



Part time & Temporary Work

Whether you just want to earn money or develop valuable experience and skills, if you want to find a part time or temporary job this guide is for you.

Why are you looking for work?

Money

Look carefully at rates of pay and remember that in the UK there is a National Minimum Wage. Stay up to date with current rates:

http://www.direct.gov.uk/en/Employment/Employees/Pay/DG_10027201

Check out offering commission very carefully. They may look attractive but you could end up earning very little or nothing. **If in doubt about any job, ask us.**

Money worries? Talk to a City University student adviser to find out if you are entitled to any financial help e.g. loans, council tax exemption etc. www.city.ac.uk/studentcentre

Work Experience

Employers of graduates look for experience and skills as well as qualifications. Part time or temporary work can be a great way of getting insight into an industry, workplace or lifestyle.

International Student or EEA national?

Part time work is an opportunity to gain some insight into UK culture as well as a chance to improve on and expand your English language skills.

For up to date information on your permission to work while studying, check out the useful guide at www.ukcisa.org.uk (UK Council for International Student Affairs) or talk to an International Student Adviser in the university student centre www.city.ac.uk/studentcentre.

You will need a National Insurance (NI) number to work in the UK. Find out more about applying for a National Insurance number at <http://www.hmrc.gov.uk/ni/intro/number.htm#3>

Are you ready?

For some vacancies you will need to send a CV. Have yours ready and up to date. Sometimes you will need to complete an application form. Tailor your CV or application for the specific job/company.

We offer feedback on CVs and application forms and general advice and tips on applying for jobs including attending interviews. Pop in to us or book an appointment online at www.city.ac.uk/careers.

Looking for Vacancies

Online Vacancy Board

Register for access to our online Vacancy Board at www.city.ac.uk/careers and search for part time jobs, placements and summer internships as well as full time and graduate roles. You will find plenty of job vacancies available, updated daily.

Of course, you can find employers, vacancies and agencies through the internet using search engines, but also read the tips below and check out the useful Vacancy Links at:

<http://www.city.ac.uk/careers/for-students-and-recent-graduates/browse-jobs/vacancy-links>

Newspapers / Magazines

National newspapers carry job advertisements on their websites, but vacancies are more likely to be full time and often for specialist roles. Try local newspapers for part time jobs in your area.

Job Centres

Vacancies can be viewed at electronic job points in government funded Job Centres or you can search online at:

<http://www.direct.gov.uk/en/Employment/Jobseekers/index.htm>

Recruitment Agencies

The Recruitment and Employment Confederation include a directory of their members (recruitment agencies) on their website. Use their 'Find an Agency' facility to search for agencies specialising in the work you are seeking. www.rec.uk.com/

You can also view lists of general and specialist recruitment agencies at http://www.delicious.com/City_Careers

Recruitment agencies in the UK charge an employer commission for filling a vacancy for them. They should not charge the job seeker. Very occasionally there may be charges for other services e.g. helping you with your CV etc. **Remember we offer free CV and application checks, practice interviews and practice tests.**

Recruitment agencies vary. Some specialise in vacancies in specific sectors or job roles, while others have a broader remit. Some agencies specialise in temporary work.

If you are interested in using a recruitment agency and you have limited experience, check if they deal with vacancies that are suitable for students or recent graduates. Some agencies may only deal with vacancies requiring relevant experience and/or senior level positions.

An agency may request a copy of your CV and some may invite you for interview. If so, treat this like a proper job interview. Others may just talk to you on the phone. If a vacancy is notified to them that matches your profile, they may forward your CV or form to the employer.

Keep in touch with agencies if you register with any, to show you are keen.

Areas of work that may offer temporary or part time positions

Administration

You may find temporary positions through recruitment agencies. Rates of pay may be hourly and vary according to the skills/experience required. Good IT user skills e.g. of Microsoft Office will be expected and typing speeds may also be required.

Service Industry (Bar, Retail, Hotel & Catering)

Try approaching bars, restaurants, hotels and shops directly. Some may advertise e.g. on their window if they have vacancies. They may also advertise in local newspapers and Job Centres and perhaps local newsagents. For large chains (e.g. supermarkets) try local branches but also look on their websites or contact the head office/ Human Resources (HR) Department to find out if they have vacancies in their branches.

Some students find part-time work with contract caterers and agencies. These companies handle large, one-off events such as exhibitions and conferences, corporate parties and sporting events etc.

Market Research

A good telephone manner (if telephone interviewing), ability to take clear, concise notes and persuading skills can be required. Ability to speak other languages may also be required by some companies. Work may be on a casual basis, with no guarantee of the same amount of work each week.

Language Appointments

Language skills are sought after by a number of employers. Look for vacancies handled by specialist recruitment agencies e.g. www.multilingualvacancies.com and <http://www.toplanguagejobs.co.uk/>
For other agencies, search Find an Agency at www.rec.uk.com/

Libraries

Libraries often require part-time assistants. There are many library recruitment agencies although you might find jobs directly through local councils, universities and websites specialising in library based jobs, such as:

www.lisjobnet.org.uk or www.jobs.ac.uk

Security

This involves shift work guarding premises or high profile events. Try Job Centres - especially in areas with exhibition halls. Security agencies are another good source that you can find by searching the internet or looking in Yellow Pages.

Unskilled & Manual Work

Try recruitment agencies: search Find an Agency at www.rec.uk.com/

Seasonal Work

Some sectors experience increased demand at particular times of the year (e.g. summer, lead up to Christmas etc). This is often related to the tourist industry but can also include vacancies in shops, on farms, summer schools and children's play-schemes. Vacancies are advertised early, so apply early.

Temporary Work Overseas

Formal programmes include BUNAC www.bunac.org & The [Winston Churchill Memorial Trust](http://www.winstonchurchilltrust.org). Links to other programmes and other opportunities to work outside the UK can be found here:

http://delicious.com/City_Careers/InternationalOpportunities

Useful Resources

Check our list of useful sites for job hunting, including recruitment agencies, newspapers carrying vacancies and much more.

<http://www.city.ac.uk/careers/for-students-and-recent-graduates/browse-jobs/vacancy-links>

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