

Looking for part time work? Some important information

Where are the jobs?

JobZone, www.staffs.ac.uk/jobzone is Staffordshire University's online jobs database where you can find:

1. Part time jobs on campus and with local employers (particularly in Stoke and Stafford areas)
2. Holiday jobs both locally, nationally and some overseas
3. Graduate jobs
4. Paid Internships

Please log back in to **JobZone** at least once a week – once you are registered (we suggest you use your personal email address) you should receive regular emails from us about specific jobs and events – we have a lot of part time jobs on offer at our student Job Fairs October and February as well.

How many hours can I work?

As a guide, we recommend a maximum of 16 hours per week, and do not advertise jobs over 16 hours during the term time. You are free to work up to full time during holidays. Please remember that your studies are your priority, and you need to consider what is best for you personally.

Top Tips when applying for part time jobs:

- Come and see us in the Careers Centre for help if you need it
- Collect a part time CV pack from the Careers Centre (Stoke or Stafford)
- Check the jobs regularly - new jobs are constantly being added
- Make sure you read all the details of the job advert and closely follow the “how to apply” section
- Remember, your first impression is the most important
- Make sure your CV is suitable for the job you are applying for
- Apply early, some jobs are closed early due to volume of applications
- The cash you earn in part time work is important, but so are the skills and experience.

National Minimum Wage

Most workers are entitled to be paid the national minimum wage, the current rates are:

Workers aged 21 and over: Current Rate - **£6.08**

The 18-20 years old rate: Current rate - **£4.98**

For confidential help and advice on the NMW call 0800 917 2368

Do I have any employment rights as a part time student worker?

Yes you do. Working on a temporary or part-time basis during your time at university, still entitles you to some basic statutory rights as an employee. Once you have an offer of any form of employment your employer is required by law to provide you with a 'written statement of employment particulars.' This should be given to you before starting work, but the employer has from the 4th week to the 8th week to provide you with the information below. These terms are usually written, however they may be written, oral, implied or a mixture. Please see www.nases.org.uk/students for up to date information. If you are experiencing any problems please email Kathy England, JobShop Manager, jobshop@staffs.ac.uk.

Do I need a National Insurance number to work in the UK?

Yes. If you intend to work while studying in the UK, any employer will require you to provide them with your National Insurance Number (NINO), so that they can pay your wages and make any applicable tax/national insurance deductions. UK residents are allocated a number automatically at the age of 16; if you are a European or International student you will not have this number so you will need to apply for one. To apply you need to contact The National Insurance Office on Tel: 0845 600 0643 to book an application interview (usually with your local Jobcentre Plus). The NINO Office will provide you with an appointment time to visit their nearest office to discuss your application. More info available on the leaflet on National Insurance numbers in the Careers Centre and on www.staffs.ac.uk/jobshop

Do students pay tax?

It depends. The tax year runs from 6th April to 5th April and students are not exempt from paying income tax. You do not pay tax on all of your earnings. Everyone receives a personal allowance and your employer will be made aware of this rate. The amount will vary according to circumstances, but the standard personal allowance in the tax year 2011/12 is £7,475, based on a weekly allowance of £143. This means if you earn less than £7,475 you will not pay any tax. Income tax deductions will be made at 20% for all income up to £35,000 in the tax year. In addition to tax, if you earn over £102 per week you will also be deducted National Insurance contributions. For more details on Tax personal allowances, please visit www.hmrc.gov.uk

International Students and eligibility to work

If you are an International student, you should take responsibility for understanding your eligibility to work. More information from our www.ukcisa.org.uk, and the UK Border Agency website www.ukba.homeoffice.gov.uk. Most students on degree level (or above) courses are eligible to work up to 20 hours per week during term time and up to full time during holidays. You can also visit the University International Student Centre if you are unsure of your eligibility to work.

Self Employment Opportunities

Some of the jobs on **JobZone** may be on a self employed (freelance) basis. Please see our separate leaflet on this. Whatever you earn on a self employed basis, make sure that you inform your tax office to check that you are declaring your earnings correctly. Please note that if you are a student from a NON EEA country, please do not apply for self employment opportunities, as your visa does not permit this work.

Where to get help/how to contact us

In the first instance, we suggest you come and see us in the Careers Centre. You can also contact Kathy England, JobShop Manager, on jobshop@staffs.ac.uk. There are staff in the Careers Centre in both Stoke and Stafford who will be able to help you with part time working.

This information sheet is just an initial brief guide to part time working. More information can be found at www.staffs.ac.uk/jobshop. Information on Tax, Employment Rights, National Insurance, National Minimum Wage are at www.nases.org.uk/students. NASES is the National Student Employment Services, and Staffordshire University is a member.

Please also take a look at our online talks on www.staffs.ac.uk/careers