



Under 18's Guide to Working

employment4students



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Introduction

Finding a holiday or part-time job should be an adventure: a way to test out your skills, try out different roles and take on responsibilities, as well as earn money! Don't worry if you haven't worked before, we can guide you through the whole process, from deciding what to look for, right through to the application process and beyond.

Luckily there are plenty of opportunities for you and plenty of places to look for them!

Employment4students offers you some expert tips and advice for free.

As the number one source of student term time & holiday jobs, gap year work, internships, and graduate jobs, we know the odd thing or two about employment and the ways to gain the experience you want. Each month, we help over 300,000 job seekers find and apply for great student jobs to help them stay in full-time study or just to pay their way. Our recruiters range from Disney to Deloitte's so we know exactly what employers are looking for.

We have broken down the information in this guide to help you find a job, get it and remain in it!

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Chapter 1 – Finding Your First Job

Where and How to Look

Looking for your first holiday or part-time job can be rather daunting – it shouldn't be!

Here are some basic guidelines to help you out:

First think about what you are looking to gain from a job: What is important to you? Career experience? Fun? Money? It is important to look for a job that gives you what you want.

Next you may wish to consider the following points:

- Do you want to work inside or outside? (If you want to work outside, take a look at our [Summer Outside Job ideas](#))
- How much money do you need to make? Factor all your extra expenses such as travel and any food.
- How many days a week do you want to work? How many hours per day? Are you looking for long-term or short-term work?
- Location – is it possible to get to and from work for your start and finish times?

Take a bit of time to research all the companies that cover the area you are interested in. See what type of people they are looking for and if they are recruiting.

Where to look for jobs

The E4S website holds a wide variety of recruiters looking for students to fill part time and holiday jobs. Take a look at www.e4s.co.uk to get a feel for the companies looking for students, and the options available.

Other options for finding that ideal job include:

- The classified section of your local paper
- Your nearest and dearest! Your parents, friends and family may be able to suggest contacts or openings
- Your local Jobcentre Plus
- Your local high street. Take a stroll and see whether any shops or restaurants are advertising for staff in their windows
- Small businesses – they may not have full-time openings but may be glad of some seasonal help. Consider sending out a prospective letter – it shows initiative! Look at your local yellow pages for ideas
- Volunteering – if money is not your main objective, volunteering can be a rewarding, unique and fun experience. It can also look great on your CV and you may even be able to find a role that is related to your future career aspirations. For further information and ideas take a look at a website such as www.volunteering.org.uk or www.vso.org.uk

- Self-employment - want to be your own boss? Consider something easy to administer on your own – how about lawn mowing, house painting or childcare? There are a few legal things you should be aware of before becoming self-employed so make sure you contact your local Citizen's Advice Bureau (try www.citizensadvice.org.uk to find your local office). Before going ahead try the HM Customs & Revenue website www.hmrc.gov.uk



Chapter 2 – Writing Your CV and Cover Letter

Found the ideal job? Now make sure you get it!

First the CV.....

- To begin with you will need to create an up-to-date CV. There are some great CV tips on our website www.e4s.co.uk – take a look at the '[CV Advice](#)' page. Your career advisors at school may also be able to help.
- Think carefully about your strengths you wish to include on your CV. Work with your tutors to help describe your skills set and your personality, and try and match them to the job you are applying for. For example, if you are applying for a customer-facing role and you are outgoing and friendly, mention it!
- As you gain experience and qualifications add them to your CV.
- Your choice of referees are important as they can describe your personality, outline your strong points and offer an unbiased opinion on how they feel you would add value to a workplace. They can be your lecturers or an adult who knows you well (not a parent though!). Remember to mention on your CV that you have references available.

Next the cover letter.....

- Tips on doing this can be found at www.e4s.co.uk – take a look at the '[Cover Letters](#)' page.
- As with your CV, try to apply your cover letter to the role you are applying for by highlighting the skills you have that are relevant to the job.

Finally.....

- Check your grammar and spelling. Read both documents a few times to make sure they read well, and get someone else to proof read them.
- If you type your documents, ensure you sign them by hand.
- Print the CV and cover letter on a good quality paper – it helps to make a good first impression.

Now start sending!

Send both the cover letter and CV to the companies you are interested in. If you find a business that interests you but is not currently advertising, it does not hurt to contact them with an ad hoc letter and CV. You might just be lucky!

Chapter 3 – The Interview Stage

What employers are looking for.

Most employers are looking for a reliable and motivated person who has a positive attitude who works well with others. If you show you are keen then they may be happy to train you in any areas where you lack skills or experience.

As well as portraying these qualities in your covering letter, you also need to do so at the interview stage. For further tips take a look at our [interview tips](#) page.

Preparing for the Interview

Do a bit of research on the company. Surf the web, ask for a company brochure to be sent to you. If it is a local company, ask around and see what others know about the business. You need to appear keen and show that you know about the company you have applied to.

Next, think about the questions you may be asked at interview, and develop a set of replies to these questions (without sounding too rehearsed!).

Common questions can cover:

- Your strengths, weaknesses and development areas.
- How the company will benefit from employing you.
- How your skills will fit the role they have advertised.

For other typical interview questions, have a look at the [“jobsearch”](#) website.

The Interview

- To make a good first impression you need to make sure that you are dressed smartly – even if you are applying for a casual job.
- With regards to make up, tattoos and hairstyle – bear in mind that while your future employers appreciate that you are an individual, they are running a business where every member of their staff represents their company and values.
- Towards the end of the interview you are likely to be asked if you have any questions. You may wish to ask the following:
 - What are the working hours and when do they want someone to start?
 - Are you required to wear a uniform? If so, do you need to provide any part of it yourself?
 - Who you will report to, i.e. who is your direct manager?

Following the Interview

At the end of your interview, they may offer you the job immediately, or let you know in a few days. If you are successful you can accept the offer on the spot or ask them if you can think about your decision and let them know shortly.

If offered the job, you should be given a written job offer or contract before you start working, although some employers may wish to be more informal than this.

Chapter 4 – Starting Your New Job

Congratulations – you got the job! This is a chance to build solid skills, references and experiences ready for your future career.

- It is vital that you make a good first impression in any job. To do this you need to act professionally. This involves...
 - Being punctual (when arriving and leaving work, meetings, and completing tasks).
 - Communicating in a polite and friendly manner.
 - Showing respect to both customers and colleagues.
 - Demonstrating a positive attitude and a willingness to listen and learn.
 - Being a team worker and supporting your colleagues.
 - Leaving personal matters outside the work place (this includes not making or receiving personal calls on your mobile or work phone).
 - Dressing appropriately for the environment you are working in.
- Also, remember that no one expects you to know everything. If you are not sure, ask!
- If you are being put in situations you are not comfortable with or feel at professional risk, speak to your manager – they will only be able to help if they are aware.
- Finally- Stick at it! The first few days or weeks in a job for anyone, whether a first timer or a seasoned employee, are often stressful and uncertain. Give the job a fair chance and give yourself time to adjust to your new schedule, responsibilities and feelings.



Terminating your employment

- If you are ready to go back to college, or you really feel that the job is not for you, hand a written notice of termination to your manager with courtesy and good manners, abiding by your notice terms.
- You may wish to ask for a reference to use when applying for future jobs, and also ask for a P45 to ensure that you don't get taxed at the emergency rate when you start your next job.



Chapter 5 – Legal Guidelines

The Rules and Regulations

Age and legal rules and regulations – Working comes with a few age restrictions that you should be aware of. We have taken the advice below directly from www.direct.gov.uk.

How old do you have to be to get a job?

Generally, if you're under 13, you're only able to get a job in special circumstances with permission from your local authority. Once you reach the age of 13, you can only do light work. This means that you cannot do any job that could affect your health and safety or interfere with your education. Things you can do include babysitting and taking on a paper round.

These restrictions last until you become 16 and have left school, at which point you become classed as a young worker and have more choice in the jobs you can do. If you are 18 or over, you have the same work rights as adults.

Working hours

There are rules that regulate what times of the day you can work and for how long. These are different depending on your age.

| Age Group (Years) | Rules and Regulations |
|-------------------|---|
| 14 | <ul style="list-style-type: none">During term time, you can only work for two hours on weekdays and Sundays and for five hours on Saturdays.During a school holiday, you can work for up to five hours on a week day or a Saturday and no more than two hours on a Sunday.You cannot work before 7 am or after 7 pm. |
| 15 and 16 | <ul style="list-style-type: none">If you are working while you're still at school, your rights are almost identical to those of a 14 year old.However, you are allowed to work for up to eight hours on Saturdays or during the school holidays (still no more than two hours on a Sunday). |
| 16 and 17 | <ul style="list-style-type: none">If you're no longer at school, the law refers to you as a 'young worker'. As a result, there are fewer restrictions on your working hours, but there are still some rules:<ul style="list-style-type: none">You'll only be able to work for eight hours every day, or a total of 40 hours over the course of a week.You cannot usually work an overnight shift either, but there are some exceptional circumstances where you can.You're no longer limited to just 'light work', so you'll be allowed to work in places like a busy shop, restaurant kitchen or as a waiter or waitress. |

National Minimum Wage

With a few exceptions, all workers in the UK aged 16 or over are legally entitled to be paid a minimum amount per hour. This is regardless of the kind of work they do or the size and type of company. The rate is reviewed every year and any increases take place in October.

How much is the National Minimum Wage?

There are different levels of National Minimum Wage, depending on the age of the worker. The rates from 1st October 2011 are as follows:

- Adults (21 and over) receive the full rate of £6.08 an hour.
- A 'development rate' of £4.98 an hour is paid to workers aged 18 to 20 inclusive.
- Young people (those older than the school leaving age and younger than 18) receive £3.68 an hour.

Minimum Wage/Commission Jobs

You may be offered a minimum wage /commission job. This means your employer will pay you a minimum basic wage as per the above rates. Any extra work you complete successfully you will be paid on a commission rate. A good example of this type of job is a sales position where you will gain extra commission on the successful conversion of sales on top of your basic wage.

Another type of commission job, which may be advertised, could be for a self-employed position with a commission only payment. These again are fine to consider as long as you feel you can earn enough commission not only to pay yourself but also your obligations as a self-employed person. You will need to take care that these positions offer a commission rate which give you an achievable wage. The amount you take out as commission payment should fit within the National Minimum Wage rates outlined above at the very minimum.

These are great jobs if you are really very motivated and a fantastic salesperson! However if you really do need to bring home a set amount of cash each week and the basic wage offered does not cover your needs, you will be reliant on sales to bump up your wage which will never be guaranteed. If you are in this situation, you may be better looking at a fixed wage position which meets your budgetary needs.

Pay slips

You must receive a written pay statement every time you receive your weekly or monthly wages. Your pay slip will contain information about how much you've been paid and how much tax and National Insurance has been deducted. It will also show your tax code and your employee number.

If you are unsure of your tax code or how taxation works, further information can be found at: www.direct.gov.uk/en/YoungPeople. If you're still unsure try your local Citizens Advice Bureau.

Holiday Allowances

- The current 'norm' for full time employment is 28 days each year, for people who work a five-day week (5.6 weeks). Part time workers now receive the same amount of leave as full timers, but pro-rata for the hours worked.
- For workers with no normal working hours, such as casual workers you may have to wait until you have worked enough days to accrue holiday before you are allowed to take it.
- There are eight Bank Holidays in the UK. Employers are not obliged to give them as time off and if they do, they are allowed to count them as part of a holiday allowance.
- Allowance will vary if you are self-employed as the onus then falls on you to budget for your own holidays and holiday allowances would not be included in your package.
- For holiday jobs, you may not be entitled to a holiday allowance as you are basically a casual worker on a temporary contract which has a defined end point.

Take a look at www.worksmart.org.uk for further information. Look under the Young Workers section for specific advice.

Daily Breaks

Everyone is entitled to a break from work during the day. The time you are entitled to depends on your age:

- If you are 16-18, you're entitled to an uninterrupted break of at least thirty minutes when you work for four and a half hours or more.

If you are 18 and over, the Working Time Directive (which does apply to most workers), means your employer must offer you a break of at least 20 minutes if your working day is longer than six hours. This can be an unpaid break and may not count as part of your working day.

Sick Pay

- Part-timers are entitled to the same rights to sick pay as full-time staff. If companies give more than the statutory entitlement, part-timers must also get these contractual benefits.
- Take a look at this section on [Directgov](https://www.direct.gov.uk) for more detailed information and read your contract of employment to ensure you understand the scheme your employer runs and the entitlements you would be due should you fall sick.
- If you have a holiday job, again ensure that you read your contract carefully and if you are not sure of your sick pay entitlements, contact your local Citizen's Advice Bureau. You can find your local office at www.citizensadvice.org.uk.

Tax Advice

Many students pay more tax than they should on the money they earn. Here are some tips to make sure you aren't one of them:

- Give your new employer the P45 from your last job if you have had one. If this is your first job since April then ask your employer to complete a P46 as soon as you start.
- If you only work during the holidays then complete and give your employer a P38(S).

We have detailed information on tax issues for students at www.e4s.co.uk under the heading 'Student Tax'. This page outlines the tax basics, how to ensure you are not paying too much tax, how to reclaim tax and links to a tax calculator and other helpful advice centres. The information also explains the forms you may need for your new job and where to find them.

Health and Safety at Work

All employers have a responsibility to make sure that their employees' health and safety are protected at work. This means that you should expect thorough training that shows you any hazards that you may encounter during your job and the correct ways to do your job safely.

You also have health and safety responsibilities as an employee. These can include:

- Using the proper methods to carry out tasks, like lifting heavy boxes or using sharp knives
- Not putting anyone else at risk of injury
- Not wearing any clothing or jewellery that is unsuitable for the work you're doing
- Reporting any accidents or injuries to your manager.

You should have an induction course at the start of your employment and this will include the company H&S policy. Read it!

H&S Information taken from www.direct.gov.uk

First Aid and Fire Safety

It is a legal condition for work places over a certain size to have a first aider in place. You should know who they are and where to find them if needed. There should also be a fire drill procedure in place. Be aware of where the nearest fire exits and meeting points are.



Chapter 6 – Directory of Useful Websites

www.e4s.co.uk

For all the information you need on finding a job, interview tips, writing your CV and Cover letter and much more.

www.yell.co.uk

Find local businesses in your area.

www.volunteering.org.uk or www.vso.org.uk

For information on volunteering jobs.

www.citizensadvice.org.uk

Contains legal information and guidance on wide range of work related issues. You can also use this website to find your nearest citizens advice office.

www.hmrc.gov.uk

HM Revenue and Customs. Contains information on Tax and Pay.

<http://jobsearch.about.com/od/teenjobinterviews/qt/teeninterview.htm>

Useful questions you could be asked in an interview.

www.direct.gov.uk and www.worksmart.org.uk

For a wide range of employment information and guidance.

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