

Hot Tips on Finding Part Time Work

The Careers centre staff are happy to help you in your search for part time and vacation work. Call into the Careers and Employment Centre in HKSC or use our online service. We have a large database of part time roles that can be undertaken alongside your studies.

To view the current vacancies go to the Careers and Employment Centre Home Page at www.brookes.ac.uk/careers. From the menu on the left hand side select **Brookes Talent Bank** and then click on the link for vacancies. You do not need to register, just scroll down and click on the **Part/Time Casual** tab.

Other Sources

Recruitment agencies offer part time and vacation work. Contact details can be found in the Yellow Pages under Employment Agencies, or go to www.yell.com/. It is usually very easy to register with an employment agency, just call in. Don't forget to take your passport (this applies to **ALL** students regardless of nationality) as you will not be able to register without it.

Local shops, bars and restaurants will often advertise for staff through a poster or notice in their window.

Further useful websites: www.jobcentreplus.gov.uk/JCP/ www.fish4.co.uk/iad/jobs/
www.dailyinfo.co.uk/unified_adboard.php?col=jo

Tax & National Insurance

Students are not exempt from paying tax & National Insurance.

When you start work you will need to give your employer a form **P45**, which you will only have if you have worked previously. If you do not have this, ask your employer for a form **P46**, then complete and return the form to them. This is an important document that will ensure you only pay the necessary tax amount as you are entitled to earn a certain amount of money before tax must be paid.

As soon as you start earning, tax and National Insurance will automatically be paid by your employer from your wages, but as a part time worker, you may not exceed your tax free allowance and so be eligible for a tax refund.

For further clear and up to date information on students and tax please visit www.studenttaxadvice.org.uk/. Useful information and advice is available for students at all stages of finding work and guidance is given on how to work out if you are eligible for a tax refund and if so, how to claim one.

Do I need a National Insurance (NI No) number?

You will need to apply for a National Insurance number if you are looking for work in the UK. Your employer can allow you to start work before your National Insurance number is issued.

If you do not have a National Insurance number you will need to apply for one by telephoning the Jobcentre Plus NI Allocations Service on **0845 600 0643** between 8.00am and 6.00pm, Monday to Friday. If you are hard of hearing, or have speech difficulties, call the textphone on 0845 600 0644. During the telephone call you will be asked for the following information:

- why you want a NI number
- date of birth (DD/MM/YYYY)
- type of UK visa (if applicable)
- full address and postcode of where you are currently living
- full name (as in your passport)
- nationality
- contact telephone/mobile number

You will be given a **reference number** so when you call please have a pen and paper ready. You should be contacted within 7 days to be told if you will be able to make a postal application or will need to attend a EOI (Evidence of Identity) interview at your local Jobcentre Plus. You will also be given a contact telephone number to call if you *have not heard* anything within 7 days. If you can make a postal application the form will be sent out to you. If you have to attend an interview you will be sent a letter with details of the date, time, location and a list of documents that you need to take to the interview. At the present time (August 2010) all EU students and some non-EU international students will need to attend an interview. It may take between six and twelve weeks after the interview for your National Insurance card to be issued.

Your employer will deduct National Insurance contributions from your pay if applicable. For further information, go to www.jobcentreplus.gov.uk and www.dwp.gov.uk.

National Minimum Wage

In the UK we have a national minimum wage that any employer should be paying individuals they employ. At the present time (August 2010) the rates are: **£5.80 per hour** for workers aged 22 years and older (a 'development rate' of £4.83 per hour for workers aged 18-21). For more information about the national minimum wage see the HM Revenue and Customs web site at: www.hmrc.gov.uk/nmw/#b

Further information for international students on matters concerning working in the UK during your studies please look at the information leaflet produced by UKCISA (UK Council for International Student Affairs) at http://www.ukcisa.org.uk/files/pdf/info_sheets/working_during_study_print.pdf

Employment in Oxfordshire

- www.brookes.ac.uk/careers - *Brookes Talent Bank, an online vacancy and recruitment service launched by the Careers Centre*
- www.rightbehindyou.org.uk - *local opportunities for Social Work positions*
- www.oxfordshire.gov.uk/jobs - *jobs with Oxfordshire County Council*
- www.oxoncis.org.uk - *local childcare/early years jobs*
- www.oxnet.org.uk/ - *voluntary work experience in Oxfordshire*
- www.oxfordtimes.co.uk/jobs - *local Oxfordshire jobs*
- www.dailyinfo.co.uk/jobs/index.html - *advertise for 'jobs wanted' in Oxford as well as a search facility for vacancies*
- http://oxford.gumtree.com/oxford/2071_1.html - *more local jobs...*