

## **Part-Time Job Search**

If you are a student seeking part time work in your spare time, possibly at the weekend or after school, or during the school holidays, either just to earn some money or to gain some work experience by volunteering, you will need some tips to help you search for these types of positions and you will need to take some factors into consideration.

### **Things to consider**

- If you find a job that relates to your future chosen career path this will help you develop skills and experience that will be relevant when you come to apply for the full time, permanent job in that sector in the future e.g. you may be a sports studies student working in the local sports and leisure centre. Also you may be able to build up useful contacts and get opportunities to network. An employer may look first at those s/he knows before those that are unknown to him/her when looking for new employees. Paid and volunteering opportunities should be considered.
- If you can't find a part time job that is relevant to your future chosen career path, remember that most skills and experience that you will gain from any job will be transferable between careers. Plus if you are being paid this will be a bonus.
- Realistically, how far can you travel for a part time job, can you walk, take a bus or train?
- How many hours a week can you dedicate to part time work? Think about your studies, homework, coursework deadlines and the amount of hours you will need to set aside for revision.
- Do you have any planned/booked holidays with your family or friends? If so, you will need to inform the employer at the interview stage.
- If you are below compulsory school leaving age there are laws and limitations on the jobs you can do and the hours you can work. Use [www.eclips-online.co.uk](http://www.eclips-online.co.uk), ask your tutor for the login details and view in the 'Employment section, 'Under school leaving age and working. What's legal?'

### **What types of jobs may be available?**

Retail is often a good starting place for those seeking part time work. However it may also be worth your while looking in the following sectors – care work, hospitality and catering, clerical work, driving, delivery and distribution work depending on your age of course.

### Where to look for part time jobs?

- Use any personal contacts including friends and family. Ask them if they know of any vacancies, if not, could they ask their employer for you or give you the employer's details so that you can contact them directly yourself to ask if they have any opportunities
- Use the local newspapers
- Look in shop windows, or on noticeboards inside
- Visit local shops and companies and ask them directly if they have any vacancies, take your CV with you as some may take this and get back to you in the future even if they do not have an actual vacancy at that moment
- Use the internet, as many companies advertise jobs on their own websites, use actual job sites e.g. [www.indeed.co.uk](http://www.indeed.co.uk) and use social media
- Send your CV and Covering Letter to an employer you would like to work for simply asking if they have any part time vacancies, you can post or email the documents

There are other sections on this school careers website that you may benefit from reading e.g. the section called 'Job Search' and 'How to prepare a CV'.

Also try the following sites:

[www.savesthestudent.org/part-time-student-jobs](http://www.savesthestudent.org/part-time-student-jobs)

[www.e4s.co.uk/search/part-time-jobs](http://www.e4s.co.uk/search/part-time-jobs)

[www.studentjob.co.uk/part-time-job](http://www.studentjob.co.uk/part-time-job)