This information sheet lists some useful vacancy sources, as well as things you need to know about working while you study (whether it’s part time work during term time or temporary vacation work). There is a lot of competition for jobs so you need to know how to find vacancies, and how to apply successfully. If you need further advice please speak to a member of staff at the Information Desk in Careers or book an Information appointment through Careers Gateway (www.york.ac.uk/careers/gateway).

**VACANCY SOURCES - YORK**

- **www.york.ac.uk/careers** - you can find part time and temporary jobs, both on and off campus, through Careers Gateway. Go to Careers home page and click Careers Gateway. Click on Opportunities (Find opportunity) then on Location and choose the York option.

- **Internships**: We also offer paid structured local internships through our Student Internship Bureau (www.york.ac.uk/careers/sib) in term time and during the Easter and summer vacations. These vacancies, which are exclusively available to University of York students, are advertised through Careers Gateway. (For further information about finding internships / work experience please, see our series of Work Experience information sheets – www.york.ac.uk/careers/infosheets).

- **www.york.ac.uk/jobs** - some vacancies on campus are advertised through the main university website and occasionally include jobs in the library, cleaning positions, etc, which may be suitable for students. If you have excellent admin skills and a flexible timetable you may be able to join the temp pool – vacancies in the temp pool will be advertised through the jobs website. Sign up for job alerts or follow on Twitter @UniOfYorkJobs. For jobs in the catering outlets on campus visit www.york.ac.uk/commercialservices/ or ask in the outlets directly if they have any vacancies.

- **www.yorkshiregraduates.co.uk** - although this site advertises graduate vacancies and internships in Yorkshire, it’s useful for identifying potential companies for speculative applications.

- **www.yorkpress.co.uk/jobs** - permanent and temporary vacancies in the York area. You can also use this and other local press to research companies for speculative applications.

- **www.yorkshirepost.co.uk/jobs** - permanent and temporary vacancies in Yorkshire (with regional search facility) – and again a useful source of information for speculative vacancies.

- **www.york.gov.uk/homepage/14/jobs_training_and_volunteering** - City of York Council’s vacancy pages – you can sign up for job alerts and register for the recruitment pool to be considered for casual vacancies. Assignments vary from a few hours to several months and can include care work, admin, library and café assistants, driving, etc.

- **www.northyorks.gov.uk** - North Yorkshire County Council (look under the About the Council tab).

The University also employs:

Student Ambassadors, as representatives at events, such as Open Days. For information on how to become a Student Ambassador, visit: www.york.ac.uk/study/undergraduate/outreach/student-ambassador-scheme. Academic departments also employ Student Ambassadors, so check with your department.

YuCall student fundraisers, to help with telephone fundraising for the University. Check YUSU’s website and newsletter, as vacancies are occasionally advertised here. If you are a postgraduate student, vacancies are occasionally advertised through the GSA newsletter.
VACANCY SOURCES – ALL UK LOCATIONS (including York)

University careers services
Some services may have open access to their vacancy database, allowing anyone to view the jobs they advertise. However, be aware that many services may restrict access to their own current students. In these circumstances it may still be worth either contacting them direct or looking at their website for suggestions of other local vacancy sources.

National Association of Student Employment Services (NASES)
NASES provide a website for students – More than Work (www.nases.org.uk/more-than-work) with links to information about employment law and rights.

Local newspapers
You can find links to a wide range of UK national and regional newspapers at www.wrx.zen.co.uk/britnews.htm or www.thepaperboy.com/uk/

Vacancy sites and local contacts

Many general vacancy websites can be searched by geographical location and duration of work.
Sites include:
www.e4s.co.uk/  www.student-jobs.co.uk/
www.fish4jobs.co.uk  www.summerjobs.com/
www.jobsite.co.uk  www.totaljobs.com
www.monster.co.uk  www.mylittlejob.eu
http://jobseekers.direct.gov.uk/  www.studentjob.co.uk
www.partimestudent.com
To find many more job search sites use search engines, such as www.google.com

Unadvertised opportunities / speculative applications
Advertised positions are only one way you can find part time or vacation work. Many more positions can be found informally through notices on shop/restaurant windows or through word of mouth. If you have friends from your course/housemates who are already working, make sure they know you are looking for work so they can let you know immediately if their employer is looking for new staff. If you have worked for a company with a chain of outlets around the UK (eg a large supermarket or hotel group), check to see if you could transfer to a local branch.

Prepare an appropriate CV/letter for part time work (see sample copy below), and give it out to local employers in businesses where you would like to work. Make sure you include your availability, up to date contact information and anything else relevant. Alternatively, try more focused speculative applications – research specific companies to see if there are any opportunities for you to use your skills/experience on short term projects. You can read more about making successful speculative applications at:
www.prospects.ac.uk/features_succeed_with_a_speculative_job_application.htm

Ask in your academic department to see if they recruit students for projects or one-off tasks.

Recruitment Agencies
These are organisations which work on behalf of employers to find and recruit staff. Local recruitment agencies may be a good source of temporary work. They usually specialise in specific types of work or
job sectors. If you have some good relevant skills you may be able to sign up with an agency and they can help you find work. Search www.yell.com or www.rec.uk.com (click on Jobseekers under REC Quick Tools) or www.agencycentral.co.uk for details of local recruitment agencies. Download the information sheet Using Recruitment Agencies www.york.ac.uk/careers/infosheets (under the Job Hunting tab) for more information. Please note: you should never be charged by an agency for finding work.

Finding part time work without any previous work experience
This is obviously going to be a challenge and the first rule is that you must be realistic and appreciate that you are unlikely to get your dream job straight away. Focus on your positives - do you have a skill that an employer would value - language or IT for example? You may also have personal qualities - motivation, enthusiasm, willingness to learn and reliability - that would make you attractive to an employer. Can you write an application that gets this across?

Think about getting involved in volunteering initially as this can be a great way to build up skills and experience an employer will value. For example, working in a charity shop as a volunteer will help you develop customer service/cash handling skills, you may get to develop your creativity working on window displays, etc. Check out our volunteering opportunities via our web page www.york.ac.uk/careers/volunteering and through the Careers Gateway. Think about how you can develop new skills that will enhance your CV. We offer free skills development courses throughout the academic year - see www.york.ac.uk/careers/courses.

Think about other courses that may increase your chances of work - improve your language skills through the Languages for All programme www.york.ac.uk/lfa and your IT skills through courses run by the university www.york.ac.uk/it-services/training/. You can take first aid/basic hygiene courses organised by YUSU. Also check out adult and community learning courses through York College and City of York Council.

Sometimes it is possible to find jobs where no experience is necessary – for example:
- Jobs in call centres are often advertised as needing no experience as full training is provided – however it is likely that you will need skills such as an excellent ability to communicate, resilience, etc
- Low level jobs in the hospitality sector - cleaning/kitchen porter, etc may often be available to those with no formal work experience - the right attitude and availability can be more important
- Flyering/promotions work or field marketing
- Traffic survey - need to be reliable and able to get up very early and work long hours!
- Care work - often the right attitude, a genuine interest in working with people, flexibility and reliability can be as important as previous experience.

These types of jobs can be stepping stones to other work, will help you build your CV, and allow you to provide a work reference to future employers.

However there are scams about, so be wary of jobs that offer great pay for no experience - if it sounds too good to be true, it probably is! Also, be wary of anything that asks you to pay money up front - you should never have to pay to get a job. When uploading your CV to job sites keep your personal details to a minimum. Do not state your date of birth, national insurance number or full postal address. By giving these sorts of details openly, you can make yourself vulnerable to identity theft.

Check www.safer-jobs.com/advice.cfm which offers advice to help protect jobseekers, employers and service providers from crime during the recruitment process.

Making your application
For advertised vacancies you should follow the instructions given by the employer - which usually involves applying to them directly. If they ask for a CV it should be appropriate to the work. If it's a part time job in a shop the employer will want to know more about your relevant skills and work experience, rather than irrelevant details of unrelated academic study - please see our sample CV for casual work (attached at the end of this information sheet). A covering letter is an important part of the process, as it allows you to highlight to the employer why you are suitable for the position, how your skills match with what they are looking for, and your availability. It is useful to have your applications checked by a Careers Adviser.

For less formal positions you may be asked to ring or call in initially for an informal interview. You will still need to present yourself well, and prepare - first impressions always count.

Other ways you might be able to earn money:
- Could you spot a gap in the market and set up your own business? If you are an international student, check whether self-employment is permitted under the terms of your visa
- Take part in experiments - you can get a small fee for signing up for some psychology experiments
- Complete online surveys - if you can dedicate the time to it, you can earn money by completing surveys online. Visit www.paidsurveysuk.com/ to find survey panels to take part in
- www.studentgems.com matches students with small companies who need help with short term projects
- Mystery shopping/dining - you get a small fee for your time checking out the service in shops and restaurants as well as either free products or meals: www.uk.marketforce.com, www.tnsglobal.com
- Check out www.studentcashpoint.co.uk for other ideas on how to earn some extra cash - click on Guides & Links and then Earn while you learn or visit www.studentbeans.com or www.studentmoneysaver.co.uk for ideas on getting discounts, earning and saving money.

EMPLOYMENT ISSUES

Part-time working hours
If you are a current student wanting to work part-time during term-time, it is advisable to work no more than 20 hours a week. Anything over this may interfere with your studies. Be aware that late night working, taking on extra responsibility/promotion, extra shifts, etc can affect your health and wellbeing, impacting on your ability to concentrate fully on your academic work.

National Minimum Wage
The national minimum wage is reviewed each year and from 1 October 2015 is:
£5.30 per hour for workers aged 18 – 20 and £6.70 per hour for workers aged 21 and over.

If you are working in a job where you have an actual or implied contract to perform the work or be available for certain hours and believe you are being paid less than the national minimum wage telephone the National Minimum Wage Helpline on 0845 917 2368. Your call to the helpline can be made anonymously, if you prefer. For further information visit: www.gov.uk/national-minimum-wage-rates

If you need help or advice about pay, working hours, working for an agency, etc, you can call the Pay & Work Rights Helpline on 0800 917 2368, or visit www.gov.uk/pay-and-work-rights-helpline

Tax
Anyone who works in the UK will have to pay tax if they earn over their personal allowance each year - £10,600 for the period April 2015 – April 2016. If you are only working in the vacation and expect to earn
less than this amount, you should fill in a P38S Student Employees tax form. Your employer should pay you without deducting tax. If you have more than one job at the same time, you should contact HM Revenue & Customs to get a different tax code for your second job.

The local tax office’s contact details are: York Tax Office, Swinson House, 23 Piccadilly, York, YO1 9PG. Tel: 0844 474 0101. Alternatively, visit: www.hmrc.gov.uk/students - this will tell you how to claim tax back if you have overpaid. If you need help completing your tax form, you can contact the Student Welfare Advisers at the Student Support Hub, Market Square on 01904 324140 or email welfareinfo@york.ac.uk

National insurance for UK students
When you get a job you will need to give your employer your national insurance number. All UK students should have been issued with a number when they were 16. If you are uncertain about yours contact the National Insurance Registrations Helpline on 0300 200 3502. Non UK students will need to apply for a number – see below.

INFORMATION FOR INTERNATIONAL/EEA STUDENTS

International students: You need to check whether you are entitled to work in the UK during your studies. You can do this by checking your visa and the information in the Working while studying section of the UKCISA website www.ukcisa.org.uk/. You must ensure that any work you do complies with your visa restrictions. You will also need to apply for a National Insurance number – see below.

Croatian Students
If you are from Croatia you may need to register to legally work in the UK. Unless you are exempt or have an existing Tier 4 visa with work permission, you will need to apply for a yellow registration certificate (also called a ‘yellow card’) before you can start work. You can find more information on the UKBA website, where you can also download a copy of the form (CR1) you need to make your application: www.ukba.homeoffice.gov.uk/eucitizens/croatia/applying. The application process can take several months to complete so you should make your application as soon as you arrive in the UK if you intend to find work at any point in your university life – this includes placements, internships and part time work. Read more www.ukba.homeoffice.gov.uk/eucitizens/croatia/. For additional help, including how to complete your application form or to have it checked, please book a Careers Information Appointment through Careers Gateway (http://www.york.ac.uk/careers/gateway). You will need your yellow card before you apply for a National Insurance Number.

National Insurance number: If you are a non UK student you will need to get a National Insurance Number in order to be employed in the UK. Please download our information sheet International and EEA students – Getting a National Insurance Number at www.york.ac.uk/careers/infosheets. You should start this process as soon as possible as it can take several weeks. You are allowed to start work before your number has been allocated, but you must have started the process of getting a number.

If you need any help finding vacancies call in to speak to a member of staff at the Information Desk in Careers or book a Career Information Appointment through Careers Gateway (www.york.ac.uk/careers/gateway).

Note: some internships offered in this sector may be unpaid. Before starting an internship you should be clear about the length of the internship, pay and conditions, what you will be expected to do, and what you will gain from the experience.

August 2015
Dear Mr Jackson

I would like to apply for the position of part time Sales Assistant at York Book Shop as advertised through the vacancy service at University of York Careers.

I am currently in the first year of my degree at York where I am studying Business and Finance. I am keen to extend my work experience within the retail sector whilst I study.

My job at Morrisons supermarket last summer provided me with experience of cash handling and developed my customer service skills. I was also involved in maintaining displays in the foyer to attract attention to special offers and promotions. I took part in Morrisons’ internal training programme which covered all aspects of customer service and health and safety. As a volunteer with Henshaws Society for the disabled, I learnt to work effectively with a wide range of people and the role has really helped me to develop excellent communication and team work skills.

I have visited your shop many times during my time in York. I have been impressed with the wide selection of books and your programme of new writer events which I have enjoyed greatly. I am aware that you were recently awarded a Gold Award in the Yorkshire Best Independent Retailer awards. I would very much like to contribute to the ongoing success of your business and believe I have the skills and motivation to do this.

I would like to work approximately 14 hours per week, and am available on Thursday afternoons, as well as all day Friday, Saturday and Sunday. I am flexible as to working hours during these times. I can also work longer hours in the University vacations if required as I will be remaining in York.

I enclose some further details for your information and I look forward to hearing from you.

Yours sincerely

Sam Tyler

*(International students should also include a sentence about their immigration status: For example “My Tier 4 student visa - which is valid until (month, year) - entitles me to work up to 20 hours per week in term time and full time during the University vacations.”)*

Note: This sample CV and letter is suitable for part time/casual work. A more in-depth CV – usually two pages - is required for internships or full time graduate employment. See the information sheet, How to write a CV and covering letter for more details.
Sam Tyler
145 Chester Road, York YO10 6DD
Mobile: 07770993635           Email: samtyler654@hotmail.co.uk

Education and Qualifications
University of York, 2015 – 2018
BA (Hons) Business and Finance
• Modules in IT and Analytical Maths have helped extend knowledge of databases and improved general computing and numeracy skills.
Matherly High School, Suffolk, 2013 - 2015
A'levels:   English, History, Business (A, B, B)
Nunton Comprehensives, Ipswich, 2008 - 2013
GCSEs:   12 subjects (9 As, 3 Bs) including English, Maths, IT, French and Spanish

Work Experience
Morrisons Supermarket, 2012 – 2014: Retail Assistant
• Worked part time in term time and full time during vacations for 2 years, serving customers, restocking, checking deliveries, and working on the customer service desk.
Henshaws Society for the Disabled, 2010 -2012: Volunteer
• Volunteered twice a month assisting disabled children and young adults on social trips. Assisted with any practical issues, looked after the needs of participants and make sure they were having an enjoyable time.

Skills and Achievements
Customer Service:
• Developed excellent customer service skills working in a retail environment and have experience of cash handling and refunds.
• Undertook Morrison’s customer service course, and received a silver award in the final assessment.
• Through work on the customer service desk, developed the ability to work politely and professionally with customers to resolve complaints quickly and effectively.

Communication:
• Through written work and presentations on my course developed excellent written and verbal communication skills. Taken part in a 3 week university course on effective communication skills.
• Communicated clearly with young people with a learning disability, helping them to understand schedules and planned activities. Dealing with impatient customers has also helped to develop skills in dealing with difficult situations under pressure.
• Motivate and inspire young team members at local athletics club to help them achieve their best in competitions.

Team work:
• Worked in a small team of eight at Henshaws, working flexibly to take on different roles when required.
• Regularly lead group work exercises at University as part of course -including preparing and delivering presentations.
• Contribute to a strong team spirit during athletics training and competition.

Leisure Interests:
• Member of York Harriers Running Club and run regularly to keep fit.
• Reading, particularly biographies, travel books and historical novels.

References
Available on request