International Students working in the UK while studying?
Good website for regulations and help for international students are:
www.ukcisa.org.uk
and
http://bit.ly/1JwAzQa

If you have any queries about your right to work in the UK, consult the
International & Cultural Adviser, Jackie Lawson, via The ASC, 79 North
Street, St Andrews.
Telephone: 01334 46 2020
Email: theasc@st-andrews.ac.uk

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
contact Joyce Lapeyre (Money Adviser) at The ASC, 79 North Street,
St Andrews.
Telephone: 01334 46 2020
Email: moneyadvice@st-andrews.ac.uk

Handy Hints for Finding Local, Part-time Work
In St Andrews

Job Shop
at the
Careers Centre
University of St Andrews

Annie
University of St Andrews
Careers Centre
6 St Mary’s Place
St Andrews
Fife KY16 9UY

T: 01334 462688
E: careers@st-andrews.ac.uk
www.st-andrews.ac.uk/careers

January 2018
What is the Job Shop?
The Job Shop advertises local part-time work for students while they are living and studying in St Andrews. The Job Shop is located in 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 do I become a member?
Job Shop vacancies are accessed via CareerConnect, our central careers hub - https://careerconnect.st-andrews.ac.uk/home.html. Full details on how to sign-up to and search for vacancies can be found on the Jobs and work experience > Part-time jobs section of our website.

How many hours can I 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 your skills, the type of work, and the type of employer. However, all employers must pay their employees the UK National Minimum Wage (NMW) which is £7.38 for workers aged 21 -24; £5.90 for workers aged 18 – 20 years (from April 2018).

How do I 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 available on the Careers Centre website. The “how to apply” instructions are detailed in our Job Shop adverts.

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:

1. 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 and by weekly email – please contact Annie Rickard at the Careers Centre to organise your appointment (contact details on the back cover).
2. Alternatively you can telephone the National Insurance Office helpline – 0345 600 0643 to book an application interview (usually with the JobCentrePlus office in Edinburgh).

Where 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 local jobs get taken very quickly.

- CareerConnect: https://careerconnect.st-andrews.ac.uk/home.html
- Newspapers. The St Andrews Citizens is a local paper published each Friday. It’s available in 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’s still worth looking as it will provide you with the details of other employers in the area.
- University of St Andrews website. The University occasionally advertises part-time positions on its website. Register your details for casual employment opportunities with the Casual Register. The period of employment can vary from a few days to a maximum of 13 weeks. If you are a new user you will be required to register with the site.
- Signs in windows of shops, restaurants, bars etc.
- Go personally to the establishment with your CV at a quiet time, (usually in the morning), and ask to speak to the manager. If the manager is unavailable, ask when would be a good time to come back.
- Shake hands with the manager and introduce yourself and present your CV. Mention if they have any questions to get in touch with you directly.
- Search Online student jobs boards,
  - eg www.gumtree.com/jobs and www.indeed.co.uk.
- 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.

All jobs displayed by the Careers Centre are displayed in good faith. Whilst we do our best to vet jobs before they are displayed, it is the responsibility of the job seeker to check the validity of the vacancy and the employer before taking up work. Students are encouraged to familiarise themselves with guidelines surrounding National Minimum Wage and volunteering - especially when gaining work experience.