



Job Shop – Information Sheet

What is the Job Shop?

The purpose of the Job Shop is to advertise local part-time work for students while they are living and studying in St Andrews. The Job Shop is at the University Careers Centre, 6 St Mary's Place (opposite the Student Union Building).

What types of jobs are available?

Students can work in a variety of businesses including supermarkets, shops, bars, restaurants, hotels and offices. Jobs are varied and can be anything from cleaning hotel bedrooms, administrative jobs within the University, to looking after someone's pet while they go on holiday.

How and when do I find a part-time job?

Start your search as early as possible in the autumn semester. St Andrews is a small town, so the many students looking for part-time work take up the local jobs very quickly.

- Become a member of the Job Shop at the Careers Centre

To become a member of the Job Shop, register at the Careers Centre website (www.st-andrews.ac.uk/careers) via "Access my career" and select the Job Shop emails button. We send out an email alert to each member of the Job Shop to let them know that a new job has been added to the database. You can see the job description online, but the "how to apply" details are available either at any university networked computer (ie in the Library, Classrooms, Careers Centre Computer room or Halls) or by visiting the Job Shop Desk in Reception at the Careers Centre. Respond immediately when you receive the Job Shop alert as these jobs are very popular.

- Newspapers

The St Andrews Citizen is a local paper which is published each Friday. It is available all week in shops such as Tesco, WH Smith and St Andrews Citizen Bookshop. Another source is The Courier which also publishes its recruitment pages on a Friday. Most vacancies will be full-time but it is still worth looking as it will provide you with the contact details of other employers in the area.

- University of St Andrews website

The University occasionally advertises part-time positions on their website. Visit www.st-andrews.ac.uk and select "Current Vacancies". You can also register your details here for casual employment opportunities with the Casual Clerical Register. If you are a new user you will be required to register with the site.

- Shop windows and supermarket noticeboards

Businesses looking for part-time staff often put adverts in their windows and supermarkets advertise on their noticeboards. As you walk around town, look in the windows as you are passing. Two main supermarkets in St Andrews are Tesco and Morrisons.

- JobCentrePlus

JobCentrePlus offices are run by the UK Government and are set up to help people find paid employment. The JobCentrePlus office in St Andrews is at 187 South Street (near the Westport Arch). The Careers Centre receives appropriate vacancies from the local JobCentrePlus which we advertise in the Job Shop.

- Recruitment Agencies

The nearest recruitment agencies can be found in Dundee. Visit the Job Shop in the Careers Centre for details.

- Friends and contacts

Let people know that you are looking for part-time work. For example, academic or admin staff in your department or staff in your Hall of Residence may have some ideas or even know of a vacancy.

How many hours can you work while studying

The Job Shop recommends that students should work only up to 15 – 20 hours per week. Think about how much time you can spare – don't risk falling behind in your studies because of your job. International students are not permitted to work any longer than 20 hours per week during term-time.

How much will I get paid?

It is difficult to say how much you will be paid as it depends on the type of work, your skills and the type of employer. However, all employers **must** pay their employees the UK National Minimum Wage (NMW) which is £6.08 for workers aged 22 year and over; £4.98 for workers aged 18 – 21 years (as at October 2011).

How to apply for part-time jobs

Local employers normally ask students to apply either by telephone or email. In some cases they may ask for a simple CV – a suggested format is contained in this leaflet. The “how to apply” instructions are detailed in our Job Shop adverts.

International students working in the UK while studying

Two very good website for regulations and help for international students are:-

www.ukcisa.org.uk

and

www.nases.org.uk/internationals

If you have any queries about your right to work in the UK, consult the International & Cultural Adviser at Student Support Services, Wendy Houldsworth. (Telephone: 01334 462720 or email studentservices@st-andrews.ac.uk).

National Insurance Number (NINo) – what is this and how do I get one?

If you intend to work while studying in the UK, an employer will require you to provide them with a National Insurance Number (NINo), so that they can pay your wages and make any applicable tax or national insurance deductions. UK residents are allocated a number automatically at the age of 16. However, European or International students will not have this number so will need to apply for one. You will be required to attend a NINo interview. This can be done two ways:-

In St Andrews during Semester-time we have made arrangements for a team of NINo Officers from Edinburgh to visit the Careers Centre to carry out interviews. The dates are advertised on our Events Calendar – please contact Linda or Morag at the Careers Centre to organise your appointment.

Alternatively you can telephone the National Insurance Office helpline –0845 600 0643 to book an application interview (usually with your nearest JobCentrePlus office – Cupar or Dundee).

Money matters, tax, budgeting

For advice on money matters such as tax refunds or if you feel that you cannot work because your studies would be adversely affected, please Joyce Lapeyre (Money Adviser) at the Students Support Services in the Student Union Building (Telephone 01334 462720 or email money.advice@st-andrews.ac.uk).

Any other questions?

Call into the Careers Centre between 10.00 and 5.00pm Monday to Friday and ask either Linda or Morag at Reception who will be happy to help.

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