

# Looking for part-time and casual work

95% of part-time or casual work is not advertised - so why wait for a job advertisement to appear in the newspaper? This leaflet aims to help you get hold of those hard to find vacancies.



## Where do I start?

You could seek out opportunities and target companies direct. Although the internet is a great tool to help you find your new job, using a more traditional method such as cold calling and sending speculative letters, for example, can be equally successful.

Speak to friends and family to find out if they can offer you any advice on where to find work, how they made a good first impression when they were looking for work and if they know of any companies who take on part-time staff.

One way to check out job opportunities in your area for part-time work is to go directly into shops and food outlets to ask if they require new staff. Some shopping centres have job boards where vacancies are advertised.

If you choose to visit potential employers, you need to be prepared and consider the following points:

- Make sure you look smart and clean when you visit companies
- Try and visit companies on your own. If you do not feel confident about going on your own only take one friend with you - do not take a group. Ensure that your friend will take what you are doing seriously. Don't take anyone with you who may give a bad impression to employers
- Be safe! If you are cold calling on your own, let someone know where you're going and what time you expect to return
- Be enthusiastic, clear and confident
- Answer any questions fully - don't just give 'yes' or 'no' answers
- Smile - this always eases a situation
- Think about your body language - slouching or leaning on a counter will make you look bored and could suggest you're not really interested in working there

## These websites might help

[www.connexions-direct.com](http://www.connexions-direct.com)

[www.direct.gov.uk/en/EducationAndLearning/14To19/](http://www.direct.gov.uk/en/EducationAndLearning/14To19/)

[www.thesite.org.uk/workandstudy](http://www.thesite.org.uk/workandstudy)

[www.connexions-tw.co.uk](http://www.connexions-tw.co.uk)

## Making a good impression

Creating a good impression is important and someone will make up their mind and make a judgement on you in almost the first minute. It is useful to have a copy of your CV with you, preferably word-processed, so you can leave it if there is nobody to speak to at the time. If you are leaving contact details with employers make sure they are appropriate. An e-mail address, for example, should not contain wording which an employer might find offensive. If you are leaving a phone number think about the answer machine message you use.

Sometimes employers may ask you to fill in an application form on the spot, so be prepared! If you do not feel confident about this, ask if you may take the form away to complete at home. It is always a good idea to get someone to check it for you before sending it back.

## What to do next

Find out how and when the employer will get back in touch with you. Take a contact name and telephone number. If you don't hear back when you expected to, don't panic - telephone the employer and ask politely whether they have made a decision and when you might expect to hear from them.

## Where to find help

For tips on writing your CV and completing application forms, click onto **[www.connexions-tw.co.uk](http://www.connexions-tw.co.uk)**.

The date Year 11 students can legally leave school is the last Friday in June. If you are below the minimum school leaving age, you must have an employment permit issued by the local authority where you will be working. You must also have your parents' or carers' consent to work part-time. See our leaflet **Working while still at school** for more information.

All Connexions information products can be supplied in large print, audio, Braille or languages other than English. If you require this service or would like more information please contact your local Connexions Centre.

# Connexions Centres

## Interchange Centre Gateshead

Direct Line **0191 433 6800**

Opening times

Mon-Fri 9.30am-5.30pm

Sat 10am-3pm

## Newbottle Street Houghton-le-Spring

Direct Line **0191 443 2972**

Opening times

Mon and Fri 10am-4pm

Tue and Thur 10am-5pm

Wed appointments only

## Percy Street

### Newcastle upon Tyne

Direct Line **0191 277 1944**

Opening times

Mon-Fri 9.30am-5.30pm

Sat 10am-5pm

## Russell Street

### North Shields

Direct Line **0191 290 0415**

Opening times

Mon-Fri 9.30am-5.30pm

Sat 10am-3pm

## Ocean Road South Shields

Direct Line **0191 424 6630**

Opening times

Mon-Fri 9.30am-5.30pm

Sat 10am-3pm

## Fawcett Street Sunderland

Direct Line **0191 443 2950**

Opening times

Mon, Wed 9.30am-5.30pm

Tue, Thur, Fri 9.30am-5pm

## The Galleries Washington

Direct Line **0191 443 2986**

Opening times

Mon, Wed, Thur 10am-5pm

Fri 10am-4pm

Tue appointments only

## Connexions Direct

Call free on **080 800 13 2 19**,

text **07766 4 13 21 9** or visit

**[www.connexions-direct.com](http://www.connexions-direct.com)**.

Open 8am-2am, Mon-Sun

[www.connexions-tw.co.uk](http://www.connexions-tw.co.uk)