



PART-TIME WORK

Working part time is a great way of earning money to help you fund your time at university. It also gives you valuable work experience to enhance your CV. Even if the work you do is not related to your course or future career interests, the transferable skills you gain should help you when the time comes to apply for graduate jobs.

Where can I find part-time work?

- **JOB SHOP**

The Job Shop places students into part-time and casual paid work. Hours are variable and flexible around your studies and other commitments. Work can be on campus for the University or with local employers. You need to apply to be part of the Job Shop Talent Pool (this is a competitive process), instructions for how to do this can be found at: leedsbeckett.ac.uk/studenthub/jobshop/

- **MYHUB**

Look on MyHub for part-time and casual job vacancies. External employers regularly post adverts; you will need to log in to search for opportunities: myhub.leedsbeckett.ac.uk

- **LOCAL VACANCY SOURCES**

Search the following external websites for part-time job opportunities:

Leeds City Council	jobs.leeds.gov.uk/
Jobs Today	jobstoday.co.uk/yorkshire/

- **STUDENT-SPECIFIC WEBSITES**

These websites are specifically aimed at students. They advertise national opportunities, but you can also search for the Leeds area.

Student Jobs	student-jobs.co.uk/
Employment for Students	e4s.co.uk/
Student Jobs	studentjob.co.uk/

- **NATIONAL VACANCY SOURCES**

Again these websites advertise opportunities nationally but you can also search for the Leeds area

MyCareer	myhub.leedsbeckett.ac.uk/students/abintegro/JobWire
Indeed	indeed.co.uk/
Fish4jobs	fish4.co.uk/
Monster	monster.co.uk/
Reed	reed.co.uk/
Total Jobs	totaljobs.com/
Universal Job Match	gov.uk/jobsearch
Jooble	uk.jooble.org/

- **RECRUITMENT AGENCIES**

As part of your job search, you could consider registering with a recruitment agency. The following websites allow you to search for agencies by location and job sector. You can find hints and tips about using agencies on our [Using Recruitment Agencies](#) hand-out.

Agency Central	agencycentral.co.uk/
REC	rec.uk.com/about-us/jobseekers2

- **USE SOCIAL MEDIA**

Search on Twitter, using **#jobsinleeds**, **#leedshour**, for example. On Facebook, use groups to help you with your job search: Jobs in Leeds, Leeds Jobs, for example. Set up a LinkedIn profile to broaden your network. For information on how to use LinkedIn for students, go to: – students.linkedin.com/uk and see our [Careers FAQ](#) about using social media as part of your job search.

- **SUMMER WORK**

For tips on getting summer work, take a look at this article on the [Prospects website](#).

Top tips & things to think about!

- Be proactive - don't limit your job search to advertised vacancies. Create your own opportunities by visiting employers and applying speculatively. For example, ask around at shops, restaurants and bars in your local area and in the city centre.
- With lots of students wanting to work part-time there can be strong competition for jobs. You will need a good CV to stand out from the crowd – go to myhub.leedsbeckett.ac.uk/students/faqs/detail/188/cvs-and-cover-letters for information about the support available around CV writing.
- Don't over commit yourself – make sure the number of hours you work does not affect your studies, your course and academic commitments should take priority.
- If you are a student from outside the EU, you must check your visa to see if you are allowed to work and if so, how many hours a week.
- If you are an EU or International student, you will need to apply for a National Insurance Number: gov.uk/apply-national-insurance-number.

- Be vigilant when searching for jobs. Some opportunities may seem too good to be true and might not be genuine. Employment4Students has some advice about spotting potential job scams: e4s.co.uk/blogs/jobs/student-jobs-fraud-what-scams-are-out-there-and-how-you-can-avoid-them/.
- And finally, remember to make the most of the work experience you gain. It is helpful to keep careful track of all your work and voluntary experience so that you can use it in future applications. Rfrnc.me is a job referencing site where you can build an online portfolio of your job references, achievements and employment history to promptly send to employers and recruiters: <https://rfrnc.me/>

MyHub is home to a wealth of careers resources. For a useful summary and links to the main ones, take a look at Careers FAQs:

<https://myhub.leedsbeckett.ac.uk/students/faqs/detail/198/careers-faqs>.

Connecting with employers

Our team can connect you to a wide range of employers, we also provide up-to-date information about the labour market and what employers are looking for in our students and graduates. When you use MyHub to search for vacancies make sure you check the employer information – this is where we record any specific hints / tips or “extra” information about their recruitment and selection processes. You can do this when you look at [individual vacancies](#), or when you are [researching](#) particular companies or organisations.

We have an active calendar of employer events on campus throughout the academic year. These include our Annual Careers Fair and a number of smaller sector-specific careers events that focus on a particular industry. You can also meet employers at information stands, presentations and our new Spotlight On series. For full event listings and information check our [What's On](#) page and the [MyHub events](#) section.

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We endeavour to update this factsheet annually. However, if you do find any broken links, please report them to careers@leedsbeckett.ac.uk. The Information Team would also welcome your feedback on this resource. If you have any comments, please send them to the above email address.

To request this leaflet in an alternative format, please contact us.

For further information on the Employability & Job Shop team, please go to leedsbeckett.ac.uk/studenthub/careers.

Alternatively you can contact a member of our team on:

0113 812 5995 (City Campus), 0113 812 7335 (Headingley Campus)