Careers staff can support you in your search for part-time and vacation work. We can talk to you about where to look for current vacancies and how to make strong applications and approach employers. We also highlight things that you need to be aware of such as paying tax, National Insurance and the National Minimum Wage.

Q: Where can I find local part-time vacancies?

- Careers has information about local part-time jobs on our Job Shop pages at [www.brookes.ac.uk/job-shop/](http://www.brookes.ac.uk/job-shop/), we also advertise part time jobs both on and off campus on our noticeboards in JHBB and online. Visit us in Careers or go to the job vacancy registration page which you have to complete to be able to search for part-time vacancies. Graduates from Oxford Brookes University who have completed their studies within the last 3 years need to register via the “Graduate Registration” section.

- Recruitment agencies offer part time and vacation work. Contact details can be found in the Yellow Pages ([www.yell.com/](http://www.yell.com/)) under ‘Employment Agencies’ and ‘Oxford’. It is usually very easy to register with an employment agency, just call in. Don’t forget to take your passport (this applies to ALL students regardless of nationality) as you will not be able to register without it.

- Local shops, bars and restaurants often advertise for staff through a notice in their window.

- Further useful vacancy websites:
  - [www.facebook.com/oxfordbrookescareers](http://www.facebook.com/oxfordbrookescareers) - regularly updated with opportunities.
  - [www.indeed.co.uk](http://www.indeed.co.uk) – you can do a search for ‘part-time jobs’ in ‘Oxford’.
  - [www.dailyinfo.co.uk/jobs/index.html](http://www.dailyinfo.co.uk/jobs/index.html) - a very useful source of local Oxford information, including job vacancies.
  - [www.oxfordtimes.co.uk/jobs](http://www.oxfordtimes.co.uk/jobs) - local Oxfordshire jobs.
  - [www.brookes.ac.uk/vacancies](http://www.brookes.ac.uk/vacancies) - jobs within Oxford Brookes University.
  - [www.gumtree.com/jobs/oxford](http://www.gumtree.com/jobs/oxford) - more local jobs.
  - [www.oxfordshire.gov.uk/jobs](http://www.oxfordshire.gov.uk/jobs) - jobs with Oxfordshire County Council.
  - [www.oxnet.org.uk](http://www.oxnet.org.uk) - voluntary work experience in Oxfordshire.

Q: Do I pay tax if I work part-time as a student?

Students are not exempt from paying tax & National Insurance; it all depends on how much you earn. When you start earning, tax and National Insurance will automatically be paid to the government by your employer from your wages; this is called ‘Pay as Your Earn’ or PAYE. When you start work your employer will need to submit information about you to Her Majesty’s Revenue and Customs (HMRC) – a
department of the UK Government. They may collect this information by asking you to complete a P46 form or a Starter Checklist. They will have to send the information collected to the HMRC electronically. It is important to provide this information to your employer to ensure you only pay the necessary tax amount. You are allowed to earn £10,000 in the tax year (6 April 2014- 5 April 2015) before tax must be paid. This is called your ‘personal allowance’. If you do not earn more than the personal allowance in one year, but you paid some tax during that year, you may be eligible for a tax refund. For more information visit: https://www.gov.uk/student-jobs-paying-tax

Q: How much will I get paid in a part-time job?
It depends on the work. Most part-time work is paid by the hour and employers in the UK must pay at least the National Minimum Wage (NMW). From 1 October 2014 the NMW rates are: £6.50 per hour for workers aged 21 years and older (a ‘development rate’ of £5.13 per hour for workers aged 18-20). For more information see the HM Revenue and Customs web site at: https://www.gov.uk/national-minimum-wage-rates

Q: I am an International Student. Can I work part-time during my studies?
Most international students are allowed to work part-time in the UK during their studies, but it is very important that you are sure that your immigration status/visa allows you to do this. There are restrictions on the number of hours you can work each week and in the type of work you can do. For current and accurate information please look at the information produced on the UKCISA (UK Council for International Student Affairs) web pages at http://www.ukcisa.org.uk/International-Students/Study-work--more/Working-during-your-studies/
We also have a Hot Tips Information Sheet ‘International Students and EEA Students Working in the UK’

Q: Do I need a National Insurance (NI No) number?
Yes. If you do not have a National Insurance number you will need to apply for one if you want to work in the UK. Your employer can allow you to start work before your National Insurance number is issued. You will need to apply for one by telephoning the Jobcentre Plus NI Allocation Service on 0845 600 0643 between 8.00am - 6.00pm, Mon - Fri. (If you have hearing or speech difficulties, call the text phone on 0845 600 0644.) If you are applying for a NI number for the first time, choose option 1 in the menu you hear. During the telephone call you will be asked the following questions:

- Are you living in the UK now?
- Have you have applied for a National Insurance number before?
- Why do you need a NI number?
- What kind of work are you going to be doing (employed or self-employed)?
- What is your nationality and do you have any other nationality?

You will then be asked for the following information:

- your full name (AS IN YOUR PASSPORT)
- your date of birth (Day/Month/Year)
- if you are an EU national, the date you arrived in the UK
- if you are non-EU national you will be asked what kind of visa you have, the place where it was issued and the date it expires. If the visa was issued in the UK you will also need to remember the date you arrived in the UK
- full address and postcode of where you are currently living
- contact telephone and mobile number (this must be a UK mobile number)

You will be given a reference number so when you call please have a pen and paper ready. You should be told during the phone call whether you will be able to make a postal application or will need to attend an Evidence of Identity (EOI) interview at your local Jobcentre Plus. If you can make a postal application the form will be sent out to you. If you have to attend an interview you will be probably be told where and when the interview will be held. You will also be sent out a notification letter confirming the details of the date, time, location and a list of documents that you need to take to the interview. At the moment, if you have been issued a visa in the UK or you are an EU national, you will probably be called for an interview. If you were issued your current visa outside the UK, you will probably be asked to make a postal application and will not have to attend an interview. The Jobcentre Plus is trying to take less than four weeks to send out your National Insurance Number. This number will be sent to you in a letter which must be kept safe. For further information: http://www.direct.gov.uk/en/MoneyTaxAndBenefits/Taxes/BeginnersGuideToTax/NationalInsurance/IntroductiontoNationalInsurance/index.htm

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