

# Student Jobs & Volunteering



## Student Jobs

Most students will look to earn some money through **part-time employment** alongside studies and / or through **casual seasonal work** during vacations.

Whilst this type of work is often not related to future career goals (as an internship or work placement might be) it can be a good way of earning extra cash to supplement student loans.

Whilst limited employment can be beneficial it is important to be sensible about the number of hours you take on in order to make sure that there is no impact on your studies.

In fact student jobs can significantly enhance your CV as it can develop many of the skills employers value such as *team working, customer service, initiative and time management* to name but a few.

There are many places you can look to find out about possible opportunities as outlined below:

- ▶ Register with **Unitemps** Recruitment agency to receive details of part-time and temporary vacancies on and off campus - [www.unitemps.co.uk/](http://www.unitemps.co.uk/)
- ▶ **University of Surrey, Employability & Careers Centre online vacancy service**
- ▶ On Surrey Pathfinder ([www.surrey.ac.uk/pathfinder](http://www.surrey.ac.uk/pathfinder)) you can access details of part-time and term time work with recruiters who are targeting Surrey students and graduates.

## Additional vacancy sites for local job opportunities

- ▶ [www.e4s.co.uk](http://www.e4s.co.uk) Employment for Students (term time and vacation work)
- ▶ [www.gov.uk/jobsearch](http://www.gov.uk/jobsearch) Search for vacancies locally and nationally
- ▶ [www.thefriaryguildford.com/job-vacancies/](http://www.thefriaryguildford.com/job-vacancies/) Jobs at the Friary Shopping Centre
- ▶ <http://experienceguildford.co.uk/vacancies.php>
- ▶ [www.gumtree.co.uk](http://www.gumtree.co.uk)
- ▶ [www.indeed.co.uk](http://www.indeed.co.uk)
- ▶ [www.fish4.co.uk/jobs/guildford/](http://www.fish4.co.uk/jobs/guildford/) Local jobs in the Guildford area
- ▶ [www.scattergoods.co.uk](http://www.scattergoods.co.uk) Local Hospitality and Catering positions
- ▶ [www.ussu.co.uk/services/Pages/Recruitment.aspx](http://www.ussu.co.uk/services/Pages/Recruitment.aspx) Jobs advertised by USSU

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**Employability & Careers Centre**

**T:** 01483 689001/2 **E:** [careers@surrey.ac.uk](mailto:careers@surrey.ac.uk) **W:** [surrey.ac.uk/careers](http://surrey.ac.uk/careers)

## Opportunities with staffing agencies

A number of major agencies will offer temporary work including staffing for major events including Race Meetings, Major Sporting Events etc.

- ▶ Appetite for Work <http://appetite4work.co.uk/>
- ▶ Compass [www.compasseeventjobs.com/](http://www.compasseeventjobs.com/)
- ▶ Michael Wisher [www.michaelwisher.co.uk/](http://www.michaelwisher.co.uk/)
- ▶ TCS Recruitment [www.tcsrecruitmentuk.net/](http://www.tcsrecruitmentuk.net/)
- ▶ At Your Service [www.ays.co.uk/apply](http://www.ays.co.uk/apply)
- ▶ Off to Work [www.offtowork.co.uk/find-work/](http://www.offtowork.co.uk/find-work/)
- ▶ Sodexo [www.sodexojobs.co.uk/jobs](http://www.sodexojobs.co.uk/jobs)

## Opportunities on Campus as a Student Life Mentor

- ▶ Find out more about these peer support opportunities here:  
[www.surrey.ac.uk/currentstudents/accommodation/mentoring/recruitment/](http://www.surrey.ac.uk/currentstudents/accommodation/mentoring/recruitment/)

## Part-Time and Internship Fairs

The Employability & Careers Centre organises regular *Part-Time and Internship Fairs* which provides a great opportunity to meet a range of recruiters.

The next fair is scheduled to take place on *24 October 2018 (12.00 – 14.00)*.

Check events listings on **Surrey Pathfinder** ([www.surrey.ac.uk/pathfinder](http://www.surrey.ac.uk/pathfinder)) for the latest details on this and future events.

The following organisations have attended previous fairs and have confirmed they are happy to be contacted by students seeking employment:

- ▶ Coyles: [www.coyles.co.uk](http://www.coyles.co.uk)
- ▶ Care UK: [www.careukhealthcare.com/healthcare-jobs](http://www.careukhealthcare.com/healthcare-jobs)
- ▶ Exclusive Hotels & Venues: [www.exclusive.co.uk/people](http://www.exclusive.co.uk/people)
- ▶ GLive: [https://glive.co.uk/Online/Careers\\_Guildford](https://glive.co.uk/Online/Careers_Guildford)
- ▶ Grove Tutors: [www.grovetutors.co.uk/](http://www.grovetutors.co.uk/)
- ▶ Magical Maths Club: <https://magicalmathsclub.com/>
- ▶ Tutor Doctor: [www.tutordoctor.co.uk/become-a-tutor/](http://www.tutordoctor.co.uk/become-a-tutor/)



## Did you know?

You can access our leaflet series and further resources on Surrey Pathfinder:  
[surrey.ac.uk/pathfinder](http://surrey.ac.uk/pathfinder)

## Recruitment agencies

There are a number of recruitment agencies in Guildford that may provide part-time and temporary work. To search for suitable agencies use:

- ▶ Agency Central [www.agencycentral.co.uk](http://www.agencycentral.co.uk)
  - ▶ The REC database of members [www.rec.uk.com/membership/member-directory](http://www.rec.uk.com/membership/member-directory)
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## Direct approaches to possible employers

Try direct approaches to possible employers. Shops, bars and restaurants often have vacancies for part-time shop assistants, waiting staff etc.

Many retail companies will be recruiting additional staff for the Christmas period from early autumn – look out for advertisements in stores.

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## Additional Information

### Getting a National Insurance (NI) number

- ▶ When you start work your employer will ask for your National Insurance (NI) number.
- ▶ If you do not have a National Insurance number you can apply for one by telephone. Call the *National Insurance number application line* on: 0800 141 2075  
Lines are open Monday – Friday, 8am – 6pm.
- ▶ For further details go to: [www.gov.uk/apply-national-insurance-number](http://www.gov.uk/apply-national-insurance-number)
- ▶ This government website indicates that **some** people who have moved to the UK **may** find that they already have a National Insurance Number printed on the back of their Biometric Residence Permit (BRP).

### Minimum wage

As an employee you are legally entitled to receive the National Minimum Wage for the work you do. Find details here: [www.gov.uk/national-minimum-wage-rates](http://www.gov.uk/national-minimum-wage-rates)

### Unpaid Work Experience

- ▶ Some private employers offer unpaid work experience.
- ▶ Please note: There are particular rules which apply to unpaid work experience with private employers, and the work an employer can ask you to undertake before they are obliged to pay you the minimum wage.
- ▶ Find out more here: [www.gov.uk/employment-rights-for-interns](http://www.gov.uk/employment-rights-for-interns)

## Volunteering

Another good way to gain experience is via voluntary opportunities in charities and voluntary organisations.

As the name suggests, these are generally unpaid but can provide you with valuable work experience that also benefits a good cause.

A wide range of opportunities with charities or voluntary organisations can be found locally:

[www.ussu.co.uk/community/volunteering](http://www.ussu.co.uk/community/volunteering)

<https://do-it.org/> - a database of voluntary work by postcode and type of work.

### Volunteer Festival, October 29<sup>th</sup> 2018 (12pm – 4pm)

The University of Surrey Students' Union are organising a Volunteer Festival open to students and staff which will take place in Rubix.

The event will feature:

- ▶ Internal Volunteer Opportunities
- ▶ External Volunteer Opportunities
- ▶ Motivational Speakers
- ▶ Refreshment

### Making sure opportunities are genuine

When looking for work please be aware that most websites will not vet or fully research the practices of the employers that advertise with them.

Wherever you see a vacancy advertised (even if it is through our vacancy service), make sure you are happy with the terms of employment, rate of pay etc.

It is important to realise that you do not have to accept any offer of work. If you have any concerns you can seek advice from:

- ▶ Student Services Centre [www.surrey.ac.uk/currentstudents/ask/](http://www.surrey.ac.uk/currentstudents/ask/)
- ▶ Employability & Careers Centre [www.surrey.ac.uk/careers](http://www.surrey.ac.uk/careers)
- ▶ Citizens Advice Bureau [www.guildfordcab.org.uk](http://www.guildfordcab.org.uk)

*Remember, if something sounds too good to be true, it probably is!*