

A Careers Centre Guide to . . . finding part-time work

- Register with Staffordshire University's in-house recruitment consultancy, Unitemps, which helps students to find part-time and temporary work, both on the University campus and with commercial companies. The service operates online, so you can register for work and apply for jobs at www.unitemps.co.uk or email unitemps@staffs.ac.uk.
- Check out the Careers Centre part-time work noticeboard which is updated regularly. Details of our locations below.
- Walk around the local area to see if you can spot any 'Staff Wanted' notices in shop or business windows.
- Check the jobs section of local newspapers. You can view these online as follows:
 - The Sentinel in Stoke
www.thisisstaffordshire.co.uk/jobs
 - The Newsletter in Stafford
www.staffordshire.jobsnow.co.uk
 - The Express and Star in Stafford
<http://jobs.expressandstar.com/>
- Supermarkets often have a jobs board in the store.
- Check out the national jobseekers website at <http://jobseekers.direct.gov.uk>.
- If you have friends and family local to where you want to work, let them know that you are looking for work – a lot of jobs are never advertised, but recruited by 'word of mouth' or recommendation.
- Register with other local agencies – search www.yell.com for recruitment agencies and job centres in your local area.
- The Staffordshire University Students' Union employs a lot of students annually, checkout their website for current vacancies at <http://www.staffsunion.com/jobs/>

Part time work websites for students

- www.e4s.co.uk Employment for Students - national job website with the facility to search for opportunities by location.
- www.student-jobs.co.uk - search this site for local part-time job
- www.studentjobs4u.co.uk – part-time opportunities locally and all over UK.
- www.studentgems.com – free to register your details. Match your skills to paid projects.

CV, application and interview help

The Careers Centre Team can also help you to create a targeted CV and covering letter, fill in application forms and prepare for interviews. Call in to one of the Careers Centres (locations below) and have a chat to one of our Employability Coaches. Alternatively you can ask for help using our email guidance service available from www.staffs.ac.uk/careersadvice.

Find our online CV packs and talk using the links below:

- How to write CVs at <http://www.staffs.ac.uk/careerstalksonline>
- CV packs at <http://www.staffs.ac.uk/careers/guides/>
- Visit our website at www.staffs.ac.uk

Careers Centre locations:

Stafford

Ground floor Beacon Building, next to Dolce Vita and the Student's Union offices. Telephone 01785 353233.

Stoke

Ground floor Cadman Building (Thompson Library), in the Cadman Courtyard, opposite the student space. Telephone 01782 294991.

Email: careers@staffs.ac.uk