

Looking for Part-Time or Temporary Work?

15th October 2007



A guide to finding part time and temporary work

Please seek help from your local Connexions office or alternatively you can click onto www.connexions-direct.com 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 snapshot and does not list every company that have 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're 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 e.g. **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 much 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. These 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 interviews 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 in 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 dress 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 business 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 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.

BREAKING NEWS

Whole Foods Market has opened in High Street Kensington and is now the largest food retailer in London. They are recruiting now and you can find out more about the store and apply online at www.wholefoodsmarket.com

Retail - Department Stores

Allders of Croydon

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

Argos

- Visit www.argoscareers.com and click 'Create a profile' to complete an application form.
- View the store's website (www.argos.co.uk) for more information.

BHS

- Visit www.bhs.co.uk and click on 'Careers' to search and apply for vacancies.

Debenhams

- Visit www.debenhams.co.uk and click on 'job opportunities' to search for positions vacant or to register your interest.
- Call the Debenhams Information line on **0844 561 6162**.
- Visit www.debenhams-jobs.com for more information.

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 'recruitment' for more information.

Harrods are currently recruiting temporary seasonal (Christmas) Porter/Packers and Grotto Hosts - visit www.harrods.com and click on 'recruitment'

Harvey Nichols

- Visit www.harveynichols.com and click on 'careers' 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 'Corporate and Careers' / 'Careers' / 'How to apply'.

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

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

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.

M&S are currently recruiting temporary seasonal (Christmas) Customer Assistants at the Covent garden and Finsbury Pavement (Moorgate) branches - go to www.marksandspencer.co.uk and click on 'Jobs' then 'Vacancy Search and Apply'

Peter Jones

- Visit www.peterjones.co.uk and click on 'shop information' / 'recruitment' for vacancies and for instructions.

Peter Jones are currently recruiting temporary seasonal (Christmas) Selling Assistants - go to www.jlpjobs.com and click on 'Career Opportunities'

Selfridges & Co.

- Visit www.selfridges.co.uk and click on 'Joining us'/'Browse Our Vacancies'. Select the location and the position you are interested in then click 'apply online'

Woolworths

- Visit www.woolworths.co.uk and click on 'careers'/'store opportunities'. Follow the links to download an application form and either post it to your local store or drop it in personally.
- Click on 'Store Locator' to find your local store.

Retail - Fashion

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. **Sales Associate** and **Sales and Operation Associates** positions are available in many locations. **Wimbledon, St Johns Wood, Bank (City of London), Piccadilly, Oxford street, Kingston, Kings road, Kew Retail Park, Brompton road, Islington, Putney and Chiswick.**

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 for your information.

Hennes & Mauritz (H&M)

- Visit www.hm.com and click on 'United Kingdom'/'About H&M'/'Working at H&M' to search for jobs.
- Alternatively, 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

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.

Mark One

- The four ways to enquire about & apply for positions are:
- Approach the store directly (visit www.mkone.co.uk and click on the 'Store Finder' to locate the stores in which you would be willing to work).
- To download and print an application form visit www.mkone.co.uk, then 'Vacancies'/'How to Apply'/'Download Form' (this is a PDF document and you may need to 'get PDF reader' if this is not already on your computer). Print and complete the form, then send it to the address indicated on the top of the form.
- Phone the 24 hour hotline (020 8993 4799) and leave a message.
- Email pers.dept@mkone.co.uk and ask for an application form to be sent to you by post.
- View the stores website www.mkone.co.uk for more information.

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.
- 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

- Visit www.newlook.co.uk Click on 'Join Us' which will direct you to www.inretail.co.uk to view advertised jobs. **Individual stores are recruiting. You may have to ask around for vacancies.**

NEXT

- Visit www.next.co.uk then click on 'Corporate information'/'Current Opportunities' For Vacancy information.
- Visit your local store for vacancies and fill in an application form.

OFFICE

- Visit www.office.co.uk and click on 'jobs' for information on vacancies.
- Send CV and covering letter to:
Mary Groves, OFFICE London, Human Resources, 9-10 Great Sutton Street, London EC1V 0BX
- Or email CV and covering letter to recruitment@office.co.uk

Primark

- Visit www.primark.co.uk click on 'Store Locator' to find stores in your area.
- Phone the store you would like to work in or call in with your CV.
- Under 'Recruitment' only management opportunities are currently listed.

The new flagship store in Oxford Street currently has vacancies, contact their HR department on 020 7495 0420 or send CV to oxfordstrecruitment@primark.co.uk

Peacocks

- Visit www.peacocks.co.uk click on 'Careers' to view current vacancies.
- Click on 'Store Finder' to find your nearest store.
- Use the link under the vacancy you are interested in and attach your CV to apply.
- Call **0292 027 0311** or email recruitment@peacocks.co.uk for current vacancies.

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.

Warehouse

- Visit www.warehouse.co.uk click on 'Work for us' for information on vacancies.
- Click on Info & Services/Store locator to find your local store.
- Visit the local store and ask the store manager for an application form.

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.

KFC

- Phone the KFC Head Office (**0148 371 7000**) and ask the receptionist for the 'Job Line'
- Or email your CV and covering letter to **sian.evans@yum.com**
- View the restaurant's website (**www.kfc.co.uk**) for more information.

McDonalds

- Visit **www.mcdonalds.co.uk**
- Click on 'Careers' to read the 'Restaurant Crew' information.
- Click on 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.
- View the restaurant's website (**www.mcdonalds.co.uk**) for more information.

Pizza Express

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

Pizza Hut

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

Subway

- Visit **www.subway.co.uk** 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.hmv.co.uk), click on HMVcareers/store careers)
- Alternatively apply directly to the individual store.

HMV are currently recruiting temporary seasonal (Christmas) staff in their Central London stores including Harrods, Wandsworth and Hampstead. To apply go to www.hmvcareers.co.uk, select 'Store Careers' then 'Temporary Seasonal Employee' and choose central London

Virgin Megastore

- Visit the stores individually with your CV to enquire about vacancies.
- Visit www.virginmegastores.co.uk to locate stores in your area and for more information.

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

- Call **08704441234** or visit your local store to pick up an application form. 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.

Sainsbury's

- Approach the store directly for an application pack.
- For other positions (including traineeships) visit www.sainsburys.co.uk and find 'Jobs' in the 'Find Out About' drop down menu.
- Click on the 'Store Locator' to find your local store.

Tesco

- Visit www.tesco.co.uk then click on 'Careers' and register to apply for any upcoming positions.

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.

Peter Jones are currently recruiting part-time Supermarket Assistants in the Finchley Road branch.

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.

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.

Phone 4 U

- Visit www.phones4u.co.uk and click on 'about us'/'careers' to view current vacancies.
- Or visit your local store with your CV to enquire about vacancies and pick up an application pack.

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

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

Clinton's Cards

- Visit www.clintoncards.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.

Dixons

- Visit www.dixons.co.uk and click on 'jobs at Dixons' to view current vacancies or to make a speculative application.

Habitat

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

Hamleys 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 covering letter.

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

Robert Dyas

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

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.

Thresher Group

- Approach the store (Thresher, Thresher+Food, The Local, Victoria Wine, WineRack, Bottoms Up, Drinks Cabin, Huttons or Haddows) directly to enquire about positions vacant.
- Visit www.threshers.co.uk to find your local store and for your information.
- Employs 18+ only.

Whittard and Chelsea

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

WH Smith

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

Tourism

British Airways London Eye

- Visit **www.londoneye.co.uk** then click on 'Our Business'/'Recruitment' and follow the links to apply online.

Crest of London

- Visit [s](#) Click on 'Join the Team' for information on vacancies and how to apply.
- Click on 'Store locations' to view your local stores.
- Email **info@crestoflondon.co.uk** for information on vacancies.

Entertainment

VUE Cinemas

- Visit **www.myvue.com** click on 'careers'/'locations'/'Apply Here' to register interest.
- Phone **0208 396 0118** for more information and on current vacancies.
- Guest assistant is the only position part time.
- Employs 18+ only

Odeon

- Visit **www.odeon.co.uk** and click on 'Behind the Scenes'/'About us'/'Odeon employment' for information on vacancies and how to apply.
- Send your CV & cover letter to **jobs@odeonuk.com**.
- Contact the cinema of interest and apply directly.
- Employs 18+ only

Other

Royal Mail

- Visit **www.royalmail.com** Click on Work for us.
- Employs 18+ only

The Royal Mail are now recruitment Christmas temporary staff. To find out if there are vacancies in your area go to www.royalmail.com, click on 'Work for us' then click on the 'Job search' button. Select Christmas Casual Engagement under 'Contract type:' and type London in 'Key Word/Location:' (leave all the other fields as they are).