



BRITISH STUDY CENTRES
School of English

JOB CLUB INFORMATION PACK

OXFORD

WORKING IN THE UK

WORK PERMISSION FOR STUDENTS

- EU passport holders can work under the same conditions as UK citizens
- Short-Term Study Visa holders cannot do paid or unpaid work
- Standard Visitor Visa holders cannot do paid or unpaid work

More information: www.gov.uk/browse/visas-immigration

UK BANK ACCOUNT

There is no way you can work in this country without an English bank account.

If you are staying with a host family you will need their permission to open a bank account as your bank statements and mail will be sent to their house. You can get the relevant letter at the school reception and we can recommend a bank for you.

TAX

Most students working in the UK will get taxed at a rate of 20%. You are able to claim tax back once you leave the country if you stayed under the personal allowance of £10,000 per year. Do not under any circumstances accept cash-in-hand jobs without a contract.

More information: www.gov.uk/topic/personal-tax/income-tax

MINIMUM WAGE

From April 2018, you are legally guaranteed a minimum hourly wage of:

Age	Wage
25 and over	£8.21
21 to 24	£7.70
18 to 20	£6.15
Under 18	£4.35

More information: www.gov.uk/national-minimum-wage-rates

NATIONAL INSURANCE NUMBER

WHAT IS A NATIONAL INSURANCE (NI) 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. Your National Insurance number is a unique personal number allocated to you that is used to identify you to HM Revenue & Customs and the Department of Work and Pensions. It ensures the Government correctly records any contributions you are entitled to, or which are paid into your NI account.

Your National Insurance contributions go towards the UK social security and state pension system. The NI covers for example any jobseeker's allowance or state pension that you might claim at some point in your life. Everyone who works in any capacity in the UK needs to register for an NI number. Your contributions towards your NI are deducted from your wages by your employer.

More information: www.gov.uk/topic/personal-tax/national-insurance

HOW DO I GET MY NATIONAL INSURANCE NUMBER?

If you have the right to work in the UK, you will need to contact Jobcentre Plus on 0345 600 0643 to arrange to get one. There are many Jobcentres so you will always be able to find one close to where you live. Check www.gov.uk/apply-national-insurance-number for details.

WHAT HAPPENS WHEN YOU APPLY FOR A NATIONAL INSURANCE NUMBER

Jobcentre Plus will arrange an 'Evidence of identity' interview for you or send you a postal application. If relevant, they will confirm the date, time and location of your interview and what information/documentation you need to support your application.

The interview will usually be one-to-one (unless, for example, you need an interpreter). You will be asked questions about why you need a National Insurance number, your background and circumstances. You will also have to prove your identity. Bring as many 'identity documents' (originals, not photocopies) as you can to your interview, for example a:

- valid passport (UK or foreign)
- national identity card (UK or foreign)
- residence permit or residence card including biometric immigration residency documents
- full birth or adoption certificate
- full marriage or civil partnership certificate
- driving licence (UK or foreign)

If you don't have any of these – or other – identity documents you still must go to the interview. The information you are able to provide might be enough to prove your identity. During the interview a National Insurance number application form will be completed and you will be asked to sign it.

WHAT HAPPENS NEXT?

If you were asked to provide additional information you will need to do this by the agreed date. Jobcentre Plus will write and let you know whether your application was successful and, where appropriate, tell you what your National Insurance number is. If relevant, tell your employer your National Insurance number as soon as you know it.

APPLYING FOR JOBS

CV WRITING

Your CV is a summary of your education, work experience and personal skills. It will be the first impression a potential employee gets of you, so it is very important to present yourself well and catch their attention. Companies might receive over 100 applications for one position, so it is vital that they can find all the relevant information at a quick glance. A CV should be no longer than 2 pages and only contain information relevant to the job. After all you don't want them to get bored when they read your CV!

Your CV should always contain:

- Your name
- Your current address
- A telephone and email contact
- Personal Profile / Career Objective
- Employment History
- Education
- Language skills (if applicable)
- Additional skills (such as computer skills)
- References

Your CV does not need to contain:

- Your picture
- Your date of birth
- Your nationality
- Information about your marital status or family

When you are writing the summary of your work and education, always start from your most recent job or graduation and continue to past jobs. Usually a CV would start with your work experience, followed by your education. However, if your education (e.g. Bachelor's degree) is more relevant to the job you are applying for than your work experience, start with your education. This would be the case for example if you studied medicine and are applying for a job as a doctor, but have only previously worked as a waitress.

It is good to include a few keywords about the responsibilities you had in your previous jobs. Again, only include these for past work experience that is relevant for the job you are currently applying for. Also, try and account for any gaps you have in your CV, for example "January 2007 – December 2008: travelled independently in South America for one year".

CV TEMPLATE

Your name

Full postal address

Telephone: Include your mobile telephone number here

Email: Include your email address – make sure it sounds professional

You shouldn't include your date of birth on your professional CV; this is because the document can be used to commit identity theft / fraud if it is on there.

PROFESSIONAL PROFILE

This is a short introductory paragraph giving a summary of your background and career plans. It's the place to flag up highlights from your CV. You can include any other transferable skills in this section that you have gained through your academic study and / or professional / related work experience and outline what it is you are looking to do.

EDUCATION AND QUALIFICATIONS

E.g. BSc in Biology, University of Manchester, 2015

It's always a good idea to include the University you went to and also include any modules / dissertation completed in the final year of your degree

E.g. 3 A Levels

Include the subjects you passed and the year. You don't need the results unless they are beneficial to your CV i.e. all highest marks possible. Also include year achieved.

E.g. 10 GCSEs

You can include the number of GCSEs you obtained and if these included Mathematics & English then state these. You don't need to state the all or the Grades, unless, like above, they are all the highest grades possible. Again, include year achieved.

GRADUATE PROJECTS

If you have gone on to do more than one degree i.e. Master's and Doctorates, it is a good idea to include a separate section that details the projects completed.

ASSOCIATED EXPERIENCE

Dates to and from, job title, company

As a Graduate, you want to ideally highlight the experience you have gained, if any, within the field you are looking to go into. You must detail each experience separately, even if only for a short period of time.

OTHER EXPERIENCE

Dates to and from, job title, company

As many students do, you have probably undertaken some part time work not related to your course, such as bar or restaurant work. It is still important to include this on your CV as it highlights other transferable skills, including communication and multi-tasking.

KEY IT SKILLS

Microsoft Office
Adobe Photoshop
Etc.

As a student, you have probably have a high level of proficiency within I.T and, even if it is not relevant to the role you are applying for, it is always advisable to keep these skills in as it shows that you can learn applications easily.

OTHER / PERSONAL DETAILS

Include your hobbies or interests here as it gives the reader something which they can connect with you on a personal level. However, certain things can have negative connotations, such as the words 'socialising' or 'drinking'; the best way to phrase these activities is 'spending time with family and / or friends'.

REFERENCES

References tend to be available on request – make sure you have a couple of people in mind that you can ask.

COVERING LETTER

In the competitive world of recruitment, cover letters help potential employers to quickly get an impression of who you are and why you want the job. It is a good opportunity to engage the reader on a more emotional level, rather than just by the mere facts contained in your CV. A carefully worded cover letter will make you stand out from other applicants, so it is an essential part of your job application.

When writing your covering letter, always make sure to:

- address your reader by name
- quote the job description / reference number, if applicable
- demonstrate your knowledge and interest in the company
- explain why you are the best candidate for the job
- highlight your unique selling points and personality
- keep your letter brief and to-the-point (no more than one A4 page)
- be honest & positive
- refer to specific sections of your CV
- invite the reader to contact you, e.g. "I am looking forward to hearing from you"

COVERING LETTER TEMPLATE

Dear [INSERT HIRING MANAGER'S NAME],

Regarding the [INSERT JOB TITLE] position currently advertised on [INSERT WEBSITE/NEWSPAPER], please find attached a copy of my CV for your consideration.

I'm looking to gain practical experience within [INSERT INDUSTRY SECTOR] and feel that a position within your company would help me to demonstrate the abilities I have.

I have been studying [INSERT RELEVANT COURSE] and have already gained some experience as a [INSERT JOB TITLE] at [INSERT COMPANY NAME] where I [INSERT KEY RESPONSIBILITY OR ACHIEVEMENT].

I believe my skills in [INSERT KEY SKILLS] would make me a positive addition to your team.

If you would like to get in touch to discuss my application and to arrange an interview, you can contact me via [INSERT PHONE NUMBER OR EMAIL ADDRESS].

I look forward to hearing from you soon.

Yours sincerely
[INSERT NAME]

JOB INTERVIEW

Fail to plan, plan to fail. You are certain to be asked specific questions about your potential employer, so make sure you've done your homework on things like their last year's profits and latest product launches. Nothing is as disappointing as when a candidate oozes enthusiasm and then doesn't even know the most basic facts and figures about a company.

PREPARING YOURSELF

This is the bit most people forget to give enough time to, so don't get caught out. Just like when you're going into an exam, feel confident that you can field any question they throw at you, and try to feel as good about yourself as you can. It shines through.

Here are a few top tips:

- Have a mock interview with a friend.
- Be sure you know the time, date and location of the interview. Decide how you will get there and when you need to set off to arrive in good time, anticipating any delays.
- Know the names of interviewers.
- If you look good, you tend to feel good too. Avoid any last minute panic by preparing what you're going to wear the night before.
- Don't go into the interview with lots of baggage. Take the bare minimum with you so you can concentrate on the interview.
- If you are asked to bring certificates, references, etc., get them ready well in advance.

BE METHODOICAL

Sit down with your CV and make notes, just as if you were preparing for an exam. Study your work record and what you have achieved. How do you see yourself? What have you done? What ambitions do you have? Make notes and prepare and rehearse sound bites about yourself.

Try to relate specific areas of your CV back to the job description. It will make it clear to the interviewer why they should hire you.

ESSENTIAL ITEMS FOR A JOB INTERVIEW

Although you won't have been specifically asked for them, there are a few things you should have on you on your way to the meeting:

- Your invite which should also have on it the names of the people you will be meeting.
- The job description
- Your CV
- A notepad. Before you go you should note down a list of questions for your interviewer.

SHOWING YOUR SKILLS

If you work in a creative industry, such as advertising, architecture or design, it should be second nature to take examples of your work to show what you can do and what you have done. If you don't have direct reference letters, take a list of three or four professional contacts who have agreed to provide references if needed.

THE MOST COMMON INTERVIEW QUESTIONS

Although there is no set format that every job interview will follow, there are some questions that you can almost guarantee will crop up. Here's a list of the most common questions and a guide to the kind of answers your interviewer wants to hear.

- Tell me about yourself
- What are your strengths?
- What are your weaknesses?
- Why did you leave your last job?
- Why should we hire you? or What can you do for us that other candidates can't?
- What are your goals? or Where do you see yourself in five years' time?
- Why do you want to work here?
- What are three positive things your last boss would say about you?
- What salary are you seeking?
- If you were an animal, which one would you want to be?

You should always have some questions for your interviewer to demonstrate your interest in the position. Prepare a minimum of five questions.

Here are some good examples of the questions you could ask about the role:

- Why has the position become available?
- What are the main objectives and responsibilities of the position?
- How does the company expect these objectives to be met?
- What are the measures used to judge how successful I am in the role?
- What obstacles are commonly encountered in reaching these objectives?
- What aspirations do you have for me at the company?
- What is the main thing the organisation expects from its employees?
- Are there any plans for expansion?

BODY LANGUAGE

The first impression an employer gets about you begins even before you say your first word.

Here are a few things to remember:

- A firm but not crushing handshake is the one to go for.
- Don't slouch in your chair. Slouching says "I don't care". Always walk and sit up straight. Also do not cross your arms in front of your body, as this makes you look defensive.
- Pace yourself and deliberately speak more slowly than you would normally. When you are nervous you will most likely be speaking more quickly than normal. If you concentrate on pronouncing your words individually, you'll actually be speaking at a normal speed.
- Always look the questioner in the eye. If there is more than one interviewer, make sure you look at each of them when answering questions.
- Never lie in an interview, your body language will give you away!

AFTER THE JOB INTERVIEW

It's very frustrating when you've been to interview – especially for a job you really want – but then hear nothing for what seems like a lifetime.

KNOW THE PROCESS

The first thing to do to at the end of the interview is to ask the interviewer what the next steps are and when you may expect to hear from them.

Be proactive and follow-up any interview as a strategic part of your job search.

It's a good idea to write a thank you email or letter to each person who interviewed you, usually within two business days. If you have made any promises to follow up with additional information, such as a link to your website, then make sure you include this.

DON'T STOP LOOKING

Even if you feel confident that you will get a job offer, continue looking at other opportunities. It is never wise to place too much importance on one job or one interview. Tell yourself there will be other opportunities.

If you're not getting the job offers you desire then you need to look carefully at your interview technique. You should try and get as much feedback as possible from the people who have interviewed you. If you have been unsuccessful in obtaining a job, ring up the interviewer and ask them where they think you fell down, and how they think you could do better. Once you have got feedback you can modify your interview technique and hopefully do better at the next job interview.

Finally, never be rude or make your disappointment too obvious. Even if you do not get a job offer, any contact with an employer (or interviewer) could be useful. Interviews are a good way of getting to know people who may be able to help you throughout your career.

ACCEPTING A JOB OFFER

It's a great feeling to land the job, but there are few questions you should ask yourself before you accept the job. Among the most obvious are "Do I like the people?" and "Am I'm getting the right salary for the position?"

Have a think about your other options. If you're waiting for an offer from elsewhere, try to delay accepting for a few days. Don't leave it too long though otherwise you're likely to annoy the employer and risk seeing the offer withdrawn.

How you accept a job offer depends on how it was made to you. If you were offered it verbally, face-to-face, then you should accept it in the same way or over the phone. However, always back this up with a letter of acceptance, and expect a letter of appointment in return.

As soon as you accept a new job, you're morally obliged to take yourself off all job sites and notify any agencies who may have been acting on your behalf. If you are on any other shortlists or have any other applications out there, inform the companies concerned.

It goes without saying that you also need to let your current employer know you're resigning. Check the terms of your contract with them and make sure you give them adequate notice. This could also have a bearing on when you can start your new job.

INTERNSHIPS & VOLUNTEERING

If you are happy to take part in an unpaid work experience or are looking for some part-time work, an Internship or Volunteering can also be an option.

INTERNSHIPS

All major UK jobsites will also offer ads for unpaid internships. They will usually range between 2 to 6 months.

British Study Centres can also arrange an internship for you. For this you will have to be at least at Intermediate level and have studied for a minimum of 6 weeks prior to the placement. There will be a fee for this. Please check on the British Study Centres website for further details or ask at reception.

VOLUNTEERING

There are also many Charities that are always looking for volunteers. Try some of these websites for further information:

www.oxfam.org.uk/get-involved/volunteer-with-us
www.rspca.org.uk/getinvolved/volunteer
www.redcross.org.uk/get-involved/volunteer
www.savethechildren.org.uk/get-involved/volunteer
www.centrepoinpoint.org.uk/get-involved/volunteer
www.vinspired.com/volunteer

WHERE TO LOOK FOR A JOB

LARGE COMPANIES

The places below are all big chains and employ large numbers of students therefore they are often looking for new staff.

- McDonalds, Burger King, KFC, Starbucks, Subway
- Tesco, Asda, Sainsbury's, Waitrose
- Boots, WHSmith

RECRUITMENT WEBSITES

www.monster.co.uk

www.totaljobs.com

www.reed.co.uk

www.jobsite.co.uk

www.fish4.co.uk

www.jobs.guardian.co.uk

www.jobserve.com

www.jobs.co.uk

www.gumtree.com

www.tntmagazine.com

www.findastudentjob.com

www.justjobs4students.co.uk

www.e4s.co.uk

www.cldr.co.uk

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

LOCAL NEWSPAPERS

- Guardian
- The Times
- The Telegraph
- The Oxford Times
- The Oxford Mail
- The Oxford Journal