



Home Student's  
Guide to...

# Finding a Part- Time Job

[bathspa.ac.uk/careers](http://bathspa.ac.uk/careers)

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## Introduction

Working while you study is attractive to many students who want to support themselves financially. As well as earning money, a part-time job can provide you with other benefits too:

- Gain valuable work experience;
- Develop new skills and enhance existing ones that will be useful to you in the long-term;
- Learn about job seeking strategies and develop an awareness of recruitment and working practices;
- Demonstrate that you have experienced a working environment and understand how to behave professionally and responsibly;
- It may also be helpful for meeting new people and making new friends.

**Please note:** The University recommends that undergraduate students work no more than 15 hours per week, so that you can keep on top of your studies and maintain a good work-study-social life balance.

## Where can I find a part-time or vacation job?

The Job Shop at Bath Spa University is part of the Careers Team, and is a free service that helps students to find part-time jobs in the local area and on campus. The Job Shop was set up to help students find opportunities to develop skills and experience required by graduate employers, as well as providing the opportunity to find well paid employment.

We advertise a huge range of vacancies for part-time and vacation work throughout the year, and will only advertise jobs that meet the National Minimum Wage (NMW). The most popular jobs are those on campus (see below), as the work is convenient and usually very flexible, with a higher than average hourly rate - so expect high levels of competition!

### Using 'MyCareer' to search for jobs

- For all current vacancies login at [mycareer.bathspa.ac.uk](http://mycareer.bathspa.ac.uk) using your Bath Spa details and click on 'Search'.
- Select 'Opportunities'.
- During the university holidays, you might also like to search for other positions by selecting 'Vacation Work' using the 'opportunity type' filters.

### On Campus Jobs:

- **Student Ambassadors for the Marketing & PR Department** - Helping out on Open Days and Applicant Visit Days, showing prospective students around the campuses, being an ambassador for the University.
- **Student Ambassadors/Mentors/Tutors** - Getting involved in Widening Participation Events and Projects to inspire young people to want to go to University.
- **Administrative/Specialist Positions in the Schools/Departments** - Various administrative and specialist positions, for example: Careers Service Telephone Canvassers/Leaflet Distributors, Library Helpers, Research Assistants, Computing Support, Events Staff for Bath Spa Live, Students Union Catering, Gym or Retail.

### Register your interest in working on-campus

The recruitment for all on campus roles takes place through a central system. If you are interested in the opportunity to work for an on-campus employer, you can fill in your details at any point during the academic year, and you will then be contacted when there are vacancies. You can register your interest for on-

campus jobs through this link:

[https://ce0187li.webitrent.com/ce0187li\\_webrecruitment/wrd/run/ETREC106GF.display\\_srch\\_all?WVID=8687731GAA](https://ce0187li.webitrent.com/ce0187li_webrecruitment/wrd/run/ETREC106GF.display_srch_all?WVID=8687731GAA)

## Finding other local vacancies

Many students find part-time work by approaching employers directly in the central Bath area – these roles are likely to be in customer focused environments, such as retail or hospitality. Often these employers will advertise in windows, however you could also consult:

### Local jobsites e.g.

- [www.gumtree.com/jobs/bath](http://www.gumtree.com/jobs/bath)
- <https://www.fish4.co.uk/>
- <https://www.creativebath.org/jobs/>
- <http://www.bathnes.gov.uk/jobs>
- [www.bristolmedia.co.uk/swcreativejobs](http://www.bristolmedia.co.uk/swcreativejobs)
- [www.indeed.co.uk/Student-jobs-in-Bath](http://www.indeed.co.uk/Student-jobs-in-Bath)

### National vacancy websites for students e.g.

- [www.savesthestudent.org/part-time-student-jobs](http://www.savesthestudent.org/part-time-student-jobs)
- [www.studentjob.co.uk](http://www.studentjob.co.uk)
- [www.e4s.co.uk](http://www.e4s.co.uk)

### Social media platforms e.g.

- <https://twitter.com/jobsbath>
- [https://twitter.com/bath\\_jobs\\_uk](https://twitter.com/bath_jobs_uk)
- <https://www.linkedin.com/jobs/parttime-jobs-bath,-united-kingdom/?country=gb>

## Things to consider

- How far can you travel? What's the public transport like - can you get a bus or train to work? How long will this take and what will it cost?
- Do you need to find paid work, or would a volunteering position be a beneficial alternative?
- Do you want to work throughout the year or go home for the holidays?
- How many hours do you want to work? (Remember that you are here to study first and foremost)
- How much will I get paid?

The pay rate will differ with each employer. However, legally all employers must pay their employees the National Minimum Wage and if you are aged over 25 they must pay the National Living Wage:

<https://www.gov.uk/national-minimum-wage-rates>

## How do I apply?

For part-time/casual work it is likely that you will be required to submit an application of some sort; most commonly a CV & cover letter or application form.

## CVs

CVs should be tailored towards each individual vacancy or opportunity, so you will need to spend time making sure that you have provided evidence of your relevant skills and experience to be effective. It is important to 'sell yourself'; which may be a new and unfamiliar concept to you, but vitally important if you are going to convince employers to invite you for an interview, and stand out from other applicants.

It is not a requirement to include personal details, such as date of birth, marital status, or nationality on your CV. Attention to detail is vital; check spelling, grammar and punctuation very carefully. See page 6 for an example CV.

## Cover Letters

When sending off a CV or an application form, it is usual to include a covering letter or email. It is also important that you have tailored the letter to the position you are applying for, rather than use the same letter for each application.

You are trying to persuade the prospective employer of your suitability for the role and they will expect you to: show an interest in what the company does; match your skills and experience to the job you are applying to; and customise the letter/email (and CV) appropriately, with no grammatical or spelling errors. See page 7 for an example.

## Application Forms

Some employers will ask that you complete an application form, either on paper or more commonly online. The application form is likely to require you to input most of the details that feature on your CV (e.g. contact details/education/work experience - including dates etc.). The form might also include specific questions, such as:

- What qualities do you think you would bring to the team at X?
- What relevant knowledge, skills and experience do you think you could bring to the role?
- What do you think are the most important aspects of customer service?

You must consider these carefully, to ensure you provide answers that demonstrate your ability to undertake the role and match what the employer is looking for.

## Some examples to help you...

Here are some example CVs and cover letters to give you some ideas about what content to include and how to structure the documents; however, you should not copy these exactly as your experiences will not be the same!

## Example CV for part-time/vacation work (1pg)

# Joanne Thomas

14 Tarvit Road, Bath, BA1 2JP

Tel: 07342 801699 Email: [j.thomas17@bathspa.ac.uk](mailto:j.thomas17@bathspa.ac.uk)

## PROFILE

Keen to work part-time whilst studying for my degree in Creative Media Practice, I can demonstrate strong teamwork and communication skills that will add value to your organisation. Flexibility regarding hours worked, I intend to be Bath based during the holiday periods.

## EDUCATION

### Sept 2017 – Present, BA (Hons) English, Bath Spa University

*Responsibilities:* I sit termly on a committee of student representatives and staff members that aims to discuss and resolve student issues and requests.

*Skills developed:* Group work has enhanced my team working skills such as listening, negotiating and motivating others. As a course representative, I have developed my interpersonal skills in my liaison with tutors and peers.

### Sept 2010 – June 2017, Burnside School, Cheltenham

**A levels:** French (C), History (C), English (C)

**GCSEs:** 8 grades A-C including English Language (B) and Mathematics (C)

## WORK EXPERIENCE

### June 2016 - Aug 2017, Waterstones, Cheltenham, Books Sales Assistant

- Using an on-line database to search for and order stock, to ensure appropriate stock levels were maintained.
- Assisting customers in-store and on the telephone to help increase sales and meet monthly targets.
- Demonstrate a good level of customer service, using problem solving skills when following up queries.
- Liaising with publishers and wholesalers to check availability of products and learnt to confidently use the computerised product classification.

### Summer 2016, READ International, Cheltenham, Marketing Volunteer

- Helping the marketing team to promote the charities aims, to encourage more children to read within schools, developed negotiation skills and persuasiveness when dealing with teachers and parents.
- Proof-reading, copying, packing, and posting promotional materials to schools in advance of events.
- Asking schools to donate their second hand/out of date books to schools in developing countries and coordinating delivery to central warehouse, involved team working and organisation skills.

## INTERESTS AND ACHIEVEMENTS

- I play for the university football team and commit to regular training sessions and tournaments, which keeps me fit and has developed a sense of team spirit and achievement.
- Completing the Duke of Edinburgh Bronze Award in 2015 strengthened my perseverance and determination to succeed in challenges, through activities such as rock climbing and canoeing.

**References available on request**

## Example cover letter for part-time/vacation work

14 Tarvit Road  
Bath  
BA1 2JP

*Provide an up-to-date address for yourself.*

Mr John Smith  
Staff Manger  
Branson's Bistro and Bar  
4 North Road  
Bath  
BA2 1YZ

*Give the employers name, job title, company name and full address if possible.*

30<sup>th</sup> September 2017

*Always include the date.*

### Vacancy for part-time bar and waiting staff

*Give a reference number or job vacancy title.*

Dear Mr Smith

*NOT Dear Mr John Smith or Dear John, unless you already know him personally. If you do not have a named contact you can write Dear Sir or Madam.*

I am a first year student at Bath Spa University writing to apply for the above vacancy that you have advertised through the Job Shop.

*Explain what you are applying for and that you are a student.*

As you can see from my CV I have gained considerable experience of customer service skills in both my part-time job at Waterstones and my Marketing Volunteer post. Although Waterstones is a very different environment from a bar and bistro, it is a very busy place to work and I often used my strong interpersonal skills to effectively deal with customers who had complaints. I was given responsibility for cashing up at the end of the day and was involved in stock audits, which considerably developed my attention to detail.

*Highlight any relevant skills and experience you already have (including your degree, or volunteering).*

You will find that I am a sociable, outgoing person who is not afraid of hard work. I am available for work up to three evenings a week, including weekends but there is some flexibility if this does not fit in with your needs. I enclose my CV for your attention and I look forward to hearing from you.

*Refer to anything you have enclosed such as a CV or application form.*

Yours sincerely

*Explain when you are available for work.*

Joanne Thomas

*Finish in a friendly manner.*

*Where you start your letter with a named contact i.e. Dear Mr Smith you finish with 'Yours sincerely'. If you start with Dear Sir or Madam you finish with 'Yours faithfully'.*

*Handwrite your signature, above where you have typed your full name.*

*Use plain language and keep to one side of A4. Proof read and spell check the letter carefully. Use UK not US spell check! Employers may reject applications that contain errors.*

## Preparing for an interview on Bath Spa University campus?

Here are some example interview questions used recently by on-campus employers, with interviews lasting on average 20 minutes.

- Customer care is a big part of the role. What's your experience in the area and how can you help us improve our customer care? Have you dealt with difficult customers?
- We have to solve problems quickly, can you talk about your own problem solving strategies and tell us about a time you've solved a problem?
- How important is part-time work to you?
- What would you do if you were running late for work?
- Team work is vital for us. Please tell us about a time you've worked as part of a team. What was rewarding about it? What was challenging? And how did you meet those challenges?
- What skills and attributes could you bring to this role?
- Can you describe a time in the past when you have done something you are particularly proud of during paid or voluntary work?
- Can you tell us why you are interested in this particular post?
- Can you give an example of how you have worked without close supervision in a previous role?
- Finally, do you have any questions for us?

## Feedback from on-campus employers:

Try using the following observations of recent experiences to ensure that you put in the very best performance, should you be invited to attend an interview:

### Positive observations

- All students turned up early and well presented.
- Majority of students asked questions at the end.
- Most were honest about particular desired experience which they didn't have.
- Majority talked about past experience from other, similar roles, using their experience to relate to the role.
- Majority included examples from their experience at university (working on group projects etc.) as well as work experience.

### Areas for improvement

- Common mistakes seen across all the interviews was the lack of specific examples given.
- When asked to describe a situation where they had experienced something, students instead talked broadly rather than focusing on an actual occasion.
- Students were often prompted to give more detail when answering a question.
- A few students were clearly very nervous and really struggled to hide their nerves meaning that although they had good CVs, they didn't perform as well and score as highly as they should have done based on their experience.
- Some students had not prepared questions at the end.
- When asking questions at the end, some students enquired about things that they should have known already, indicating that they hadn't done enough research about the role.



## Further support from the Job Shop

If you would like to talk to somebody from the Job Shop team they offer a drop-in service, 12.00-2pm, Monday, Wednesday, and Friday during term-time, in Stewards Lodge (Newton Park Campus). Drop-ins may also be available at our other campuses and student accommodation buildings – visit 'My Career' for more details.

If you can't make a drop-in and would like to book a 1:1 appointment - these are available on request via the email address below (we can visit any campus or student accommodation). For more information please go to [www.bathspa.ac.uk/jobshop](http://www.bathspa.ac.uk/jobshop), email: [jobs@bathspa.ac.uk](mailto:jobs@bathspa.ac.uk) or phone 01225 875864.

## Further support from Bath Spa Careers

If you would like further support from Bath Spa Careers & Employability go to [bathspa.ac.uk/careers](http://bathspa.ac.uk/careers) to see the ways in which you can access our service, including workshops and events, appointments and to access our extensive range of resources.

You can also contact Careers Reception on 01225 875525 or at [careers@bathspa.ac.uk](mailto:careers@bathspa.ac.uk).

Please note that Bath Spa Careers does not endorse particular organisations.

(This guide was last updated in Summer 2019).

# GET A HEAD START

We're here to help you get a great start to your career. We're open all year round, so come and visit us in the Careers Space, book an appointment, or get in touch.

Careers Space, SL.G04  
Steward's Lodge

[careers@bathspa.ac.uk](mailto:careers@bathspa.ac.uk)  
01225 875525

[www.bathspa.ac.uk/careers](http://www.bathspa.ac.uk/careers)

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