



**STAFFORD HOUSE**  
INTERNATIONAL



**CAREER CLUB**

LONDON | CAMBRIDGE | CANTERBURY | BRIGHTON

[www.staffordhouse.com](http://www.staffordhouse.com)

# INTRODUCTION

Our Career Club helps students searching for that first job in the UK. Working part-time and actually using English in the workplace is a very practical way of improving your language skills. We will support you finding a job in the vibrant and open UK jobs market. But remember your English classes must be your first priority and all work should be scheduled for hours after classes have finished for the day. Keep that work study balance in mind. Good luck with your job hunting! Stafford House is here to support you at every stage of this exciting process.

## GET THAT JOB! HOW WE WILL HELP YOU

Our Career Club meets twice a month. Exact times and days will be announced on our Career Club Board found in each of our schools. A senior member of staff will guide you through the process of getting that first job in the UK. We will help you to write a winning and dynamic CV. We will advise you on interview technique and presentation. We can guide you to relevant job advertisements and job internet sites. Finally after YOU secure that first job we will help you with practical matters such as opening a bank account and registering for a National Insurance number.

## CAN I WORK IN THE UK?

**YES** if you are from the EU or EFTA

**NO** if you are the holder of the following visas: Student Visitor Visa, Extended Student Visitor Visa, Tier 4 General Student Visa. Tier 5 visa holders may also work in the UK.

Please remember if you are not an EU or EFTA country passport holder it is illegal to work in the UK without specific written permission from the Home Office.



# SOME PRACTICAL POINTS

## OPENING A BANK ACCOUNT

You will need to open a UK bank account in order to receive your salary. Please ask us for a letter to the bank to help you do this. Remember you will need proof of address in the UK and permission of your host family if you intend using their address.

## NATIONAL INSURANCE

National insurance is a basic tax deducted from your salary to cover your NHS and basic benefits. All workers in the UK must have a National Insurance number and pay this deduction from salary.

Please call 0845 6000 643 to make an appointment to apply for your unique NI number.

You will attend an interview at your local government Job Centre. These Job Centres also provide extensive latest job listings and even more help finding that first job.

## HOW MUCH WILL I EARN?

The National Minimum Wage sets minimum hourly rates that employers must pay their workers.

Aged 25 and over £7.50 per hour

Aged 21 to 24 £7.05 per hour

18 to 20 £5.60 per hour

Under 18 £4.05 per hour

## TAXATION

Please remember that it is illegal to be paid cash in hand without correct National Insurance and income tax deductions. Both employee and employer are required to obey the law. Income tax deductions will be taken directly from your salary. You may also be liable for local Council Tax. Please ask your school for advice.

Useful additional information may be obtained at [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

## IS MY ENGLISH GOOD ENOUGH TO WORK?

Most jobs require a good command of spoken English. Any student with a level below intermediate may struggle to find a job. Remember to speak slowly and clearly when contacting prospective employers. Do not use any slang expressions during the job interview. Be polite at all times. Rest assured your English and confidence using English will grow!

## CV PREPARATION

A Good CV or Resume will aid your search for employment. We can help you to draft that winning CV. First impressions count. We can check that your CV is correct and that it accurately describes your qualifications and talents. Errors in CVs, be they factual or spelling, will not impress prospective employers. Our teachers will provide you with samples of CVs to study and learn from.

We can help you to work out what qualifications, experience, and skills are required for the jobs you are considering and think of what you have done that matches those attributes.

We will advise you on the style of CV most appropriate for the type of position you are searching for. We can help to identify key words. Many organisations these days use software to detect these keywords.

## INTERSHIPS

In addition to paid work many students benefit from the experience of internships. Largely unpaid, these internships offer valuable experience in an area of work often connected with a specific student interest such as: Architecture, Hospitality Management, Education, Business and Advertising. These are just a few of the interesting internship possibilities. For a fee we can arrange a position for you with a specialist agency. Please speak to us about this in Career Club.

# WORK IN LONDON!

## LOCAL RESTAURANTS AND CAFÉS

London is a very cosmopolitan city with restaurants serving cuisine from all over the world. There may be restaurants or cafés in your own neighbourhood that are looking for staff – you can try taking a CV in to them.

## LARGE CHAIN COFFEE SHOPS

There are many large chains of coffee shops all over London that may be hiring. You can ask in your local coffee shop, or you can look on the following websites for vacancies.



**Pret a Manger** [www.pret.co.uk/jobs/](http://www.pret.co.uk/jobs/)

**Starbucks** [careers.starbucks.co.uk/job-search-and-apply](http://careers.starbucks.co.uk/job-search-and-apply)

**Eat** [www.eatcareers.co.uk/](http://www.eatcareers.co.uk/)

**Caffé Nero** [www.caffenero.com/people/joinnero.aspx](http://www.caffenero.com/people/joinnero.aspx)

**Fast food restaurants** You can visit your local fast food restaurant to ask for current vacancies, or you can search on their websites.

**McDonald's** [jobs.mcdonalds.co.uk/](http://jobs.mcdonalds.co.uk/)

**Burger King** [www.bkcareers.co.uk/](http://www.bkcareers.co.uk/)

**KFC** [www.kfc.co.uk/join-us](http://www.kfc.co.uk/join-us)

## LOCAL SUPERMARKETS

Ask in your local supermarket for current vacancies. Some of the larger stores include Sainsbury's, Tesco's, ASDA and Morrison's.

## LOCAL SHOPS

Visit some shops in your local area to ask for part-time work. Note that you will need a very good level of English for a retail job.

## LOCAL JOB CENTRES

Many jobs are advertised in local job centres. The closest one to the school is at **97-99 Camden High Street, London NW1 7JN**. You can search on line for one that is close to where you live.

## RECRUITMENT OFFICES

Many jobs are advertised through recruitment agencies which can be found on most High Streets. You will need to be interviewed by the agency and so you will require a high level of English.

## FREE NEWSPAPERS

There are a number of free newspapers in London that advertise jobs. The two most popular ones are the Metro and the Evening Standard.

## WEBSITES

[www.london.gumtree.com](http://www.london.gumtree.com)

[www.fish4.co.uk/jobs/london-greater-](http://www.fish4.co.uk/jobs/london-greater-)

# WORK IN CAMBRIDGE!

## LOCAL RESTAURANTS AND CAFÉS

Cambridge is a very cosmopolitan city with restaurants serving cuisine from all over the world. There may be restaurants or cafés in your own neighbourhood that are looking for staff – you can try taking a CV in to them.

## LARGE CHAIN COFFEE SHOPS

There are many large chains of coffee shops all over Cambridge that may be hiring. You can ask in your local coffee shop, or you can look on the following websites for vacancies.



**Pret a Manger** [www.pret.co.uk/jobs/](http://www.pret.co.uk/jobs/)

**Starbucks** [careers.starbucks.co.uk/job-search-and-apply](http://careers.starbucks.co.uk/job-search-and-apply)

**Eat** [www.eatcareers.co.uk/](http://www.eatcareers.co.uk/)

**Caffé Nero** [www.caffenero.com/people/joinnero.aspx](http://www.caffenero.com/people/joinnero.aspx)

**Fast food restaurants** You can visit your local fast food restaurant to ask for current vacancies, or you can search on their websites.

**McDonald's** [jobs.mcdonalds.co.uk/](http://jobs.mcdonalds.co.uk/)

**Burger King** [www.bkcareers.co.uk/](http://www.bkcareers.co.uk/)

**KFC** [www.kfc.co.uk/join-us](http://www.kfc.co.uk/join-us)

## LOCAL SUPERMARKETS

Ask in your local supermarket for current vacancies. Some of the larger stores include Sainsbury's, Tesco's, ASDA and Morrison's.

## LOCAL SHOPS

Visit some shops in your local area to ask for part-time work. Note that you will need a very good level of English for a retail job.

## LOCAL JOB CENTRES

Many jobs are advertised in local job centres. The closest one to the school is at **Cambridge Jobcentre Plus Henry Giles House, 73-79 Chesterton Road, CB4 3BQ**. You can search on line for one that is close to where you live.

## RECRUITMENT OFFICES

Many jobs are advertised through recruitment agencies which can be found on most High Streets. You will need to be interviewed by the agency and so you will require a high level of English.

## NEWSPAPERS

There are a number of newspapers in Cambridge that advertise jobs. The two most popular ones are the Metro and the Cambridge Evening News.

## WEBSITES

[www.gumtree.com/jobs/cambridge](http://www.gumtree.com/jobs/cambridge)

[www.fish4.co.uk/jobs/cambridge](http://www.fish4.co.uk/jobs/cambridge)

# WORK IN CANTERBURY!

## LOCAL RESTAURANTS AND CAFÉS

Canterbury is a small city with a very lively centre. As well as being an attraction for tourists, Canterbury has a large university student population. This means there are pubs, cafes and restaurants to suit all tastes.

Large chain coffee shops: Most of the large chains are represented. You can ask in your local coffee shop, or you can look on the following websites for vacancies.

**Costa** [www.costa.co.uk/careers/in-store-careers/](http://www.costa.co.uk/careers/in-store-careers/)

**Pret a Manger** [www.pret.co.uk/jobs/](http://www.pret.co.uk/jobs/)

**Starbucks** [careers.starbucks.co.uk/job-search-and-apply](http://careers.starbucks.co.uk/job-search-and-apply)

**Eat** [www.eatcareers.co.uk/](http://www.eatcareers.co.uk/)

**Caffé Nero** [www.caffenero.com/people/joinnero.aspx](http://www.caffenero.com/people/joinnero.aspx)

**Fast food restaurants** You can visit your local fast food restaurant to ask for current vacancies, or you can search on their websites.

**McDonald's** [jobs.mcdonalds.co.uk/](http://jobs.mcdonalds.co.uk/)

**Burger King** [www.bkcareers.co.uk/Home.aspx](http://www.bkcareers.co.uk/Home.aspx)

**KFC** [www.kfc.co.uk/join-us](http://www.kfc.co.uk/join-us)



## LOCAL SUPERMARKETS

Ask in your local supermarket for current vacancies. Some of the larger stores include Waitrose, Sainsbury's, Tesco's, ASDA and Morrison's.

## LOCAL SHOPS

Visit some shops in your local area to ask for part-time work. Note that you will need a very good level of English for a retail job.

## LOCAL JOB CENTRE

Many jobs are advertised in the local Job Centre at **Northgate House, 115-120 Northgate, Canterbury, Kent CT1 1EZ**

## RECRUITMENT OFFICES

Many jobs are advertised through recruitment agencies, most of which can be found in St Margaret's Street and Watling Street. You will need to be interviewed by the agency and so you will require a high level of English.

## FREE NEWSPAPERS

The local free newspaper Canterbury Times advertises jobs. You can pick up a copy from any of the main supermarkets or in the Whitefriars Shopping Centre.

## WEBSITES

[www.kentjobs.co.uk/jobs/Canterbury-jobs/](http://www.kentjobs.co.uk/jobs/Canterbury-jobs/)

[www.gumtree.com/jobs/kent/canterbury](http://www.gumtree.com/jobs/kent/canterbury)

# WORK IN BRIGHTON!

Brighton is a vibrant cosmopolitan city with a wide range of employers both big and small. Home to American Express and numerous luxury boutiques.

## LOCAL RESTAURANTS AND CAFÉS

Brighton is a very cosmopolitan city with restaurants serving cuisine from all over the world. There may be restaurants or cafés in your own neighbourhood that are looking for staff – you can try taking a CV in to them.

## LARGE CHAIN COFFEE SHOPS

There are many large chains of coffee shops all over Brighton that may be hiring. You can ask in your local coffee shop, or you can look on the following websites for vacancies.

**Pret a Manger** [www.pret.co.uk/jobs/](http://www.pret.co.uk/jobs/)

**Starbucks** [careers.starbucks.co.uk/job-search-and-apply](http://careers.starbucks.co.uk/job-search-and-apply)

**Eat** [www.eatcareers.co.uk/](http://www.eatcareers.co.uk/)

**Caffé Nero** [www.caffenero.com/people/joinnero.aspx](http://www.caffenero.com/people/joinnero.aspx)

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**Burger King** [www.bkcareers.co.uk/](http://www.bkcareers.co.uk/)

**KFC** [www.kfc.co.uk/join-us](http://www.kfc.co.uk/join-us)

## LOCAL SUPERMARKETS

Ask in your local supermarket for current vacancies. Some of the larger stores include Sainsbury's, Tesco's, ASDA, Morrison's and Taj.

## LOCAL SHOPS

Visit some shops in your local area to ask for part-time work. Note that you will need a very good level of English for a retail job.

## LOCAL JOB CENTRES

Many jobs are advertised in local job centres. The closest one to the school is at **30-35 Edward Street Brighton**. You can search on line for one that is close to where you live.

## RECRUITMENT OFFICES

Many jobs are advertised through recruitment agencies which can be found on most High Streets. You will need to be interviewed by the agency and so you will require a high level of English.

## THESE JOB SITES ARE ALSO VERY USEFUL

[www.brighton.gumtree.com](http://www.brighton.gumtree.com)

[www.theargus.co.uk](http://www.theargus.co.uk)

[www.reed.co.uk/jobs/brighton](http://www.reed.co.uk/jobs/brighton)



## HOW TO CONTACT US

### Stafford House London

2 Southampton Place  
London  
WC1A 2DA  
Tel: +44 (0) 207 841 1590  
London@staffordhouse.com

### Stafford House Cambridge

15 Round Church Street  
Cambridge  
CB5 8AD  
Tel: +44 (0) 1223 341305  
Cambridge@staffordhouse.com

### Stafford House Canterbury

19 New Dover Road  
Canterbury  
CT1 3AS  
Tel: +44 (0) 1227 452250  
Canterbury@staffordhouse.com

### Stafford House Brighton

61 Western Road  
Brighton and Hove  
BN3 1JD  
Brighton@staffordhouse.com

### Central Admissions and Head Office

Kett House, Station Road  
Cambridge  
CB1 2JH  
Tel: +44 (0) 1223 447707