

Finding part-time, temporary or seasonal work



Are you looking for work you can do over summer, until you go back to college?

Do you want a permanent part-time job to get a regular wage?

Towards Christmas, are you looking for work to get extra money to go out or buy gifts?

If so read on...

Temporary work through an employment agency

Many companies rely on 'casual' or temporary staff to help get them through busy periods. When they are busy they want staff, when they aren't, they don't. To make life easier for themselves, some companies use employment agencies to supply them with temporary staff. While this makes life easier for the company, it can cause problems for the employee: If an agency doesn't have work to give you, then you won't have work to do. No work means no pay.

Most Employment Agencies seem to prefer people aged 18 or over. Although it is illegal to discriminate against job hunters on the basis of age, the reality is that 16/17 year olds do find it very difficult to get work through agencies, and some young people get no offers of work at all. Some jobs have age-related insurance restrictions.

Because most young people don't have much experience of working, the sorts of work they get offered, when work is actually available, tends to be low-skilled. This can mean packing, working in a factory or warehouse for example. The work can be boring, repetitive, and you may get very little training. If you are looking for a job where you will develop your skills, or achieve further qualifications then agency work isn't the best option.

However, some young people find the work offered by Employment Agencies is just what they are looking for, and the amount paid per hour can seem very attractive. As long as you get enough hours of work each week, your weekly wage can be quite good.

Not all agencies handle the same kinds of work, so if you call an agency make sure you ask if they handle the sort of work you are looking for.

If you are under 18 an Employment Agency should ask you for a letter from Connexions. We call this an agency letter or a letter of vocational guidance, and it shows the Employment Agency that you have discussed why you want to do agency work and understand the advantages and disadvantages of this style of working. We suggest you photocopy this letter so that you can register with more than one employment agency.

Download our list of local employment agencies which might occasionally take on young workers from www.connexions-leics.org/library. Scroll down to **WorkWise**

There are lots more employment agencies in Leicester. You can find the one closest to you by looking in The Phone Book under "Employment Agencies" or searching on www.yell.com.

Part-time and weekend jobs

Many companies need a mixture of full-time and part-time staff to help them cope with busy periods. A supermarket for example is much busier on a Thursday evening than first thing Thursday morning. The company saves money on staffing by matching the number of staff it employs to the needs of the business. No company wants to waste money on staff that aren't going to be kept busy.

Sometimes people ask, "Where can I look for work?" You'll notice that Connexions Leicester Shire's website contains very few part-time or weekend vacancies. This means that if you are looking for part-time or temporary job you'll need to search in a different way.

It helps if you think about what people do at different times of the day and week. Most people go out shopping, eating and drinking in the evenings and at weekends. This means that the sort of companies that want part-time or weekend-only staff tend to be supermarkets, shops, bars, restaurants, fast-food outlets and hotels.

It's also useful to think about how certain types of job are done at particular times of day. Cleaners, for example, do their jobs when the offices and factories they clean are free of staff. This means they usually work in the early evenings or mornings. Although most cleaning companies prefer to take on permanent staff, because of the need to be sure their staff are trustworthy and reliable, some companies might take temporary staff. Most cleaning companies are listed in the Yellow Pages and www.yell.com. Another good place to look is in the JobCentre Plus jobs search pages on <http://jobseekers.direct.gov.uk> as this allows you to search for just part-time jobs.

Many businesses that employ part-time staff don't put much effort into promoting their vacancies, so you can't rely just on looking at the Leicester Mercury Jobs pages or on websites. It may help if you walk round your local area to identify shops, cafes, restaurants, and smaller supermarkets you can approach to ask for work. This can be a time consuming and frustrating process, but it's worth doing. We strongly recommend that you take with you several copies of your CV, a portfolio of your achievements from school if you have one and the contact details for people willing to provide you with references.

Seasonal work

Summer work

During summer it is easier to get work in fruit picking & packing, cleaning-up the environment, holiday camps, activity centres, festivals, and theme parks. The jobs available can include receptionist, lifeguard, car-park attendant, entertainer, and shop assistant. However these jobs can be very competitive and work may not be local. Spring and Summer are also a time when more people get married and this can create additional opportunities for people to work as waiters and waitresses.

Autumn/Winter work

In late October to January, the Christmas shopping period, shops become busier and tend to stay open late. People out to "shop 'til they drop" want food and drinks to keep them going, so cafes and fast-food outlets become busier. Bars & restaurants also become busier with people going to Christmas parties, and this creates jobs for waiters and waitresses and glass collectors. We suggest you start looking for Christmas temporary jobs from the beginning of October. To keep shops supplied with goods, and restaurants supplied with food, factories also become busier. There might be work available packing goods in seasonal wrappings, or simply making sure enough goods are made.

Where to look for work

Whether you are looking for part-time or seasonal work, it's worth remembering that chains of supermarkets tend to deal with recruitment for each store separately. This means if you are serious about looking for work, you will need to approach the Personnel Department or manager of each store you're interested in working at. An increasing number of companies also advertise job vacancies on their websites. You may have to dig around the website to find information about recruitment (try searching for 'careers' or 'jobs' or check for these at the bottom of the home page), and not all branches of the same chain may advertise vacancies on the internet.

It's also useful to ask around shopping centres such as Fosse Park, The Haymarket and Highcross as well as local shops, and restaurants. Sometimes you will see a card in an employer's window saying that they need staff, and there is always value in checking the websites of the large retailers. More than ever, employers are using the internet to advertise their job vacancies and to promote careers within their company.

For our list of useful websites for finding jobs go to www.connexions-leics.org/library and scroll down to **WorkWise**.

As well as looking for work in familiar places, don't overlook less familiar sources of work such as sandwich shops, petrol stations, 24-hour supermarkets, leaflet distribution, and charity street-collections. These sorts of work are usually advertised in the small adverts in

the local paper, or people hear about jobs from their friends, but you have nothing to lose by approaching companies to ask if they have any job vacancies.

How to get a job

Remember, if you start looking for work after other people have already snapped up the jobs available, your chances of getting a job become much worse. The four most important factors in getting a job are:

- **Start looking early**
- **Don't go for jobs you don't have the skills to do**
- **Don't be too picky ... and finally, market yourself effectively**

Tips for marketing yourself effectively

.. Think about the skills or experience of work you already have.

.. Employers are usually interested in what you can do for them, and less interested in what qualifications you do or don't have, so concentrate on what you have to offer.

.. If you don't know what skills or qualities a certain type of job requires, then consider looking at the career information on <https://nextstep.direct.gov.uk>;

.. Prepare a good quality CV that describes what you have to offer. This is your personal marketing tool that you can use to show an employer the skills, qualities and work experience you have to offer. We suggest you try and tailor your CV to the sort of job you're trying to get. **There is an example of a CV, and a worksheet you can use to start preparing your own unique CV at the end of this document.**

.. We recommend that if you intend to post your CV to potential employers, you include a covering letter. A covering letter is not just sent out of politeness, it is an opportunity for you to draw attention to particular skills or experience that you want the employer to notice, and to indicate to the employer what you hope to happen. You may say, for example, that you intend to 'phone the employer after they have had time to look at your CV. This motivates them to contact you and gives you an opportunity to get feedback on your application. **We have included an example of a covering letter at the end of this document.** All you need to do is adapt the letter to suit your needs.

.. You can go to a Connexions Centre to type up your CV for free. A Connexions adviser can also help you think about what you want to say on your CV, offer ideas for overcoming specific problems like having no qualifications, and check your spelling and punctuation if necessary. Ask about CV workshops at your nearest Connexions centre.

.. Think about what sorts of work you are able to do, and when you are available for work. Some jobs may have early starts or late finishes, so you need to consider how you'll get home or, more importantly, how you'll get to work on time.

.. Make a list of the companies you want to contact.

.. Get names of companies from family, friends, shop-windows, the Yellow pages, and the Leicester Mercury.

.. Approach the companies in the right way, at the best time of day: Shops and cafes are often busiest at lunchtimes, and serving paying customers will be more important than talking to you, so introduce yourself when it's not so busy.

.. If possible, approach companies face-to-face. People are more likely to respond to a personal approach than if they just get your CV. Make sure you have your CV handy, just in case they ask for it

.. If you plan to approach Employment Agencies and you're 16/17, ask Connexions for an Agency Letter.

Useful resources



Information about the world of work, including downloadable lists of job hunting websites and local employment agencies.

www.connexions-leics.org/library

Work it!

Step by step guide to finding a job or apprenticeship. It includes tips on CVs and applications, going for interviews and starting a job. Pick up a copy from a Connexions adviser or your local Connexions centre, or download a pdf version from:

www.connexions-leics.org/library



For more general information and useful links: www.connexions-leics.org/findingwork

CV example

Pat Mustard
1 Nowhere Street
Leicester
LE1 2CU
0116 456 7890 pmustard@anynet.com

PERSONAL PROFILE

I am an enthusiastic, hardworking and honest person who can be relied on to work to the best of my ability. I have good practical skills and I take pride in doing a job well. I am looking for temporary work where I can be part of a team that is physically active.

SKILLS AND QUALITIES

- Strong practical skills
- Able to work to a consistently high standard
- Well organised and motivated
- Reliable and confident team worker
- Keen to learn new skills
- Understanding of health and safety at work

WORK EXPERIENCE

July 2011 Doyle's Window Tinting Ltd., Leicester Window Film Applicator

- Responsible for measuring and cutting tinted window film
- Applied films accurately to vehicle windows
- Checked finished work against a quality checklist
- Worked under pressure and towards targets

November 2010 – January 2011 B. Brennan Ltd., Leicester Assistant Mechanical Engineer

- Provided general assistance to the mechanical engineer
- Worked on lorry engines by diagnosing faults
- Worked in a practical environment and used a range of tools
- Provided an MOT service by working with a team of engineers
- Kept the workshop clean and tidy

EDUCATION

May 2010 – November 2010 Rathbone Training Centre, Leicester

Whilst at Rathbone I worked towards key skills in literacy and numeracy. I also developed my communication, teamwork and problem-solving skills.

September 2007 – June 2009 Bosworth Community College, Desford

Educated to GCSE standard in Engineering, English, Maths, Science, History, Design and Technology.

HOBBIES AND INTERESTS

In my free time I enjoy participating in extreme sports such as skateboarding and BMX riding. I like to keep fit and healthy and train on a regular basis. I enjoy going to the cinema and bowling. I have also raised money for Rainbows Children's Hospital and participated in the Walk For Life.

REFERENCES Available on request

Covering Letter example

16 October 2011

1 Nowhere Street
Leicester
LE3 2CU

Ted Crilley
General Manager
Leicester Industrial Components Ltd
Jack Hackett Close
Leicester
LE4 5CU

Dear Mr Crilley

I am pleased to have this opportunity to send you my CV for your consideration in relation to the vacancy for a **Temporary Order Picker** you placed on the *This is Leicestershire* website recently.

As you will see on my CV I have experience of working in an industrial environment. I feel I have the attitude and the practical skills you could be looking for, and I can be relied on to work quickly, to a high standard and with little supervision.

I would very much like to have the opportunity to meet you and tell you more about what I have to offer.

I look forward to hearing from you.

Yours sincerely

Pat Mustard

Name

Address

Contact details

PERSONAL PROFILE

SKILLS AND QUALITIES

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WORK EXPERIENCE

EDUCATION

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REFERENCES

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