

Part-Time & Temporary Work Guide December 2014

In this pack you will find information about job hunting as well as contact details for companies that employ part-time and temporary staff. The lists of companies are a snap shot and there are companies that have opportunities that have not been listed. Whatever type of work you are looking for; there are some points to consider before starting your job hunt:

- The largest employers of students looking for part-time work are supermarkets. For example, Sainsbury's and Tesco.
- These are followed by chain shops, such as Marks & Spencer and Boots.
- Almost all retailers now have an online application process but it is still worth calling into stores with your CV.
- Try to start your job search in the morning, companies will be more receptive.
- Avoid going into a shop and asking for a job during their busiest time, 12 - 3pm.
- Always have copies of your CV when job hunting.
- You can find advice on completing your CV at <https://www.clcbuildingfutures.org/EmploymentApprenticeships/JobSearch.aspx>
- Sports shops are very popular and competition is fierce.
- Be aware that many shops expect a high level of customer service and you will need to know about their company and products.
- Apart from shops, consider fast food restaurants, sports/ theatre venues, sports centers, cleaning, etc.
- If there are no vacancies, ask if they can keep your CV on file for future jobs.
- Don't be disheartened if you haven't heard back from a company. Try to follow up your applications by giving them a call to find out whether you have been successful or not.
- Increase your chances of securing an interview by increasing the amount of applications you make. 2 - 5 applications per week aren't enough. Try to apply for as many vacancies as you can.
- If you don't have any success, consider voluntary work half a day per week with Oxfam, Scope etc - this will give you useful retail training and work experience.
- If you get an interview, be well prepared – you can find advice at <https://www.clcbuildingfutures.org/EmploymentApprenticeships/JobSearch.aspx>
- You will be competing with people with similar skills and experience.

General Job Websites

- www.inretail.co.uk
- www.retailcareers.co.uk
- www.fish4.co.uk
- www.retailchoice.com
- www.monster.co.uk
- www.student-jobs.co.uk

Department Stores

Argos

- Visit <https://secure.argoscareers.com> to find your local store.
- Call into the local store to collect an application form.

BHS

- Visit <http://www.bhs.co.uk/en/bhuk/category/careers-1020358/home> and click on 'Careers' (bottom of page) to search and apply for vacancies.

Debenhams

- Visit <http://www.debenhams-careers.com/about-us/> and hit the 'Apply' button.

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 'About Us' then 'Careers' (at the bottom of the page).

Harvey Nichols

Visit <http://careers.harveynichols.com> and click on 'Current Vacancies'.

Homebase (Argos Retail Group)

- Download an application form from [http://www.totaljobs.com/Homebase Retail-jobs](http://www.totaljobs.com/Homebase_Retail-jobs)
- Visit www.homebase.co.uk and 'Store Locator' (near the top of page) to find your local stores and post the completed form or personally take in your application.

House of Fraser

- Visit www.houseoffraser.co.uk Click on 'Careers' (near the bottom of the page, under 'About Us').

IKEA

- Visit www.ikea.co.uk and click on 'jobs available' (near the bottom of the page) to search for vacancies.

John Lewis Partnership (including Peter Jones)

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

Liberty

- Visit www.liberty.co.uk/fcp/content/careers/content and apply online.

Marks & Spencer

- Visit www.marksandspencer.co.uk and click on 'Jobs' (near the bottom of the page).
- For Customer Assistant jobs go direct to <https://static.wcn.co.uk/company/marksandspencer/stores/ca.html>.

Selfridges

- Visit www.selfridges.co.uk and click on 'Careers' (bottom of page).

Fashion

AllSaints

- Visit www.allsaints.com/careers to find vacancies and apply.

Aldo Shoes

- Visit www.aldoshoes.com/us/stores to find your nearest store (select 'United Kingdom' and 'Greater London' under 'International Stores').
- Apply direct at your nearest store.

Blue Inc

- Visit www.blueinc.co.uk/careers/ to find vacancies and apply.

Cecil Gee Menswear

- Visit your local store with your CV and ask for an application form.
- Send your CV to jobs@tessuti.co.uk
- See www.tessuti.co.uk/careers for more information.

Clarks

- Visit www.clarks.co.uk and click on 'Store Locator' to find your local store and apply directly to the store manager and ask for an application form.

Gap

- Visit www.gapcareers.co.uk and click on our vacancies and apply for the online vacancies.
- Alternatively click on Store Locator (near the top of the screen) at www.gap.com and visit the store directly with your CV to enquire about vacancies.

Dorothy Perkins

- Visit www.arcadiagroup.co.uk/careers/current-vacancies to view current vacancies and apply.
- Alternatively click on Store Locator (near the bottom of the screen) at www.dorothyperkins.com and visit the store directly with your CV to enquire about vacancies and complete an application form.

French Connection

- Visit www.frenchconnection.co.uk and in the left hand corner at the bottom of the page click on 'more' then click on 'careers' to view current vacancies.

Hennes & Mauritz (H&M)

- Visit http://career.hm.com/content/hmcareer/en_gb.html and click on 'AVAILABLE JOBS' to search for jobs or 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
- Sales Advisor positions are generally advertised locally in the store windows - hand your CV direct to a store manager.

Jigsaw and Jigsaw Junior

- Visit www.jigsaw-online.com/content/careers-home and click on 'RETAIL JOBS' for vacancies in your local stores.

Miss Selfridge

- Visit www.missselfridge.co.uk and click on 'About Us' then 'Careers' (at the bottom of the page) to view information on vacancies and information on how to apply.
- Click on 'Ways to Shop' the 'Store Finder' and find your local store and apply with your CV and covering letter in store.

Monsoon/Accessorize

- Visit www.monsoon.co.uk and click on 'About Us' the 'Jobs at Monsoon' (at the bottom of page) for more information on careers and download an application form.
- At www.monsoon.co.uk click on 'find a store' (top of the page) to locate your local store and call in with your completed form.

New Look

- To find stores in your area visit www.newlook.com/storeLocator/store_landing.jsp
- Call into stores to find out about vacancies and pick up an application form.

Next

- Visit <http://careers.next.co.uk/retail/retailvacancies.aspx#link=rmb> and apply online.

OFFICE

- Visit www.office.co.uk/view/content/storelocator to look up location of your local store and call in to check for vacancies.
- Call into stores with your CV to find out about vacancies.

Primark

- Visit www.primark.co.uk click on 'Careers' at the bottom of the page.

River Island

- Visit <http://isw.changeworknow.co.uk/riverisland/vms/e/stores/search/new>

Sock Shop

- Visit www.sockshop.co.uk and click on 'About Us' the 'Store Locator' to find your local stores.
- Call into stores with your CV to find out about vacancies.

Topshop & Topman

- Visit www.topman.com/careers/search_vacancies/retail.html

TK Maxx

- Visit www.tkmaxx.com/page/storelocator to find your local stores.
- Call into stores with your CV to find out about vacancies.

Urban Outfitters

- Have stores in Oxford Street, Covent Garden and Kensington High Street.
- Visit www.urbanoutfitters.com/uk/help/careers.jsp#/vacancies to find vacancies and apply online.

Cafes & Coffee Shops

Caffé Nero

- Visit <http://careers.caffenero.com/vacancy/search> to view positions available.

Coffee Republic

- Visit www.coffeerepublic.co.uk and click on 'Jobs' the 'Current Vacancies'.

Costa

- Visit the café's website www.costa.co.uk to locate stores in your area.
- Download an application form from www.costa.co.uk/about-us/our-people/careers, complete the form and visit local to speak to the manager about vacancies.

Prêt A Manger

- Visit www.pret.com/jobs/current_vacancies/team_member_opportunities_london.htm or
- 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.
- Visit the café's website www.starbucks.co.uk to locate stores in your area and for general information.

Fast Food

Burger King

- Visit www.burgerking.co.uk to locate stores in your area.
- Visit the store and speak to the Store Manager about vacancies.

Domino's Pizza

- Visit <http://corporate.dominos.co.uk/working-for-us> and click on Store Operations to search for vacancies.

Greggs

- Visit www.greggsfamily.co.uk to find vacancies and apply online.

KFC

- Visit www.kfc.co.uk/join-us/roles/team-member to find vacancies and apply online.

McDonalds

- Visit www.mcdcareers.co.uk/html/apply.html
- Entering *London* in the *Search Our Jobs* box brings up all London vacancies
- Complete an online questionnaire (takes about 30 minutes)
- If successful you will be invited for an interview.

Pizza Express

- Visit www.pizzaexpressyourself.com/apply-now and select the external pizza slice under Restaurant roles.

Pizza Hut

- Visit www.careersatpizzahut.co.uk
- Click on Search & Apply and select Team Member
- Entering *London* in the *Postcode Search* box brings up all London vacancies.

Subway

- Visit www.mysubwaycareer.com/StoreSearch/Index?clt=en-GB and search for stores in your area to apply to online.

Sports Shops

Footlocker

- Visit <http://www.footlocker.eu/gb/en/k/careers.aspx>.

JD Sports/First Sport

- Email your CV and cover letter to jobs@jd-sports.co.uk enquiring about Sales Assistant positions.
- 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.

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 'careers'. 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 'careers' at the bottom of the website. Click on 'Current Vacancies' and search for jobs in your area.
- View the store's website www.iceland.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

- Visit their website http://careers.lidl.co.uk/cps/rde/xchg/lidl_uk/hs.xsl/4034.htm.

Morrisons

- Visit <http://www.morrisons.jobs/>.
- Go to the bottom of the page and download and complete an Application Form and take it into your nearest store.

Sainsbury's

- Visit www.sainsburys.co.uk then click on 'Recruitment'.

Tesco

- Visit <http://www.tesco-careers.com/>.
- Use the store finder to locate local stores and contact them to find out about current vacancies.

Waitrose

- Approach the store directly to enquire about vacancies.
- Visit www.waitrose.co.uk and click on 'Jobs'/'Job opportunities' to view positions vacant in your area.

The Co-operative Group

- Visit www.co-op.co.uk and click on 'Careers' to search and apply for jobs.

Whole Foods Market

- Opened in High Street Kensington in 2008 and is now the largest food retailer in London.
- To find out more about the store and apply online go to www.wholefoodsmarket.com.

Mobile Phone Shops

3 Stores

- Visit http://www.three.co.uk/About_Three/Careers_Centre.

The Carphone Warehouse

- Visit www.carphonewarehouse.com and click on 'careers' to search for positions vacant and to register your details and CV.

- Call recruitment hotline 0800 032 1002.
- Visit www.o2.co.uk and click on 'Careers' (bottom of page) to view current vacancies.

The Orange Shop

- Visit www.orange.co.uk and click on jobs to search for vacancies.
- Email your CV and cover letter enquiring about vacancies in your area to jobs@orange.co.uk.

EE

- Visit <http://ee.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.

Other Shops

The Disney Store

- Take CV into the store in non peak periods.

Boots

- Visit the store's website www.boots.jobs and click on Job Search.

Card Factory

- Find your local store at www.cardfactory.eu.com/storelocator and call in with CV.

Early Learning Centre

- Visit www.elc.co.uk Click on 'About us'/'Careers' 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 'About us'/'Careers' to search for vacancies.

Game

- Visit www.retailjobs.game.co.uk and follow the link to find your nearest store and call in with CV.

Hamley's Toys

- Visit www.hamleys.co.uk and click on 'Hamley's Careers' near the bottom of the page.

Jurlique

- Visit www.jurlique.co.uk for company information.
- Email HR@jurlique.co.uk to apply for Part Time Vacancies & information.

Mothercare

- Visit www.mothercare.co.uk and click on jobs (near the bottom of the page).

PC World, Curry's and Dixons

- Visit http://isw.changeworknow.co.uk/dixons_retail/vms/e/vacancies/search/new.

Poundland

- Use the store locator at www.poundland.co.uk/store-finder to find your local branch.
- Visit the stores individually to enquire about employment opportunities.

Robert Dyas

- Visit www.robertdyas.co.uk and click on 'Careers'.

Signet (H Samuel & Ernest Jones Jewelers)

- Visit www.hsamuel.co.uk or www.ernestjones.co.uk and click on 'Careers' (near the bottom of page).

Superdrug

- Visit www.superdrug.com
- Click on 'Careers' (under 'About Us' at the bottom of the page).

The Perfume Shop

- Go to www.theperfumeshop.com and click on 258 Shops UK & Ireland to find branches in your area.

Warren James Jewelers

- Find your local stores at www.warrenjames.co.uk/branch-locator.
- Either apply in writing to Warren James Jewelers, 7 Merseyway, Stockport, SK1 1PN or call into local store with your CV.

WH Smith

- Approach the store directly to enquire about possible vacancies.
- Pick up an application form from store or download from www.application-form.org/retailer/wh-smith/.
- Visit the store's website www.whsmith.co.uk to locate stores in your area and for general information.
- Visit www.whsmithcareers.co.uk for current vacancies, but store assistant vacancies will not always be listed.

World Duty Free

- Operate out of airports with opportunities to join full or part-time shifts, including weekends and nights.
- Visit www.worlddutyfree.com and click on 'Careers' (top of page).

Tourist Attractions

EDF Energy London Eye

- Visit www.londoneye.co.uk then click on 'Careers' (in the bottom right hand corner).

Chessington World of Adventures

- Go to www.chessingtonjobs.com.

Crest of London (souvenir sellers)

- Visit www.crestoflondon.co.uk and click on 'Jobs'

London Aquarium

- Visit www.londonaquarium.co.uk and click on 'Working with Us' (top of page).

Madame Tussauds

- Visit www.madame-tussauds-jobs.com.

Pontins

- Visit www.careers-pontins.com/job_search.php.

Science Museum

- Go to <http://sciencemuseum.org.uk/>.
- Click on 'About Us' then 'Jobs'.

Thorpe Park

- Go to www.thorpepark.com.
- Click on 'jobs' (bottom of page) then 'Job Search & Apply'

The Big Bus Company (open top bus and walking tours of London)

- Visit <http://eng.bigbustours.com/london/home.html>.
- Click 'Recruitment' at the bottom of the page.

The London Dungeon

- Go to www.dungeons-jobs.com.

Entertainment

Arsenal Football Club

- For steward jobs email stewardrecruit@arsenal.co.uk for an application form.
- For other jobs in catering and hospitality and both The Emirates and Wembley stadiums go to <https://careers.delawarenorth.co.uk>.

Chelsea Football Club

- Go to www.chelseafc.com/vacancies for current vacancies.

Fulham Football Club

- Go to www.fulhamfc.com/recruitment for current vacancies.

Cineworld Cinemas

- Go to www.cineworld.co.uk.
- Click on 'Careers' (near the bottom of the page), then click on 'Find Jobs'.
- There is a very good guide to their online selection process in the FAQs section.

Odeon Cinemas

- Visit www.odeon.co.uk or visit your local cinema and get an application form from the box office (Odeon say forms are kept on file for when vacancies do arise).
- You are most likely to be searching for team Member vacancies.

VUE Cinemas

- Visit www.myvue.com click on 'Careers at Vue' then 'Current Vacancies'.
- Guest assistant is the only part time position and jobs are for 18+ only.
- Can register for future vacancies by clicking on 'Online Application'.

Other

Royal Mail

- Visit www.royalmail.com and click on 'Jobs' (near the bottom of the page).

Spotless

- Vacancies such as cleaners and housekeepers at events in London.
- Visit www.spotless.com and click on 'Jobs and Careers' (near the top of the page).

Sword

- Event stewards - NVQ2 Spectator Safety certificate needed.
- Apply at www.sword-security.co.uk/jobs.html.