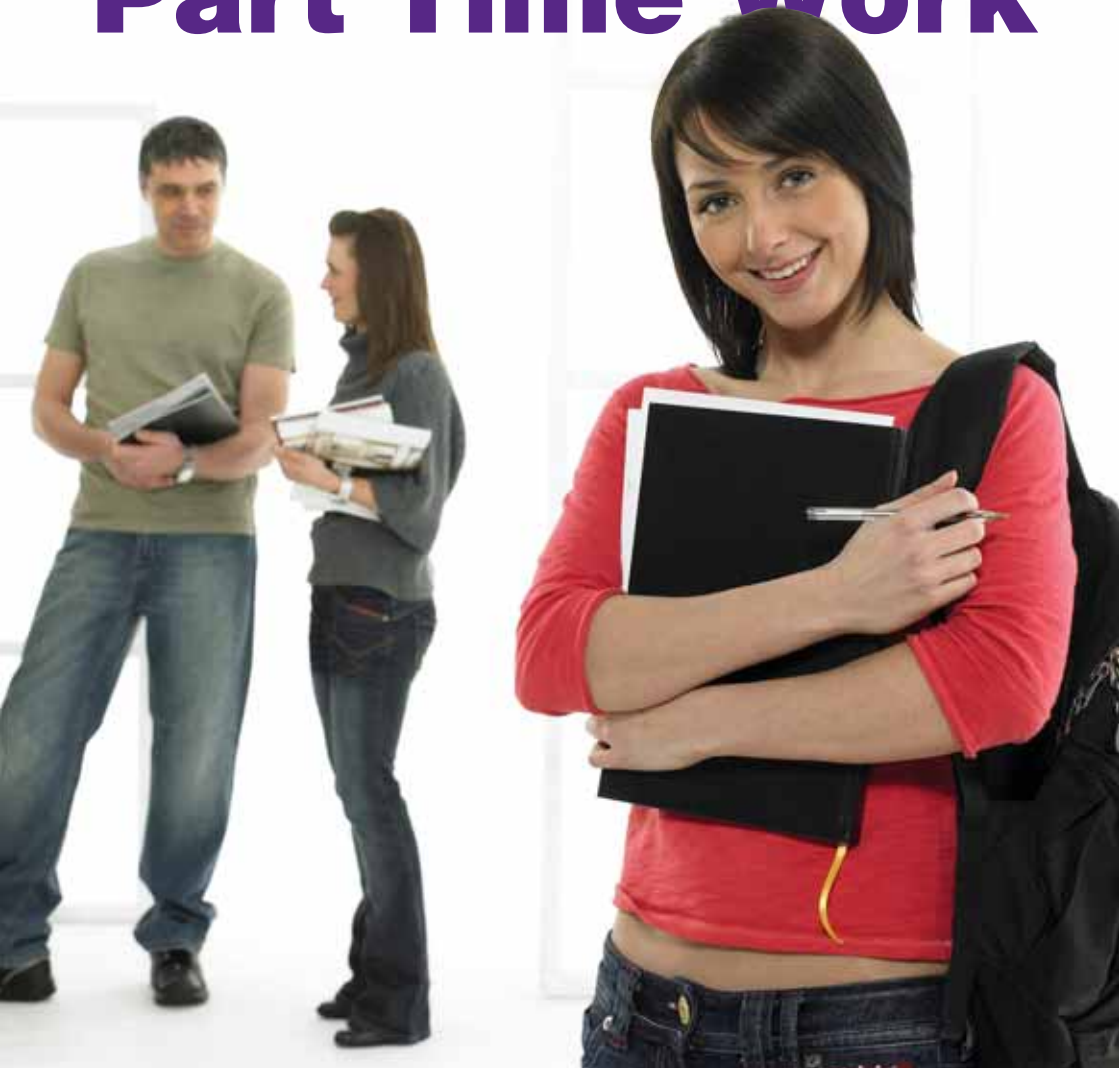


a short guide to... **Part Time Work**



**Thinking about a
Part-Time Job?**

**Get a head start with
this guide to finding
work in Salford.**

connexions

SALFORD

Thinking about a Part-Time Job?

Many young people decide to find part-time work in their free time, whilst pursuing their studies or looking for full time work.



Having a part-time job is a great opportunity to earn extra money, meet new people and learn new skills. Be realistic about how to manage your time and other commitments.



Most local FE and 6th form colleges advise students that, whilst part-time working is essential for many students, the number of hours should be monitored.

Working more than a maximum of 12 - 15 hours per week may impact on your studies

Finance and Advice

The majority of young people who have part-time jobs work within the retail sector and wages vary according to each company. Typical wages vary from £3.50 - £5.50 per hour. Working part time will not affect your EMA (Educational Maintenance Allowance).

National Minimum Wage

Did you know that almost everyone who works legally in the UK is entitled to receive the National Minimum Wage? To find out how much you are entitled to please visit: www.direct.gov.uk/nmwl



If you would like a part time job and are still at school or under 16 years of age you will need to obtain a work permit from Salford City Council. You can download a copy at www.salford.gov.uk

[Salford City Council](http://www.salford.gov.uk)

connexions

The Connexions Service provides information, advice and guidance to young people aged 13-19. We focus mainly on full time and apprenticeship-style opportunities, but any part time vacancies we do have will be advertised on www.cnx2jobs.com



Where do students work?

Service Industries

Retail, Catering, Hospitality, Pubs, Hotels. The majority of young people tend to work after college or during the weekend in service industries: predominantly in retail, catering and hospitality. This can include restaurants, hotels, cafes, fast food establishments, pubs, hotels, (e.g. McDonalds, Marriot Hotel, Manchester United Football Club).



Employment Agencies

These can be a useful source of temporary and part-time jobs and a way to gain relevant work experience. Lists of these can be found in Yellow Pages or on the Internet on www.yell.com. Remember that some vacancies may have an age restriction of 18 plus, e.g. serving alcohol

Call Centres

Call Centres may also offer students the possibility of evening and part-time working.



Self-Employment

Some young people are able to create work for themselves: e.g. babysitting, car cleaning, and garden/lawn work. Babysitting, especially, can offer good, reliable wages for those young people who are prepared to work unsociable hours, especially weekends.

Salford City Council

Salford City Council also advertise for casual catering and cleaning staff on their website. For more details visit www.salford.gov.uk/jobs

Salford City Council

Job Search

Young people can find jobs through local newspapers, Internet, employment agencies, newsagents and word-of-mouth. However, most young people find opportunities through a speculative approach, i.e. calling into shops/employers themselves and writing 'on-spec' using a CV and covering letter.

'Dropping in' or 'Cold Calling'

This avoids paying expensive advertising costs, can speed up the application process (though not necessarily) and means that applicants can demonstrate their interest by the very fact that they have called into the store.



If you decide to adopt this approach, think about the following pointers:

- Don't call in at a very busy time of the day/week, when staff can be very rushed or have little time to answer even basic questions.
- Go smartly dressed (cold callers have been known to be given an on-the spot interview!).
- If you are job hunting with a friend, leave them outside whilst you go in.
- Take a well-produced CV with you, which you can leave with a store assistant to give to the manager.
- Remember to check if the store does accept CVs, or if you need to complete an application form. It's pointless leaving a CV that will be thrown in the bin later that day.
- Check if the store has an application form or if you can download a copy or apply on-line.
- It would be useful if you could obtain the manager's name and contact number before you leave for follow up – take a notebook!
- Log the companies and details of where you left your CV and which companies were looking for part-time staff. You can contact them again after one or two weeks to make sure they received your CV or application form. It's also really easy to forget where you have left your details if you are visiting a lot of places.
- **Always prepare well for an interview – even for a part time job!**

Retail Centres

- **Manchester City Centre**
- **Manchester Arndale** (www.manchesterarndale.com/jobs.htm)
- **Trafford Centre** (www.traffordcentre.co.uk)
- **Regent Road Retail Park**
- **Salford Quays** (restaurant areas)
- **Lowry Outlet** (www.lowryoutletmall.co.uk)
- **Salford Precinct**
- **West One Retail Park, Eccles**
- **Swinton, Walkden, Eccles, Irlam Town Centres**
- **Manchester Fort, Cheetham Hill Road**

Many of the big companies, (Marks and Spencer's, Next, French Connection etc.) have websites with a recruitment section, where you can find out some background information about the company. This is a good idea if you are intending to call in or before you attend an interview.

Some companies offer the opportunity to download an application form from their website. Some retailers will also advertise through the Job Centre (www.jobcentreplus.gov.uk). However, many retail outlets simply advertise in their shop window, or recruit through 'cold callers'.



MANCHESTER
ARNDALE



lowryoutletmall.com



Supermarkets

- All national supermarkets have their own websites, which you can visit.
- The majority of these contain good information for prospective applicants who may wish to apply for a vacancy.
- Most of them produce their own company application form rather than accepting CVs or speculative approaches.

Supermarket details and how to access

The Tesco logo consists of the word "TESCO" in a bold, red, sans-serif font. Below the text are three horizontal blue lines of varying lengths, creating a stylized representation of a shopping basket.

www.tesco.co.uk

Walkden, Irlam, Salford

Click on 'Careers'

- don't accept speculative approaches
- call into local stores for retail assistant roles
- can download an application form
- details of frequently asked questions

The Morrisons logo features a large, yellow letter 'M' inside a yellow circle.

MORRISONS

www.morrisons.co.uk

Swinton, Eccles and Tyldesley

Click on 'jobs'

- contact local store for retail vacancies
- can print off application forms

The Asda logo is the word "ASDA" in a bold, green, sans-serif font.

www.asda.co.uk

Trafford Centre

Click on 'Careers'

- call into store and ask at customer services desk or contact local job centre plus for local retail jobs
- lots of information about the company on website

The Netto logo features the word "NETTO" in a bold, yellow, sans-serif font. To the left of the text is a yellow silhouette of a shopping basket with a handle.

www.netto.co.uk

Little Hulton, Irlam, Peel Green

- Details found under the 'employment' section

Supermarket details and how to access

Sainsbury's

www.sainsburys.co.uk

Regent Road

Click on 'Careers'

- Call into the local store to collect the application form from customer services.



www.aldi.co.uk

Eccles, Swinton

Click on 'Careers'

- Store assistants over 18
- Call into the store and speak to store manager

Wilkinson

www.wilkinsonplus.com

Eccles

Click on 'About Us'
and then 'Recruitment'

- Big store recently opened
- Lots of information on the company website

The co-operative

www.coop.co.uk

Irlam O 'the Height, Irlam

Click on 'About Us' and then 'Careers'

- Call into local store and ask to complete an 'Application for Employment' form or write to Human Resources department.
- Also advertise in Job Centres, local newspapers or in relevant trade magazines



www.lidl.co.uk

Salford

Click on 'Careers'

- application forms for store assistants can be downloaded and sent to central head office address in London
- gives details of the role, your profile and the rewards (can pay up to £8.00/hourly rate)
- can also call into store to collect an application form.

Benefits of Working Part-Time

Money

As well as the extra money from your part time job, many employers will view part-time jobs positively.

Skills

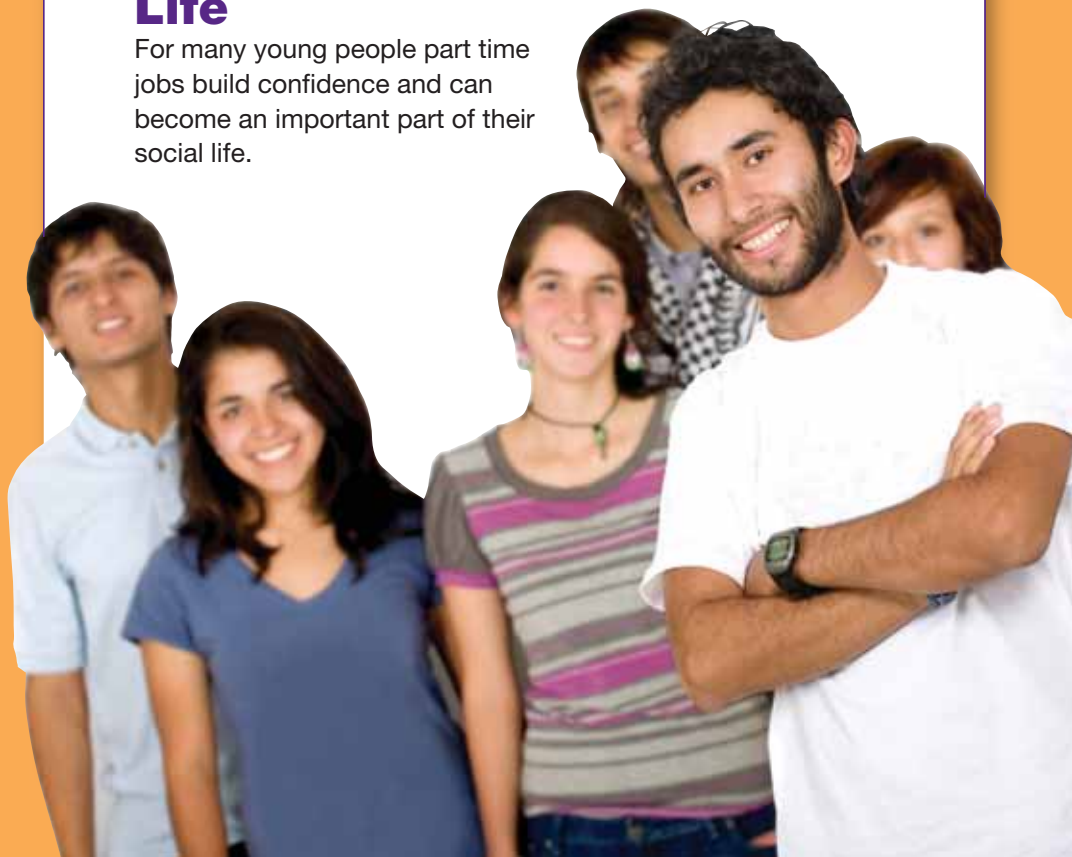
You will be able to demonstrate some important employability and key skills such as teamwork, communication skills, meeting sales targets and working in a pressured environment.

CV

These transferable skills can be used equally well on a job application and CVs as well as a university (UCAS) application form.

Life

For many young people part time jobs build confidence and can become an important part of their social life.



Consider the following points...

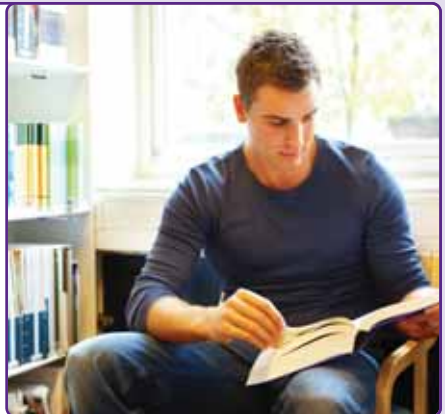
How easy is it to get to your intended place of work? Do you drive or will you be able to get a lift? Does public transport run regularly to the location at the times you will need to arrive at and leave work? Will you have enough travelling time between college and work?



If you are in college, try not to work too late. If you oversleep and consistently miss morning sessions you will run into difficulties with college and your EMA will be affected.

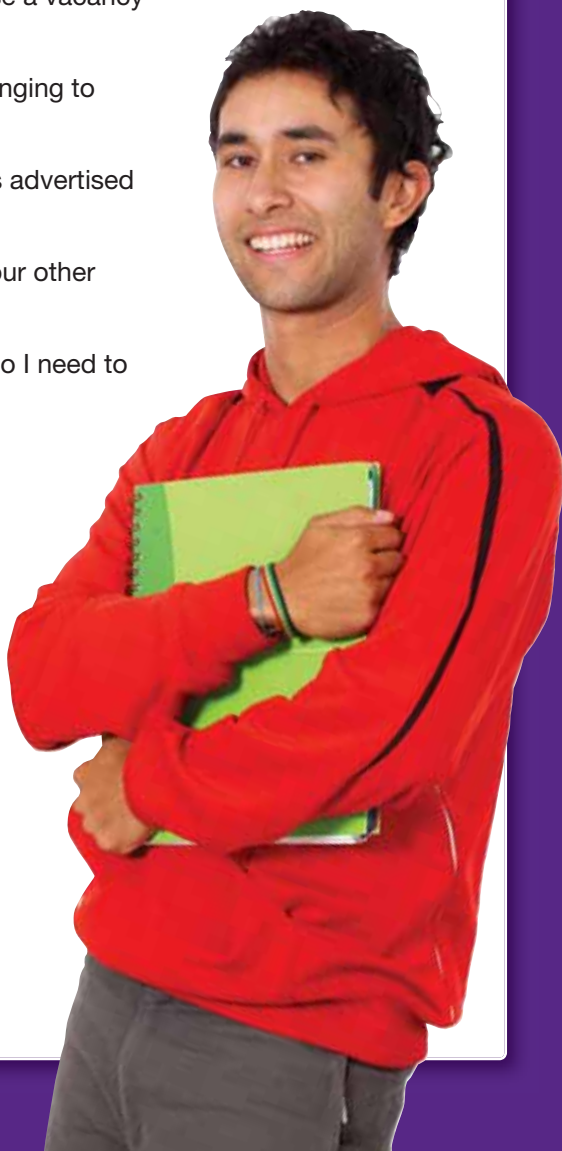
If you have to work too many evenings in a row you may need to plan your work so that you can still get it done.

Don't get persuaded, into working more hours than you originally intended to do. Christmas is a busy time and you may be asked to do extra shifts. Try to remain focused on why you are in college – keep your studies your priority.



What can I say when visiting an employer?

- I've come to ask about part time vacancies, can you tell me who I should speak to?
- When is the best time to catch him/her?
- Can I leave my CV/details, in case a vacancy does come up?
- Is it worth me popping back or ringing to speak to someone?
- Do you have details of vacancies advertised on-line?
- Do you have any vacancies at your other branches?
- Should I apply through a CV or do I need to complete an application form?
- Will you be taking on extra staff for Christmas?
- Thank you for your time.



Advice Agencies



Connexions Salford

Monday – Friday: 9.00 – 4.00
Closes Wednesday 3.30
Tel: 0161 743 0163
www.connexions-salford.com
www.cnx2jobs.com

Eccles Part-Time Office

Monday – Friday: 12.30 – 4.00
Tel: 0161 788 7057

Walkden Part-Time Office

Monday – Friday: 12.30 – 4.00
Tel: 0161 975 7460

Irlam Outlet

Monday 1.00 – 4.00
Tel: 0161 775 3800

Swinton Outlet

Wednesday 1.00 – 4.00
Thursday 10.00 – 1.00

Please contact local offices for more information or visit the connexions website.

www.connexions-salford.com

[connexions direct](http://www.connexions-direct.com)

0808 001 3219

www.connexions-direct.com

Websites

www.connexions-salford.com
www.cnx2jobs.com
www.jobcentreplus.gov.uk
www.caterer.com
www.traffordcentre.co.uk
www.lowryoutletmall.co.uk
www.manchesterarndale.com/jobs/
www.careersadvice.direct.gov.uk

Local Papers

Salford Advertiser

www.salfordadvertiser.co.uk

Jobs North West

www.jobs-nw.co.uk

Manchester Evening News

www.manchestereveningnews.co.uk

Bolton Evening News

www.boltoneveningnews.co.uk
www.thejobsmine.co.uk
www.metronews.co.uk