

Looking for Part-Time or Temporary Work?

January 2012



A guide to finding part time and temporary work

Please seek help from your local Connexions office or alternatively you can click onto nextstep.direct.gov.uk where you can find advice on employment, applications or improve on your CV.

In this pack you will find some useful information about job hunting as well as contact details for companies that employ part-time and temporary staff. The list of companies is a snap shot and does not list every company that has opportunities for young people.

Whatever type of work you are looking for, here are some points to consider before starting your job hunting:

1. The Largest employers of students looking for part-time work are supermarkets, for examples **Sainsbury's, Tesco** etc.
2. These are followed by chain shops, such as **Marks & Spencer, Boots** etc.
3. Try to start your job search in the morning, companies will be more receptive. And remember that job searching is in itself a full time job! So an early start is required. You doing yourself no favours waking up in the afternoon!
4. **Avoid** going into a shop and asking for a job during their busiest time from 12-3pm.
5. Always have a copy of your typed CV & Covering letter when job hunting. These documents represent your skills and abilities, so make sure you have checked it for mistakes!
6. Sports shops such as **JD Sports, First Sport** and **Nike Town** are very popular and competition is fierce, hence your chances of success are very small.
7. You're going to be up against other people with similar skills, so make sure you explain yourself clearly and concisely during an interview.
8. Be aware that some shops eg **Gap, Next** expect a high level of customer service and you need to know about their company and products.
9. Apart from shops consider **Fast Food Restaurants, Sports/Theatre Venues, Sports Centres, Light Cleaning** etc.
10. If there are no vacancies, ask to leave your CV & Covering Letter on file for future jobs. Don't be disheartened, as there are lots of other places to try.
11. Don't be disheartened if a company has not got back to you. Try to follow up your applications by giving them a call to find out whether you have been successful or not.

12. Increase your chances of securing an interview by increasing the amount of application. 2 to 5 applications per week is not enough. Try to apply for as many vacancies as you can, there is no set number.
13. Job searching takes a lot of effort and planning, so be focused or get some help with your job search.
14. If you have no success, consider voluntary work half day a week with Oxfam, Scope etc. This will give you useful retail training and work experience. Also look in Thursday's Evening Standard newspaper.

Always be prepared for an interview, have the answers for these questions below:

- Why do you want to work here?
- Tell us about yourself.
- Tell us about your school experience or previous part-time jobs.
- What do you think about customer service?
- Use the internet to gain information on the company and to prepare yourself. There is lots of free advice on interview techniques, CV advice, questions to ask during an interview, telephone techniques etc.

Job - hunting takes time and effort. Preparation is essential for success. It is worth handing your CV into as many retail stores as you can. Vacancies can also be obtained this way. Remember first impressions count, so even if you are dropping off a CV, please look professional!

Good Luck!

For more vacancies check out:

- www.lois.uk.net
- www.workthing.com
- www.inretail.com

Employment Law

For People Under School Leaving Age

Very few employers are prepared to consider employing those under school leaving age. It is very rare for the larger employers listed in this guide to take on those who are still in Year 11 or below and local, independent businesses are more likely to consider taking you on.

If you are under the age of 13 it is against the law to have a job. After your 13th birthday you may have a job, which must be part-time and out of school hours. The maximum is 12 hours in any week during term time. You are also entitled to a rest break of 1hr after 4hrs work.

You cannot work:

- During school hours
- For more than two hours on any school day
- Before 7am or after 7pm - Maximum 12 hours per day
- On any non school day for more than 4 hours without a 1 hour break.
- On any week out of term time for more than 35 hours (25 hours if under 15) Between 7:00am & 7:00pm maximum of 5 hours per day if under 15 years or 8 hours per day if over 15 years.
- For more than 12 hours on any Sunday between 7:00am and 7:00pm.

Young people who have reached the minimum school leaving age but are under 18:

- May not work between 10pm and 6am without a free assessment of their health, physique, maturity, experience and competence to perform night work.
- Must be given a 12 hour rest period between each working day, unless the work is split up over the day.

You are not permitted to work in the following types of jobs: Cinema, Nightclubs, amusement parks, Sunday market stalls, theatre and function halls- unless the performance is given entirely by children.

Retail – Department Stores

Allders of Croydon

- Visit www.allders.com to view the store information and contact details.

Argos

- Visit <https://secure.argoscareers.com/retail/storefinder/index.html> to find your local store.
- Call into the local store to collect an application form.
- For Christmas jobs download an application form from https://secure.argoscareers.com/assets/858/Xmas_Application_Form.pdf and take the completed form into your local store.

BHS

- Visit www.bhs.co.uk and click on 'Careers at BHS' (bottom of page) to search and apply for vacancies.

Debenhams

- Visit www.debenhams-jobs.com and hit the **Search and apply** button.
- Select **Stores** in Where would you like to work and **London** as your region then click on **Search** and apply online.

Harrods

- Visit the Recruitment Centre with your CV. This is situated opposite the store at the Crown Court building in Basil Street.
- Visit www.harrods.com and click on 'Harrods Careers' (near the bottom of the page) for more information.

Harvey Nichols

- Visit www.harveynichols.com and click on 'careers' (bottom left hand corner) to search for positions vacant or to register your interest and send your CV.

Homebase (Argos Retail Group)

- Visit www.homebase.co.uk and click on 'recruitment' to print an application form and to locate your local stores. Send to your local store or personally take in your application.

House of Fraser

- Visit www.houseoffraser.co.uk Click on 'Careers at House of Fraser' (near the bottom of the page).

IKEA

- Visit www.ikea.co.uk and click on 'jobs' to search for vacancies.
- Write or email for application to local store only (listed on the website).

John Lewis Partnership (including Peter Jones)

- Visit www.johnlewis.com and click on 'JLP Jobs' (near the bottom of the screen) for vacancies and for instructions on how to apply.

Liberty

- Visit www.liberty.co.uk/fcp/content/careers/content and apply online.

Marks & Spencer

- Visit www.marksandspencer.co.uk and click on 'Jobs' (near the bottom of the page) the 'Vacancy Search and Apply' to find out more.

Selfridges

- Visit www.selfridges.co.uk and click on 'information Desk' (bottom right hand corner) then select 'Careers'. Select the location and the position you are interested in then click 'apply online'

Retail – Fashion

Blue Inc

- Visit www.blueinc.co.uk/help/Careers.aspx to find vacancies and apply.

Cecil Gee Menswear

- Visit your local store with your CV and ask for an application form
- or email recruitment@mossbros.co.uk / phone **02074477200** to request an application form. Send this with your CV in to: **Jane Norrington, Personnel & Development Manager, Moss Bros Group Plc, 8 St John's Hill, London SW11 1SA**
- See www.cecilgee.co.uk for more information.

Clarks

- Visit www.clarks.co.uk Click on 'Store Locator' to find your local store and apply directly to the store manager and ask for an application form.

Gap

- Visit the stores individually to enquire about vacancies.
- Visit www.gap.com and click on 'Store Locator'/'United Kingdom' to find your local store.
- Visit www.gapcareers.co.uk and click on our vacancies and apply for the online vacancies.

Dorothy Perkins

- Visit the website (www.dorothyperkins.co.uk) to view current vacancies.
- Alternatively visit the store directly with your CV to enquire about vacancies and complete an application form.

French Connection

- Email recruitment@frenchconnection.com with a CV and covering letter to enquire about vacancies.
- Visit www.frenchconnection.co.uk and in the left hand corner at the bottom of the page click careers to view current vacancies.

Hennes & Mauritz (H&M)

- Visit www.hm.com and click on 'United Kingdom'/'Working at H&M' to search for jobs or visit individual stores to apply for position.

Jane Norman

- Visit www.janenorman.co.uk click on 'stores' to view your local stores.
- Send your CV and covering letter to:
recruitment@janenorman.co.uk
- In writing to HR Department, 3 Tenterden Street, Hanover Square, London W1S 1TD
- Sales Advisor positions are generally advertised locally in the store windows - hand your CV direct to a store manager.

Jigsaw and Jigsaw Junior

- Visit the store directly with your CV.
- Visit the website (www.jigsaw-online.com)

Kookai

- Contact HR on **0207 368 8680**
- Send your CV and covering letter to : jobs@kookai.co.uk
- Visit www.kookai.co.uk for further information.
- Or visit your local store with your CV to apply for vacancies.

Miss Selfridge

- Visit www.missselfridge.co.uk Click on 'All About Us'/'Current Vacancies' to view information on vacancies and information on how to apply.
- For Christmas jobs go to www.monsoon.co.uk/page/xmasrecruit/
- Click on 'Store Locator' and find your local store and apply with your CV and covering letter in store.

Monsoon/Accessorize

- Approach the store directly to enquire about vacancies.
- Visit www.monsoon.co.uk Click on 'find a store' to locate your local store.
- Visit the stores website (www.monsoon.co.uk) for more information on careers and download an application form.

New Look

- To find stores in your area visit www.newlook.com/storeLocator/store_landing.jsp
- Call into stores to find out about vacancies and pick up an application form.

Next

- Visit careers.next.co.uk/retail/retailvacancies.aspx#link=rmb and apply online.

OFFICE

- Visit www.office.co.uk and click on careers. Look up location of store and call in to check for vacancies.
- Or email CV and covering letter to recruitment@office.co.uk

Primark

- Visit www.primark.co.uk click on 'Jobs at Primark' then 'Jobs'.

Peacocks

- Visit www.peacocks.co.uk click on 'Careers' to view current vacancies.
- Click on 'Store Finder' to find your nearest store.

River Island

- To apply for store positions, email retailhr@river-island.com
- Alternatively pick up an application form in-store and post to:
River Island, Chelsea House, Westgate, London W5 1DR
- Visit www.riverisland.co.uk and click on 'careers' for further information

Sock Shop

- Visit www.sockshop.co.uk and click on employment to search for vacancies and complete and application form.

Tie Rack

- Visit www.tierack.co.uk and click on recruitment to search for vacancies or to make a speculative application.

Topshop & Topman

- Visit www.topshop.co.uk and click on details/come work with us to search for advertised positions.
- Or print off an application form and take the completed form into your local store.

TK Maxx

- Apply directly to individual stores.
- Visit the stores website (www.tkmaxx.co.uk) to locate stores and for general information.

Urban Outfitters

- Have stores in Oxford Street, Covent Garden and Kensington High Street.
- Visit www.urbanoutfitters.co.uk/Pages/Careers/page/joblist to find vacancies and apply online.

Cafes & Coffee Shops

Caffé Nero

- Visit the **Recruitment Centre at 83/84 Long Acre, London WC2E 9NG** between 10am - 3pm Tuesday to Thursday.
- Visit the café's website (www.caffenero.co.uk) for more information.

Coffee Republic

- Visit www.coffeerepublic.co.uk and click on 'Jobs'. View the position you are interested in and click on 'Click Here' to download an application form and take it into a store.
- Click on 'Locations' to find your local store.

Costa

- Visit individual stores to speak to the manager about vacancies.
- Visit www.inretail.co.uk and click on 'See all advertisers'/'Costa' to view advertised jobs.
- Visit the café's website (www.costa.co.uk) to locate stores in your area and for general information.

Prêt A Manger

- Visit www.pret.com and click on 'Jobs' to view current vacancies and follow the instructions to apply.
- Or complete the 'Team Members Application ('Jobs'/'Working in a Pret Shop') and email to recruitment@pret.com.
- Visit the Recruitment Centre Platform 2, Victoria Station.

Starbucks

- Visit individual stores to speak to the manager about local vacancies and complete an application form.
- Or send a CV and covering letter to:
**Amar Mehta, Human Resources, Starbucks Coffee,
Freepost LON10642, London SW6 4YY**
- Alternatively, visit www.inretail.co.uk and click on 'See all advertisers'/'Starbucks' to view advertised jobs.
- Visit the café's website (www.starbucks.co.uk) to locate stores in your area and for general information.

Fast Food Restaurants

Burger King

- Visit www.burgerking.co.uk to locate stores in your area and for more information.
- Visit the store directly and speak to the Store Manager regarding vacancies and application forms.

Domino's Pizza

- Use the store locator at www.dominos.co.uk/store/locator.aspx to find your local branch.
- Visit the restaurants individually to enquire about employment opportunities.

Greggs

- Visit www.greggs.co.uk/people/recruitment/
- Complete the pre-selection questions and search for vacancies

KFC

- Visit <http://careers.kfc.co.uk/search-and-apply>
- If you are applying for positions in North or West London apply online.
- For other parts of London download the form and use the store locator to find your nearest KFC and take the completed form in.

McDonalds

- Visit www.mcdcareers.co.uk/html/apply.htm
- Complete an online questionnaire (takes about 30 minutes).
- If successful you will be invited for an interview.
- Alternatively use the 'Restaurant Locator' to find the restaurants where you would be willing to work and then visit the restaurants individually to enquire about employment opportunities.

Pizza Express

- Visit the restaurants individually with your CV and speak to the manager about possible vacancies.
- Visit www.pizzaexpress.co.uk for more information.

Pizza Hut

- Contact stores individually to enquire about possible vacancies.
- Visit the store's website (www.pizzahut.co.uk) to locate stores and for general information.

Subway

- Visit www.subway.co.uk/jobs.asp and click on 'Jobs'/'Make a store application' to complete an application form for specific stores.

Retail – Sports

Footlocker

- Call the customer service line (**0189 581 4934**) to enquire about possible vacancies, and then take your CV to stores with identified vacancies.
- Visit the store's website (**www.footlocker.com**) for general information and to locate stores in your area (click on 'Footlocker Europe' then select the country and city).
- Applicants may need 1 year retail experience.

JD Sports/First Sport

- Email your CV and cover letter to **jobs@jd-sports.co.uk** enquiring about Sales Assistant positions.
- Or approach the store directly to enquire about positions vacant.
- Visit the website on (**www.jdsports.co.uk**) click on 'Company info' then 'Careers at JD' for more information.

JJB Sports

- Visit **www.jjb.co.uk/recruitment** and click on 'Retail Sector'.
- Or send a CV and covering letter outlining positions and areas you are interested in (eg. Part time sales assistant in the Southwark area) to the head office at:
**JJB Sports PLC, Martland Park, Challenge Way, Wigan
WN5 0LD**

Retail – Music

HMV

- Employs over 18s only
- Apply online (**www.hmvcareers.co.uk**)
- Alternatively apply directly to the individual store.

Retail – Supermarkets

Asda

- Approach the store directly to enquire about possible vacancies
- Visit the stores website (**www.asda.co.uk**) to locate stores in your area and for information.

Aldi

- Visit **www.aldi.co.uk** and click on 'recruitment'. Click on the position you are interested.
- Click on 'Where to find us' to locate your local store.
- Visit your local store and ask the store for an application form.
- Submit a covering letter & CV to your local store.

Iceland

- Visit www.iceland.co.uk then click on 'job opportunities/view jobs/retail greater London'. Click on a position you would be interested in then 'apply now' to apply for the position online.
- View the store's website (www.icelands.co.uk) for your information.
- Alternatively, visit www.inretail.co.uk and click on 'Iceland' to view advertised jobs. **Part time and full time positions available.**

Lidl

- Download an application form from www.lidl.co.uk/uk/home.nsf/pages/c.c.n.sa.fm.storeassistant
- Quote SALW on the top right hand of the form and send it to: **Human Resources, Lidl Ltd, 19 Worple Road, London SW19 4JS**
- View the store's website (www.lidl.co.uk) for more information.

Morrisons

- Visit www.morrisons.co.uk/Corporate/Work-with-Morrisons/Store-vacancies/
- Download and complete an **Application Form** and take it into your **nearest store**

Sainsbury's

- Visit www.sainsburys.co.uk then click on 'Careers' then 'Instore Positions' then click on 'Continue', select Greater London as Area of Country and your area of London as Town and click on Search

Tesco

- Visit www.tesco-careers.com/home/you/stores/application-process/team-positions
- Use the **store finder** to locate local stores and contact them to find out about current vacancies.

Waitrose

- Approach the store directly to enquire about vacancies.
- Or visit www.waitrose.co.uk and click on 'Jobs'/'Job opportunities' to view positions vacant in your area.

The Co-operative Group

- Visit www.co-op.co.uk and click on 'I'm looking for a job', select the type of work you are seeking (eg retail) and complete the application form.

Whole Foods Market

- Opened in High Street Kensington in 2008 and is now the largest food retailer in London.
- To find out more about the store and apply online go to www.wholefoodsmarket.com.

Retail – Telecommunications

The Carphone Warehouse

- Visit www.carphonewarehouse.com and click on 'careers' to search for positions vacant and to register your details and CV.

The Link

- Visit www.thelink.co.uk and click on 'Careers at The Link' to search for vacancies and to make speculative applications.

O2

- Call recruitment hotline **0800 032 1002**
- Visit www.o2.co.uk and click on 'jobs at O2' to view current vacancies.
- Click on 'Retail Jobs at O2' to download an application form and send to : **Retail Recruitment, 260 Bath Road, Slough, Berkshire SL1 4DX**

The Orange Shop

- Visit www.orange.co.uk and click on jobs to search for vacancies
- Or email your CV and cover letter enquiring about vacancies in your area to jobs@orange.co.uk.

Phones 4 U

- Visit www.phones4ujobs.co.uk/recruitmentweb/default.aspx click on **Job Search**
- Select **Search our Retail vacancies** and apply online

T Mobile

- Visit www.tmobile.co.uk and click on careers to search for vacancies and apply online.

Vodafone

- Visit www.vodafone.co.uk and click on 'careers' to search for vacancies or to register your details and CV.

Retail – Other

The Disney Store

- To apply please take CV into the store in non peak periods.

Boots

- Visit the store's website (www.boots.jobs) and click on Job Search.

Card Factory

- Download application form from www.cardfactory.eu.com/news-christmasrecruitment.asp
- Find your local store at www.cardfactory.eu.com/find-a-store.asp and call in with completed application form.

Clinton's Cards

- Visit www.clintonscards.co.uk Click on 'Job Opportunities' to apply online.
- Click on 'Store Finder' to find the store local to you.

Early Learning Centre

- Visit www.elc.co.uk Click on 'About us'/'Join us' For information about vacancies and applying.
- Contact local stores for current vacancies and application form.
- Send CV with covering letter to:
**HR Department, Early Learning Centre, South Marston Park'
Swindon SN3 4TJ**

The Body Shop

- Visit www.thebodyshop.co.uk and click on employment opportunities to search for vacancies.

Game

- Visit your local Jobcentre for information about vacancies with Game.

Habitat

- Visit www.habitat.co.uk click on United Kingdom/'jobs & careers for current vacancies and to submit your CV.

Hamley's Toys

- Email your CV and cover letter to jobs@hamleys.co.uk to enquire about positions vacant.
- Visit www.hamleys.co.uk for more information.

Jurlique

- Visit www.jurlique.co.uk for company information.
- Email Susie@jurlique.co.uk to apply for Part Time Vacancies & information.

Millets

- Visit www.millets.co.uk 'Click on Jobs'/'Online recruitment board' for information and vacancies.
- Email recruitment@theoutdoorgroup.co.uk with your CV and.

Mothercare

- Visit www.mothercare.co.uk and click on careers.

Oddbins

- Visit www.careersatoddbins.com
- Click on 'Careers in oddbins' and view the vacancy you are interested in then click on the position to apply.
- Click on 'Store Finder' to view your local store.
- Employs 18+ only

PC World, Currys and Dixons

- Visit <http://isw.changeworknow.co.uk/dsgi/vms>

Poundland

- Use the store locator at www.poundland.com/pages/storefinder.aspx to find your local branch.
- Visit the stores individually to enquire about employment opportunities.

Robert Dyas

- Visit www.robertdyas.co.uk and click on careers/careers/current roles to view and apply for vacancies.

Signet (includes Ernest Jones & H Samuel Jewellers)

- Find your local stores at www.ernestjones.co.uk/webstore/storelocatorsearchbyregion.do and www.hsamuel.co.uk/webstore/storelocatorsearchbyregion.do
- Call into store to enquire about vacancies and pick up an application form

Superdrug

- Visit the stores directly to enquire about possible vacancies and to complete an application form.
- Visit www.superdrug.com for a store locator and for general information.

The Perfume Shop

- Go to www.theperfumeshop.com and click on 191 Shops UK & Ireland to find branches in your area.

Warren James Jewellers

- Find your local stores at www.warrenjames.co.uk/branchlocator.cfm
- Either apply in writing to **Warren James Jewellers, 7 Merseyway, Stockport, SK1 1PN** or call into local store with your CV.

WH Smith

- Approach the store directly to enquire about possible vacancies.
- Pick up an application form from store or download from www.application-form.org/retailer/wh-smith/
- Visit the store's website (www.whsmith.co.uk) to locate stores in your area and for general information.
- Visit www.whsmithcareers.co.uk for current vacancies, but store assistant vacancies will not always be listed.

World Duty Free

- Operate out of airports with opportunities to join full or part-time shifts, including weekends and nights.
- For further details visit www.inretail.co.uk

Tourism

British Airways London Eye

- Visit www.londoneye.co.uk then click on 'careers' followed by 'job search and apply'

Chessington World of Adventures

- Go to www.chessingtonjobs.com

Crest of London (souvenir sellers)

- Visit www.crestoflondon.co.uk
- Click on 'join the team' for information on vacancies and how to apply.

London Aquarium

- Visit www.londonaquarium.co.uk
- Click on 'jobs' (bottom of page)

Madame Tussauds

- Visit www.madame-tussauds-jobs.com

Pontins

- Visit www.careers-pontins.com/job_search.php
- Click on Search current opportunities

Science Museum

- Go to www.science-museum.org.uk
- Click on 'about us' then 'jobs'

Thorpe Park

- Go to www.thorpepark.com
- Click on 'recruitment' (bottom of page) then 'job search and apply'

The Big Bus Company (open top bus and walking tours of London)

- Visit www.bigbus.co.uk
- Click on 'about us' then 'recruitment'. Can e-mail CV

The London Dungeon

- Go to www.dungeons-jobs.com

The London Eye

- Go to www.londoneyejobs.com

Entertainment

Cineworld Cinemas

- Go to www.cineworld.co.uk
- Click on cinemas to see if there are any near you. If so click on 'careers' (bottom of page) and a CV and cover letter can be e-mailed to jobs@cineworld.co.uk

Odeon Cinemas

- Visit your nearest Odeon cinema and get an application form from the box office. Odeon say forms are kept on file for when vacancies do arise

VUE Cinemas

- Visit www.myvue.com click on 'careers' then 'current vacancies'
- Guest assistant is the only part time position and jobs are for 18+ only
- Can register for future vacancies by clicking on 'online application'

Wembley Stadium

- Must be over 18 due to licensing laws. 20 hours per week flexible according to events, £6.50 ph.
- Applicants will need to be polite, courteous, enthusiastic and friendly and enjoy working as part of a team.
- Work only available when events are taking place.
- Apply online visit www.wembleystadium.com

Other

Royal Mail

- Visit www.royalmail.com and click on Jobs (near the bottom of the page).

London 2012 Olympics

- The London 2012 Olympics have launched the first Games Time recruitment campaign - go to www.london2012.com/jobs, click on Working for LOCOG and search for Be Part Of It!
- Students can sign up for "summer jobs of a lifetime" at www.summerjobs.jobsforthegames.co.uk.
- There are also London 2012 jobs at www.jobsforthegames.co.uk including voluntary performers for the opening and closing ceremonies and hospitality vacancies paying from £7.60 to £8.30 per hour for next summer.

