Part-Time Jobs
Contents

1. Why is part-time work important? ........................................... 2
2. Where can I find part-time job vacancies? .......................... 2
3. Information for International Students ................................. 5
5. How to spot scam job advertisements .................................... 7
6. Applying for a part-time job .................................................. 8
7. What are employers looking for? ........................................... 8
8. The job vacancy ............................................................... 9
9. How to show you are right for the job .................................. 10
10. Preparing your CV ........................................................... 12
11. Your Covering Letter ......................................................... 15
12. Application Form tips ......................................................... 16
13. 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. Where can I find Part-Time vacancies?

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

CareersLink
Careerslink is our 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

Local Newspapers
Newspapers are a good way to find part-time work. Local papers such as the Manchester Evening News and Jobs North West are particularly useful. The Manchester Evening News publishes vacancies on a Thursday and is available free in the city centre on Thursdays and Fridays.
Vacancies from both newspapers are also available on the Fish4Jobs website. To see part-time vacancies, put ‘part-time’ in the ‘Job Title’ search box:
http://manchester.fish4jobs.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).

Look around:
- Oxford Road
- Manchester City Centre
- Piccadilly Train Station
- The Triangle Shopping Centre

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](http://www.manchesterarndale.com/jobs.aspx)
- The Trafford Centre [http://intu.co.uk/traffordcentre/jobs](http://intu.co.uk/traffordcentre/jobs)
- Manchester Fort, Cheetham Hill [www.manchesterfort.co.uk](http://www.manchesterfort.co.uk)

**On campus jobs**
The University recruits a wide range of staff from catering and hospitality to administration. Working at the University is very popular meaning there’s lots of competition for a limited number of roles.

The Careers Service advertises many of these 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 advertised. For example, jobs at the Student Union are very popular. You’ll need to ask around on campus to find out about some job opportunities. For more information about working on campus visit our website:
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

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 as 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 in the ‘I am a Jobseeker’ section www.rec.uk.com

Useful Websites

Universal Jobsmatch
Government-run job site with hundreds of part time jobs. https://jobsearch.direct.gov.uk
Student Gems www.studentgems.com
Employment 4 Students www.e4s.co.uk
Just Student Jobs www.student-jobs.co.uk
Job Search www.jobsearch.co.uk
3. 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:
  - Business services;
  - 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. You can only work full-time once you have submitted your dissertation.

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.

The Student Immigration Team provides support to all international students studying at The University of Manchester. Advice and information are offered in a variety of areas including immigration issues and work permits. Appointments with a member of the Student
Immigration Team are available Monday to Friday, although they may be very busy at times.

You can make an appointment by telephoning 0161 275 5000 or find more information on their website under the Working in the UK section: [www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/](http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/)

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](http://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](http://www.gov.uk/government/organisations/uk-visas-and-immigration)

### 4. 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:

**Contact the National Insurance Number Allocation Service on 0345 600 0643**

They may require you to attend an appointment at your local Jobcentre Plus office with your passport and confirmation of your address, for example a contract or utility bill. The nearest office for most students is:

**Rusholme Jobcentre Plus**
96 Wilmslow Road
Rusholme, Manchester, M14 5B
Telephone: 0345 604 3719
Bus routes: 41 42 43 45 142 143 157 X57

You can find out more information on National Insurance numbers at:
5. 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.

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](http://www.manchester.ac.uk/careers/findjobs/scamjobs)
6. Applying for a part-time job

Applying for a part-time job is straightforward. You should:

- 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.
- Apply!

The steps described in the following pages should help you to create a good targeted application or provide you with lots of information before speaking to an employer.

It’s essential to spend some time preparing your application and making it tailored to the role you are applying for. Don’t send off lots of identical CVs as the employer will notice that it is not targeted to the role they are recruiting for. Make sure your application relates to the role and the requirements of the advert.

7. What are employers looking for?

Employers are not necessarily looking for someone who has previous experience of the work. Generally employers want candidates to have a number of key skills and qualities. These qualities are known as ‘employability skills’ or ‘transferable skills’ and you will have developed them throughout your life. They include:

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

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.

8. The job vacancy

Here is an example of a job advert:

<table>
<thead>
<tr>
<th>Employer:</th>
<th>The Loft</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Information:</td>
<td>Bar and nightclub.</td>
</tr>
<tr>
<td>Job Type:</td>
<td>Leisure and Recreation Services</td>
</tr>
<tr>
<td>Job Title:</td>
<td>Part-time Bar Staff</td>
</tr>
<tr>
<td>Location:</td>
<td>Hollyoaks Village, Chester</td>
</tr>
<tr>
<td>Details:</td>
<td>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.</td>
</tr>
<tr>
<td>Skills:</td>
<td>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.</td>
</tr>
<tr>
<td>Rate of Pay:</td>
<td>£6.75 per hour.</td>
</tr>
<tr>
<td>Closing Date:</td>
<td>None Given</td>
</tr>
<tr>
<td>How to Apply:</td>
<td>Send CV and letter to the Manager by email: <a href="mailto:manager@theloft.hollyoaks.net">manager@theloft.hollyoaks.net</a></td>
</tr>
<tr>
<td>Date Received:</td>
<td>02/08/2014</td>
</tr>
</tbody>
</table>
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 – e.g. the duties will involve serving customers, cash-handling, filling up fridges with drinks etc.

This will help you show that you have suitable skills or are willing to learn in order to carry out the role. From the previous example, the employer is looking for the following tasks and qualities.

<table>
<thead>
<tr>
<th>Employer’s Requirements</th>
<th>What I think is involved?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setting up the bar</td>
<td>Stocking fridges/cleaning</td>
</tr>
<tr>
<td>General bar duties</td>
<td>Serving customers/ cash handling/ Stocking fridges or bar</td>
</tr>
<tr>
<td>Cocktail making</td>
<td>Knowing cocktail recipes/making them</td>
</tr>
<tr>
<td>Knowledge of fine wines/cocktails</td>
<td>Knowing about different drinks</td>
</tr>
<tr>
<td>Outgoing/enjoy working with people</td>
<td>Dealing with customers/being friendly</td>
</tr>
<tr>
<td>Hard-working</td>
<td>Doing the job well especially when it’s busy/working as a team</td>
</tr>
<tr>
<td>Reliable</td>
<td>Punctuality / Time-keeping</td>
</tr>
</tbody>
</table>

9. 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.
<table>
<thead>
<tr>
<th>Requirements</th>
<th>Evidence - How I meet them:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setting up the bar</td>
<td>From helping set up for events at School</td>
</tr>
<tr>
<td>General bar duties - e.g.</td>
<td>None – what experience from School or College will fit with this?</td>
</tr>
<tr>
<td>Cash-handling /Stocking</td>
<td>None – what experience from School or College will fit with this?</td>
</tr>
<tr>
<td>fridges/Serving customers</td>
<td></td>
</tr>
<tr>
<td>Hard-working</td>
<td>From studying and balancing my part-time job and sport</td>
</tr>
<tr>
<td>Wine knowledge/cocktail</td>
<td>No knowledge but eager to learn – quick learner</td>
</tr>
<tr>
<td>making</td>
<td></td>
</tr>
<tr>
<td>Reliable – Punctuality/Time-</td>
<td>Punctual for part-time job. Time management from balancing study/part-time job/sport</td>
</tr>
<tr>
<td>keeping</td>
<td></td>
</tr>
</tbody>
</table>

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. This will help when compiling your CV or application form and should make the process a little easier.

When you are compiling your CV and covering letter, think about it from an employer’s point of view:

- 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 or are they a little vague?

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.
10. 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/startningpoints](http://www.manchester.ac.uk/careers/startningpoints)

Here are some tips as to what to include for CVs for part-time jobs. 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 13.

**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.

- 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?**

- Try to think about the skills that employers are looking for and how you can show you have these skills. 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?
Any previous part-time jobs or volunteering roles

- Ensure that you state what YOU did and what skills you gained or used and to what effect.
- 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

- 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.
- When writing about your degree, try to emphasise your skills like team work, group work, presentations 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.

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 ‘I-don’t-do-mornings@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?
- 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.
- This section can have an impact on selection so think carefully about what you say. For example an employer may question why you want them to know you enjoy internet shopping or collecting teddy bears.
- It is good to 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.

Having thought about the information you want to include and how your experience fits with the job you are applying for, you can compile your CV. It may be difficult the first time you come to write it, but once you have an idea about what you need to include and how to format your CV, any future applications should be much easier to complete.

11. Your Covering letter

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 - it’s the trailer to get people interested. 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 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.

**12. Application Form Tips**

If the job you are apply 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/starttingpoints](http://www.manchester.ac.uk/careers/starttingpoints)

Some top tips for applications are:

- Always follow the instructions – check if you need to include certain information or need to attach additional documents. It may seem obvious but an employer won’t consider your application if you have failed to follow the instructions correctly.

- Be concise when writing your answers. If it asks for 100 words or less, you need to complete it within these guidelines.

- If you have to write answers which show examples from your experience to date, try not to use the same example each time. A variety of examples from different situations will help to show your skills and experience more effectively.
When providing examples ensure that you state what YOU did and what skills you gained or used and to what effect.

Remember to proof read the form and check for spelling mistakes before you submit it. Make sure you’ve spelt the company name correctly. Ask a friend to look over it as a ‘fresh pair of eyes’ can often see errors more easily than the person that wrote it.

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.

13. Additional help available from the Careers Service

Starting Point guides are available from the Careers Service and to download: www.manchester.ac.uk/careers/startingpoints

- CV Guide
- Covering Letter Guide
- Application Form Guide
- Preparing for Interviews
- Making the most of your Work Experience

Feedback on draft applications
Use our Applications Advice service for advice on application forms, CVs’ and covering letters.

Please read the relevant starting point guides before booking an Applications Advice session and be aware that you can have four 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