

# **Job Club**

## **Information Pack**

**TABLE OF CONTENTS**

<b>THE BASICS</b>	<b>2</b>
<i>The Right to Work</i>	2
<i>UK Bank Account</i>	2
<i>Taxation</i>	2
<i>Minimum Wage</i>	2
<i>National Insurance Number (NI)?</i>	2
<i>How to apply for an NI Number</i>	3
<b>APPLYING FOR JOBS</b>	<b>3</b>
<i>Your CV</i>	3
<i>Prepare a CV online</i>	3
<i>CV Template</i>	3
<i>Covering letter</i>	5
<b>JOB INTERVIEW</b>	<b>5</b>
<i>Top advice – be prepared</i>	5
<i>Essential items</i>	6
<i>Showing your skills</i>	6
<i>The most common interview questions</i>	6
<i>After the interview</i>	6
<b>WHERE TO LOOK FOR A JOB</b>	<b>7</b>
<i>Online</i>	7
<i>Visit restaurants, cafes, shops</i>	7
<i>Large companies</i>	7
<b>INTERNSHIPS &amp; VOLUNTEERING</b>	<b>8</b>
<i>Internships</i>	8
<i>Volunteering</i>	8
<b>WORKING AT FRANCES KING</b>	<b>8</b>

## THE BASICS

### THE RIGHT TO WORK

This information pack is designed for students who have the right to work in the UK, such as those on a working holiday visa.

You will have to prove to an employer that you have the right to work. The information in this link explains how.

[Prove your right to work to an employer - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/proof-you-have-the-right-to-work)

### UK BANK ACCOUNT

You will need an English bank account. If you are staying with a host family you will need their permission to open a bank account as your bank statements and mail will be sent to their house.

You can get the relevant letter at the school reception and we can recommend a bank for you.

Many students find it easier to get an account with the online bank Monzo.

<https://monzo.com/>

### TAXATION

Most students working in the UK will get taxed at a rate of 20%. You are able to claim tax back once you leave the country if you stayed under the personal allowance of £12,570 per year. Your employer will also deduct NI (National Insurance) from your pay.

Do not under any circumstances accept cash-in-hand jobs without a contract.

### MINIMUM WAGE

You are legally guaranteed a minimum hourly wage of:

Age	Rate
<b>National Living Wage</b>	£9.50
<b>21-22</b>	£9.18
<b>18-20</b>	£6.83
<b>16-17</b>	£4.81

### NATIONAL INSURANCE NUMBER (NI)?

To work in the UK you need a National Insurance Number. Once you have a job offer, your employer will assist you with the application for the number. Your National Insurance number is a unique personal number allocated to you that is used to identify you to government departments. It ensures any contributions you make are paid into your NI account.

Your National Insurance contributions go towards the UK social security and state pension system. The NI covers for example any jobseeker's allowance or state pension that you might claim at some point in your life.

Your contributions towards your NI are deducted from your wages by your employer.

## HOW TO APPLY FOR AN NI NUMBER

If you have a Biometric Residence Permit (BRP) an NI number may be printed on the back of it. If you do not have one you will need to apply. You can only do this once you have arrived in the UK

You and your employer can go here to apply.

<https://www.gov.uk/apply-national-insurance-number>

You will need a passport and a Biometric Residence Permit (BRP).

## APPLYING FOR JOBS

### YOUR CV

You will usually need a CV (Curriculum Vitae or resume in US English) when you apply for a job. Your CV is a summary of your education, work experience and personal skills.

It will be the first impression a potential employer gets of you, so it is very important to present yourself well. Companies might receive many applications for one position, so it is important that they can find all the information they need easily.

A CV should be no longer than 2 pages and only contain information relevant to the job.

*Frances King will help with your CV. Draft your CV as best you can and then ask in reception for someone to review it with you.*

### PREPARE A CV ONLINE

You can prepare a CV online. There are many sites. You may have to pay a small fee at the end of the process to download it.

<https://www.livecareer.co.uk/>

Make sure you have everything you need before you start – see the CV template notes below to get ready.

### CV TEMPLATE

Make sure your CV includes:

- Your name
- Your current address
- A telephone and email contact
- Personal Profile / Career Objective
- Employment History
- Education
- Language skills (if applicable)

- Additional skills (such as computer skills)

Your CV does not need to contain:

- Your picture
- Your date of birth
- Your nationality
- Information about your marital status or family

Also, try to explain any gaps you have in your CV, for example “July 2021– October 2021: travelled around South East Asia”.

You will find many templates on the Internet. Here is one you can follow:

### Example Template

#### **Name**

Write your contact details across the page (saving space).

Include your mobile, email, LinkedIn and portfolio/website if appropriate.

#### **Profile**

This is optional but should be a short paragraph highlighting your relevant experience, qualifications and skills (in context) and a career objective. Always tailor the profile to the role you are applying for.

#### **Education**

Start with the most recent. Don't forget to include your degree(s) including the institution where you studied, your degree title(s) and the passes you achieved.

If you are applying for your first post after graduating, then this section can do more than just list your educational achievements: you can highlight units, modules and projects from your degree course which are relevant to the post you are applying for. For instance, final year projects are useful to promote as they provide evidence of project management skills.

You may want to add information about your secondary education especially if it shows skills such as languages. You could say which school you attended.

#### **Employment History**

This is the section which raises more questions at interview. Again, start with the most recent first. Including your job title, the organisation you worked for and dates (just the year is sufficient).

You could add relevant jobs you did as a student. Only add those which add to your experience and skill base relevant to the job you are applying for.

Be careful that you do not write a job description but write about what you achieved in that job starting each statement with an action word.

### Achievements

Did you win any prizes or awards, have a position of responsibility, captained a team, organised an event or were recognised for anything else you have done? What about any other extra-curricular activities? You should include those which support your application/CV. A popular subheading is 'Responsibilities, Interests and Achievements' usually towards the end or page 2 of your CV.

### Skills

Tailor this section to the skills the employer/recruiter wants. This could be a combination of technical and soft skills. If you have already demonstrated some skills required for the role elsewhere on your CV, then you do not need to repeat yourself here. It common to have languages, IT and soft skills here.

### References

State that references are available on request.

## COVERING LETTER

Cover letters help potential employers to quickly get an impression of who you are and why you want the job. A carefully worded cover letter will make you stand out from other applicants, so it is an essential part of your job application.

When writing your covering letter, always make sure to:

- address your reader by name
- quote the job description / reference number, if applicable
- demonstrate your knowledge and interest in the company
- explain why you are the best candidate for the job
- highlight your unique selling points and personality
- keep your letter brief and to-the-point (no more than one A4 page)
- be honest & positive
- refer to specific sections of your CV
- invite the reader to contact you, e.g. "I am looking forward to hearing from you"

## JOB INTERVIEW

### TOP ADVICE – BE PREPARED

- Try to find out something about the company
- Have a practice interview with a friend
- Be sure you know the time, date and location of the interview. Decide how you will get there and when you need to set off to arrive in good time, anticipating any delays
- Know the names of interviewers
- If you look good, you tend to feel good too. Avoid any last-minute panic by preparing what you're going to wear the night before.
- Don't go into the interview with lots of baggage
- If you are asked to bring certificates, references, etc., get them ready well in advance.

## ESSENTIAL ITEMS

A few things you should have on you on your way to the meeting:

- Your invite which should also have on it the names of the people you will be meeting
- The job description
- Your CV
- A notepad. Before you go you should note down a list of questions for your interviewer.

## SHOWING YOUR SKILLS

If you have worked in a creative industry, take examples of your work to show what you can do and what you have done. If you don't have direct reference letters, take a list of three or four professional contacts who have agreed to provide references if needed.

## THE MOST COMMON INTERVIEW QUESTIONS

Although there is no set format that every job interview will follow, there are some questions that you are very likely.

- Tell me about yourself
- What are your strengths?
- What are your weaknesses?
- Why did you leave your last job?
- Why should we hire you?
- What are your goals?
- Where do you see yourself in five years' time?
- Why do you want to work here?
- What are three positive things your last boss would say about you?
- What salary are you seeking?
- If you were an animal, which one would you want to be?

You should always have some questions for your interviewer to demonstrate your interest in the position. Prepare a minimum of five questions. Here are some good examples of the questions you could ask about the role:

- Why has the position become available?
- What are the main objectives and responsibilities of the position?
- How does the company expect these objectives to be met?
- What are the measures used to judge how successful I am in the role?
- What obstacles are commonly encountered in reaching these objectives?
- What aspirations do you have for me at the company?
- What is the main thing the organisation expects from its employees?
- Are there any plans for expansion?

## AFTER THE INTERVIEW

The first thing to do at the end of the interview is to ask the interviewer what the next steps are and when you may expect to hear from them.

It's a good idea to write a thank you email or letter to each person who interviewed you, usually within two business days. If you have made any promises to follow up with additional information, such as a link to your website, then make sure you include this.

## WHERE TO LOOK FOR A JOB

### ONLINE

These sites include jobs for people with foreign language skills especially Japanese and Mandarin speakers	Centre People: <a href="#">People First-February 2022 Recruitment &amp; 100+ Jobs for Mandarin, Japanese, Multilingual, Supply Chain in London &amp; UK   People First (people-first.co.uk)</a>
These sites are for Japanese speakers	JAC Recruitment: <a href="#">UK recruitment agency - JAC UK (jac-recruitment.co.uk)</a> Access Point: <a href="#">(access-appointments.com)</a>
This site is good for Japanese speakers looking for a part time job	Mixb: <a href="https://uk.mixb.net/">https://uk.mixb.net/</a>
Agency for various foreign language speakers	ABL Recruitment; <a href="#">Recruitment Agency for multilingual vacancies   ABL Recruitment</a>
This is a site for jobs in hospitality:	<a href="https://www.hospitalityjobsuk.com/">https://www.hospitalityjobsuk.com/</a>
This site is especially for students:	<a href="https://www.studentjob.co.uk/jobs">https://www.studentjob.co.uk/jobs</a>

### VISIT RESTAURANTS, CAFES, SHOPS

It is fine to go to a place you like the look of and ask if you can leave your CV. You may even get a job on the spot!

### LARGE COMPANIES

The cafes below are all big chains and employ large numbers of students therefore they are often looking for new staff.

Starbucks: <https://www.starbucksemeacareers.com/en>

Café Nero: <https://caffenero.com/uk/careers/find-a-job/>

Costa Coffee: <https://www.costacareers.co.uk/>

## INTERSHIPS & VOLUNTEERING

If you are happy to take part in an unpaid work experience or are looking for some part-time work, an Internship or Volunteering can also be an option.

### INTERSHIPS

Frances King has a partnership with a company that arranges internships in all types of company. Please ask us if you are interested.

### VOLUNTEERING

There are also many Charities that are always looking for volunteers. Try some of these websites for further information:

[www.oxfam.org.uk/get-involved/volunteer-with-us](http://www.oxfam.org.uk/get-involved/volunteer-with-us)

[www.rspca.org.uk/getinvolved/volunteer](http://www.rspca.org.uk/getinvolved/volunteer)

[www.redcross.org.uk/get-involved/volunteer](http://www.redcross.org.uk/get-involved/volunteer)

[www.savethechildren.org.uk/get-involved/volunteer](http://www.savethechildren.org.uk/get-involved/volunteer)

[www.vinspired.com/volunteer](http://www.vinspired.com/volunteer)

## WORKING AT FRANCES KING

From time to time, Frances King has vacancies for Work & Study at the school, in the student services and marketing departments. Students need B1 level English and can apply after a 3-month period of study at the school. The positions are unpaid but allow you to continue to study English at no cost and to gain valuable experience.