



British Study Centres
School of English

JOB CLUB

Information Pack

LONDON



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Job Club Description

The Job Club meets every second Friday at 2:00pm at Hannah House in Room 6.

The club is free of charge.

We have a dedicated notice board with information for job clubbers. Please check the notice board for next meeting.

At the meeting:

- Clubbers will receive a job pack with information on UK employment law, workers rights, visas, National Insurance, the minimum wage etc.
- We will provide up-to-date details of jobs in the London area, for example bars, hotels, cafes, restaurants, shops, supermarkets, sports clubs, hospitality and catering.
- We will offer a 'CV Clinic' and also help you correct/improve your CV, which will maximise your chances to find a job. Corrected CVs will be ready within 3 working days at the reception area.
- Role play. To help students to improve their confidence when applying for jobs, dealing with interviews and other common situations.
- We will regularly 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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Work Permission Requirements for Students

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

If you are not an EU citizen and are staying in London on a student visa, you are allowed to work for a maximum of 20 hours per week.

You are not allowed to take permanent positions.

How to get a National Insurance Number

If you are looking to work in the UK you need a National Insurance Number. Once you have a job offer your employer will assist you with the application for the number.

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.

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

Santiago Brea *(personal details)*

Nationality:
D.O.B: *(discretionary)*
02073170160
santi@british-study.com

Hannah House,
13-16 Manchester Street
London W1U 4DJ, UK

Career Objective / Profile

I came to London to build my English skills. I studied for both my First and Advanced certificates 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 London and I am confident to move on to the next challenge, which is to concentrate on my career, using London as a platform to work internationally.

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

September 2006 – Present *(date)*
British Study Centres (London) *(company name)*
Social Organiser / Student Services Officer *(position)*
Responsible for Social Programme Organization. Running fortnightly Job Club meetings. *(job description)*

Education / Qualifications

2005
University of Cambridge
Advanced Certificate in English (December session)

2004
British Study Centres
Upper Intermediate Certificate in English

Personal Skills

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

Additional Information

Driving license.

Referees

Santiago Brea
Social Organiser / Student Services Officer
British Study Centres School of English
02073170160
santi@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:

Pret a Manger (Sandwich Bar) – visit their recruitment centre at Victoria Station.

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

Boots (Chemist) – visit their recruitment centre which is located inside the Edgware Road Job Centre.

Mc Donald's (Fast Food Chain) - visit their store in Marble Arch on a Monday or Tuesday Morning around 9am.

Ryman (Stationer) – contact their head office RYMAN LTD, 19/20 HIGH HOLBORN, LONDON WC1V 6BS. Tel: 02074408750

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

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

Try these websites for a wide range of temporary and long-term jobs:

www.gumtree.com

www.tntmagazine.com

www.thisislondon.co.uk

www.findastudentjob.com

www.justjobs4students.co.uk

www.e4s.co.uk

www.cbdr.co.uk

A list of recruitment agencies is available under:

<http://www.localrecruit.co.uk/London/>

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

- **Metro** (every morning there are free copies at Underground stations)
- **TNT** (Magazine for Travellers, ask at Flight Centre or at a local Newsagent or stations)
- **Evening Standard** (Daily Newspaper for London from Mon- Fri, 40p)



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Jobcentre

This is the nearest place where you can find advice on all questions regarding work in the UK. You can ask for a location map at the school reception.

26-46 Lisson Grove
London
NW1 6TT

London Area: Marylebone

Tel: 020 7853 4600

The Jobcentre also provides a notice board with job offers.