



British Study Centres
School of English

JOB CLUB

Information Pack

BRIGHTON



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General Information

- The Job Club meets every 3-4 weeks on Friday at 2pm
- At the meetings we will give you up-to-date details of jobs in the Brighton & Hove area, for example bars, hotels, cafes, restaurants, shops, supermarkets, sports clubs, hospitality and catering.
- We will have a notice board with information for job clubbers.
- You will receive a job pack with information on UK employment law, workers rights, visas, National Insurance, the minimum wage etc.
- The club is free of charge.
- We offer you a 'CV Clinic' where we charge £10 for correcting / improving your CV, which will maximise your chances to find a job.
- We will try to invite employers to come and talk to our students.
- We will invite current students who are working to talk at the Job Club about their experience and to give you tips.



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Requirements for Permission to Work

EU citizens

EU passport holders work under the same conditions as UK citizens.

Non-EU citizens

Non-EU citizens on courses of 6 months or more have a stamp in their passport that says either:

- a) "Work (and any changes) must be authorised", *or*
- b) "Leave to enter the UK on condition that the holder does not enter or change employment paid or unpaid without the consent of the Secretary of State for Employment".

If you have either of these 2 wordings in your passport, you can work part-time for up to 20 hours a week, as long as the work that you do is not:

- Engaging in business (self-employed)
- Professional sports person
- Entertainer
- Full-time work

If the stamp in your passport is not a) or b) please come to see a member of Student Services, who can help you to contact the Home Office Immigration department where you can find out if you can change the stamp or not.

NOTE: WORKING WHEN YOUR STAMP SAYS "NO WORK" IS ILLEGAL.

Tax

Every student working in the UK will get taxed at a rate of 22%. You are able to claim tax back once you leave the country if you stayed under the personal allowance of £4890 per year.



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Minimum wage

Legally you are guaranteed a minimum wage of:

- £3.40 an hour – if you are under 18
- £4.60 an hour – if you are between 18 and 21
- £5.52 an hour – if you are 22 and over

Please note that even if you are over 22 you can still get paid only £4.60 in the first six months.

More Information

www.hmrc.gov.uk

www.workpermit.com/uk/uk.htm

Home Office: 01142594074

Euro Adviser: 02075064019



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Advice on CV Writing

- Remember, the CV is going to be read by someone in a possible host company. Try to make it as interesting as possible for the person who might decide to offer you a placement.
- Always head the CV with your personal details, and don't forget to include your mobile phone number and your e-mail address. This makes it much easier to contact you.
- When you write up your education please include dates, the full names of institutions, and the subjects and courses that you have studied - especially everything related to the field in which you plan to do your placement. Don't forget to mention the title of any thesis or special project that you have written or are going to write.
- IT skills are very important, and the more information you can provide the better. Even if your knowledge is only basic, name any programmes you know, including Internet and e-mail software. If you want to do a placement in the IT sector, give as much detail as possible, stating what you have actually done with the relevant software and hardware.
- This may seem obvious, but not everyone does it - write your CV in good English! Nothing puts a potential company off so much as an incomprehensible CV. It is not always easy to translate concepts from your language to English - ask a friend or teacher to help if you find this difficult. Sometimes it is better to leave names in the original language - for example, the name of an institution, or examination. In this case put an English paraphrase in brackets after it.
- Keep the layout simple. Try to keep the CV to one page, and avoid irrelevant information - such as the name of the primary school you attended when you were 7.
- Tell us what you like to do in your spare time as it gives some idea of the sort of person you are.
- Don't exaggerate or tell lies. The truth has a habit of coming out. Especially if you lie about your English or IT skills.

Curriculum Vitae – Template

Joao Augusto Pagano *(personal details)*

Nationality: Brazilian/Italian

01273 731 352

joao@british-study.com

Medina Villas,

41 Medina Villas

Brighton BN3 2RP, UK

Career Objective/ Profile

I came to Brighton to build up my English skills. I studied for my First certificate in English whilst working in a restaurant, which is a fast paced and social environment that furthered my language skills.

At this stage I have achieved my initial objectives in Brighton and I am confident to move on to the next challenge, which is to concentrate on my career, using Brighton as a platform to work internationally.

Employment History *(from your current or more recent job)*

September 2006 – Present *(date)*

British Study Centres (Brighton) *(company name)*

Social Organiser / Student Services Officer *(position)*

Responsible for Social Programme Organisation. Running fortnightly Job Club meetings. *(job description)*

Education / Qualifications

2005 University of Cambridge, First Certificate in English (June session)

2004 British Study Centres, Advanced Certificate in English

Personal Skills

Good communication, committed and hard working, leadership skills, team player, well presented, punctual, extremely well organised, quick learner.

IT Skills

Proficient with Microsoft Office, MS Outlook. Some basic knowledge of MS Access and Macromedia Fireworks.

Additional Information

Clean driving license.

References

Joao Augusto Pagano

Social Organiser / Student Services Officer

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01273 731 352

joao@british-study.com



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Where to Apply for a Job

The places below are all big chains and are therefore often looking for new staff:

Tesco (Supermarket) – visit their website: <http://www.tesco.com/careers/>

Asda (Supermarket) – visit their recruitment centre at the Marina.

Boots (Chemist) – visit their recruitment centre in North Street.

Mc Donald's (Fast Food Chain) - visit their stores in Churchill Square and Western Road.

Starbucks (Coffee Shop) – ask in store for an application form.

You can also try the Brighton Pier and hotels at the seafront.

These are just some ideas of places you can go. One of the best ways to find a job is just to take a few copies of your CV and ask in stores if they have any vacancies. Most employers appreciate an outgoing personality, as work in a shop or food place always includes a lot of customer contact.

It is best to go job hunting in the early afternoon when the rush for lunch is over and people have time to talk to you. Be well presented and always remember that you are trying to sell yourself!



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Where to Look for Jobs

These websites may be useful:

www.careerbuilder.co.uk

www.jobsreunited.co.uk

www.brightonlocaljobs.co.uk

www.findastudentjob.com

www.justjobs4students.co.uk

www.localrecruit.co.uk/brighton

www.e4s.co.uk

www.brightonjobs.net

www.brighton.gumtree.com

It is also always helpful to check newspapers for current job offers. Try these:

- **Friday AD** (free copies available in many local shops every Friday)
- **The Argus** (the local newspaper - they have a jobs section every Thursday)

Job agencies:

First People Recruitment Ltd

Telephone: 01273 202380

Address: 22 Queens Rd, Brighton, BN1 3XA

C I P Recruitment Ltd

Telephone: 01273 572290

Address: 1-3 1-6 Grand Pde, Brighton, BN2 9QB

Personnel Selection

Telephone: 01273 205281

Address: 46 West St, Brighton, BN1 2RA

A list of recruitment agencies: <http://www.near.co.uk/recruitment-agency-brighton/222/>



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National Insurance

You must have a National Insurance Number to work in the UK. Everyone must pay National Insurance when they work; it is a kind of basic tax to cover the healthcare system and other basic benefits. You cannot reclaim National Insurance payments.

How to get a National Insurance Number

Once you have a job offer your employer will assist you with the application for the temporary number.

You must apply for a permanent NI number at your local benefits agency office, providing evidence of your identity and of the job offered. You will need to make an appointment at the benefits agency office. You will automatically be subject to UK tax rules.

To arrange an appointment call: 0845 6000 643

Job Centres

Job Centres are government agencies that will help you find work and can arrange your National Insurance number:

Brighton
Windsor House
30-35 Edward Street
Brighton
East Sussex
01273 647400

Hove
Boundary House
Boundary Road
Hove
East Sussex
01273 368100

For UK Tax Information:

Inland Revenue, Brighton
Crown House
11 Regent Hill
Brighton - East Sussex
BN1 3ER
0845 3667856



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School of English

Leaving the UK – Tax Back

If you go to live or work abroad and become non-resident in the UK, you might still have to pay UK tax - but only on your income from the UK. If you do need to pay, you may need to complete a Self Assessment tax return.

Contacting your Tax Office when you leave the UK

If you're leaving the UK you must tell HM Revenue & Customs (HMRC). Your Tax Office will give you form P85 to get any tax refund you're owed and work out if you'll become non-resident. If you still need to complete a tax return after you leave they'll let you know.