

Part time job FAQs

Q : How do I register / apply for jobs?

A : In order to search our vacancies you must register and/or log in to Gradsouthwest via the 'Search for vacancies' page on the Student Jobs website. When you find a job of interest, you should apply for it by following the instructions provided by the employer in the vacancy details.

In general your application should include:

- Any relevant experience you have
- What in particular you would bring to the role
- Your availability
- The best way to contact you.

Please remember that before applying you should be sure that you can commit to the hours of work stated in the job description, and the entire duration of the contract.

Q : Where can I get help with my CV or interview preparation?

A :

- Download the 'Part-time CV Guide' from Student Jobs website.
 - Call in to Career Gateway and the staff in there will be happy to help.
 - Our Career Gateway staff will also be happy to offer direction on how to prepare for an interview, information on different types of interviews, and how to stand out as an interviewee.
 - The Plymouth University Careers website (www.plymouth.ac.uk/careers) has a wealth of information on many different topics including CVs, job application forms, and interviews.
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Q : How will I know if my applications are successful?

A : If your application is successful you will usually be contacted by the employer or the Student Jobs service by email or by telephone, to arrange an interview. In some cases the employer may be happy to offer you the position over the phone and will then provide you with details of the role including start date, location etc. Due to the large number of applications that employers receive for part time jobs it is not guaranteed that you will hear if you have not been successful in your application. If you are unsure as to the progress of your application then you may wish to contact Student Jobs.

Q : How many hours can I work?

A : Plymouth University recommends that you limit your employment to no more than 20 hours a week so that your part time job doesn't interfere with your work load and ultimately your degree.

Q : I am an International student – can I work in the UK?

A : International students are, in most cases, eligible to work in the UK. However there may be restrictions in place, dependent on your personal situation and nationality. For more information see the 'International students' information on the Student Jobs website.

Q : What do I do if I am ill or going to be absent from work?

A : Each employer will have different regulations regarding absence procedures. You should ideally contact your workplace manager direct but if you do not have their contact details please notify someone in authority at your workplace as soon as you know you are going to be absent so they can communicate this to your manager. For a period of illness lasting a week or less, most employers require you to complete a self-certification form. If you are ill for more than 5 days most employers will require you to produce a Doctor's note detailing your illness, and consequentially why you have been unable to work.

Q : How do I claim my holiday pay?

A : Each employer will have different rules relating to holiday pay. You will need to speak to your employer to determine whether they pay holiday pay and at what rate. If you work directly for the University your holiday pay will be included in your hourly rate which will be specified in your letter of employment.

Q : What do I do if I have a complaint about Student Jobs?

A : We do everything we can to ensure our students are happy with our service and the work opportunities you are given access to, and will do our utmost to resolve any problems. In the first instance you can email the details of your complaint to nick.crawley@plymouth.ac.uk.