positive and upbeat. Don't say anything negative e.g. 'Although I don't have any experience of bar work etc'. Try to show the skills and experience that you do have which will transfer to the job you are applying for rather than highlighting the fact you may not have experience in that type of role.

Try to include the following information:

- Why you are applying for the job and what makes you a strong candidate for the job? You can demonstrate how your skills, experience or qualities fit with what they are looking for.
- What attracted you to that employer? Why do you want to work for them? This will highlight your motivation for working for them.
- Your availability - are you available term-time only or all year? What hours can you work? Employers may be looking for someone who is

available for a particular period of time so this information could be really useful alongside your CV.

- If you are applying for a vacation role, you should make it clear when you are available from or how long for.
- Make sure that it is clear where correspondence should go to (term-time or home address) so they can get hold of you more easily.

13. Application Forms

If the job you are applying for requires an application form rather than a CV, most of the information in this leaflet will still be useful. You will probably need to think about the information you are including in a slightly different way than you have for creating your CV.

For advice about filling in an application form, read the '*Application Form Guide*' available from the Careers Service and online:

www.manchester.ac.uk/careers/startingpoints

- If you are applying online, try not to leave it to the last minute in case there are technical problems or the form takes longer to fill in than anticipated.
- Always keep a copy of your completed form so that you can refer to it and prepare before an interview.

14. Additional help available from the Careers Service

Feedback on draft applications

Use our Applications Advice service for advice on application forms, CVs and covering letters. Bring a paper copy of your application and the job description or advert (if available) so that we can discuss with you the requirements of the role and assess your application in context.

Please read the relevant guides before booking an Applications Advice session, so that you can be as prepared as possible and make the most of your time. Be aware that you can have four applications advice appointments in any 30 day period.

We aim to help you develop the skills needed to review your own applications in the future, rather than check each individual application you make. Further details available online:

www.manchester.ac.uk/careers/applicationsadvice

This publication is copyright The University of Manchester and may not be produced wholly or in part for commercial or non-commercial purposes without prior permission