



British Study Centres
School of English

Job Club at British Study Centres | Oxford

Information Pack

Job Club

The Job Club meets every second Friday at 2:15pm at Oxenford House, Room 22. It is open to all British Study Centres students, please check notice board for next meeting.

The Job Club provides:

- Job Hunting guidance
- Up-to-date details of jobs in the Oxford area
- CV clinic
- Job Pack with useful information on UK employment law, workers rights, visas, National Insurance, the minimum wage etc
- Seminars and speeches

Register: Monday to Friday from 14:00 at the reception area. Ask Alex for further information.

Requirements for work permission 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 and 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

From 1 October 2008 you are legally guaranteed a minimum wage of:

- £3.53 an hour – if you are under 18
- £4.77 an hour – if you are between 18 and 21
- £5.73 an hour – if you are 22 and over

Note: Even if you are over 22 you can still get paid only £4.77 in the first six months.

More information

- www.hmrc.gov.uk
- www.workpermit.com/uk/uk.htm
- Home Office: 01142594074
- Euro Adviser: 02075064019

Where to look for jobs

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

- Pret a Manger (Sandwich Bar)
- Sainsbury's (Supermarket) – visit their website: www.sainsburys.com/careers
- Mc Donald's (Fast Food Chain) – Ask in store for an application form
- 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!

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

- www.gumtree.com
- www.thisisoxford.co.uk
- www.justjobs4students.co.uk
- www.dailyinfo.co.uk
- www.e4s.co.uk
- www.cbdr.co.uk

A list of recruitment agencies is available under: www.localrecruit.co.uk/oxford

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

- The Oxford Times
- The Oxford Mail
- The Oxford Journal (Free)

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.

Notes on CV preparation

Writing a good CV takes time and effort – there are no short cuts.

Ten steps to a good CV:

1. Brainstorm all the information you could possibly include.
2. Edit your information to form a concise version. Do not use 'I'.
3. Order the information. Remember that impact is made at the beginning of a document and at the top of the second page – so consider chronological information; better to start with the most recent.
4. Avoid self evaluations such as 'I am a diligent researcher' – rather give evidence wherever applicable to demonstrate your ability.
5. Use a colleague to read for content at this stage and seek their overall impression.
6. Edit again yourself – eliminate repetition, negative statements and unnecessary words.
7. Prepare a layout. Use white space, margins, bullet points and indents.
8. Be cautious about the use of CAPITALS – they can distract and stop the flow. Paragraphs should be no more than 6 or 7 lines.
9. Proof read the draft yourself and get a 'friendly' employer to check too.
10. Produce your CV.

Identifying skills

Talked to:

Addressing, advising, controlling, co-ordinating, counselling, demonstrating, directing, encouraging, guiding, instructing, interviewing, leading, liaising, marketing, mediating, motivating, negotiating, ordering, performing, presenting, promoting, proposing, providing, recommending, recruiting, resolving, selling, teaching, training, translating.

Found out:

Analysing, assessing, classifying, collating, defining, designing, devising, establishing, evaluating, forecasting, identifying, interviewing, interpreting, investigating, researching, testing, tracing, verifying.

Sorted out:

Analysing, arranging, assessing, budgeting, classifying, collating, composing, conceiving, conducting, controlling, co-ordinating, decreasing, defining, distributing, editing, eliminating, establishing, evaluating, identifying, improving, investigating, itemizing, modernising, operating, organising, planning, preparing, processing, producing, redesigning, reducing, refining, reorganising, researching, resolving, reviewing, revising, scheduling, simplifying, solving, streamlining, transforming, uncovering, verifying, vetting.

Showed how:

Advising, coaching, conducting, demonstrating, directing, guiding, illustrating, leading, managing, organising, performing, presenting, teaching, train.

Set up:

Composing, conceiving, creating, designing, developing, devising, establishing, founding, generating, implementing, initiating, instituting, introducing, inventing, launching, leading, opening, originating, pioneering, planning, preparing, producing, promoting, starting.

Made better:

Broadening, combining, consolidating, converting, cutting, decreasing, developing, devising, doubling, editing, eliminating, expanding, improving, increasing, innovating, minimising, modernising, recommending, redesigning, reducing, refining, reorganising, resolving, restructuring, revising, saving, servicing, simplifying, solving, streamlining, strengthening, transforming, trimming, uncovering, unifying, widening.

Gave out:

Delivering, despatching, distributing, expanding, generating, launching, presenting, processing, producing, promoting, providing, serving, transferring.

In charge of:

Administering, approving, conducting, controlling, co-ordinating, directing, heading, leading, managing, representing, supervising.

A good site for students: www.prospects.ac.uk. It is an organisation that exists to help you find jobs. It has some good pages on preparing a CV as well as other useful information for job seeking. See particularly: http://www.prospects.ac.uk/cms/ShowPage/Home_page/Applications_and_interviews/Applications/Compiling_a_CV/p!eXfdpk

Curriculum Vitae template

Christiano Ronaldo (personal details)
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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 licence.

Referees

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