

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 list of companies is a snap shot and does not list every company that has opportunities. Whatever type of work you are looking for, here are some points to consider before starting your job hunting:

- The Largest employers of students looking for part-time work are supermarkets, for examples Sainsbury's, Tesco etc.
- These are followed by chain shops, such as Marks & Spencer, Boots etc.
- 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 from 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, hence your chances of success are very small.
- 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 Centres, Cleaning, etc.
- If there are no vacancies, ask to leave your CV on file for future jobs.
- Don't be disheartened if a company has not got back to you. 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 application. 2 to 5 applications per week is not enough. Try to apply for as many vacancies as you can, there is no set number.
- If you have no success, consider voluntary work half day a 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/Portals/0/DocDirectory/1232/Interviews.pdf>
- you will be competing with people with similar skills and experience
- If you have no success, consider voluntary work half day a week with Oxfam, Scope etc - this will give you useful retail training and work 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 www.bhs.co.uk and click on 'Careers' (bottom of page) to search and apply for vacancies.

Debenhams

- Visit www.debenhams-jobs.com and hit the Search & 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 www.harveynichols.com and click on 'careers' (bottom left hand corner) to search for positions vacant or to register your interest and send your CV.

Homebase (Argos Retail Group)

- Visit www.homebase.co.uk and click on 'recruitment' (near the bottom right hand corner) to print an application form and to locate your local stores. Send to your local store 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 or
- email recruitment@mossbros.co.uk or phone 02074477200 to request an application form.
- Send completed application form with your CV to: Jane Norrington, Personnel & Development Manager, Moss Bros Group Plc, 8 St John's Hill, London SW11 1SA
- See www.cecilgee.co.uk 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 the stores individually to enquire about vacancies.
- Visit www.gap.com and click on 'Store Locator'/'United Kingdom' to find your local store.
- Visit www.gapcareers.co.uk and click on our vacancies and apply for the online 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

- Email recruitment@frenchconnection.com with a CV and covering letter to enquire about vacancies.
- Visit www.frenchconnection.co.uk and in the left hand corner at the bottom of the page click 'careers' to view current vacancies.

Hennes & Mauritz (H&M)

- Visit www.hm.com and click on 'United Kingdom'/'Career at H&M' 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 or to HR Department, 3 Tenterden Street, Hanover Square, London W1S 1TD
- Sales Advisor positions are generally advertised locally in the store windows - hand your CV direct to a store manager.

Jigsaw and Jigsaw Junior

- Visit the store directly with your CV.
- Visit the website www.jigsaw-online.com

Kookai

- Contact HR on 0207 368 8680
- Send your CV and covering letter to: jobs@kookai.co.uk
- Visit www.kookai.co.uk for further information or
- Visit your local store with your CV to apply for vacancies.

Miss Selfridge

- Visit www.missselfridge.co.uk and click on 'All About Us'/'Current Vacancies' to view information on vacancies and information on how to apply.
- Click on 'Store Locator' and find your local store and apply with your CV and covering letter in store.

Monsoon/Accessorize

- Approach the store directly to enquire about vacancies.
- Visit www.monsoon.co.uk Click on 'find a store' to locate your local store.
- Visit the stores website www.monsoon.co.uk and click on 'Jobs at Monsoon' (near the bottom of page) for more information on careers and download an application 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 www.careers.next.co.uk/retail/retailvacancies.aspx and apply online.

OFFICE

- Visit www.office.co.uk and click on careers. Look up location of store and call in to check for vacancies or
- email CV and covering letter to recruitment@office.co.uk

Primark

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

River Island

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

Sock Shop

- Visit www.sockshop.co.uk and click on employment to search for vacancies and

complete and application form.

Tie Rack

- Visit www.tierack.co.uk and click on recruitment to search for vacancies or to make a speculative application.

Topshop & Topman

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

TK Maxx

- Apply directly to individual stores.
- Visit the stores website www.tkmaxx.co.uk to locate stores and for general information.

Urban Outfitters

- Have stores in Oxford Street, Covent Garden and Kensington High Street.
- Visit www.urbanoutfitters.co.uk/Pages/Careers/page/joblist to find vacancies and apply online.

Cafes & Coffee Shops

Caffé Nero

- Visit the Recruitment Centre at 83/84 Long Acre, London WC2E 9NG between 10am – 3pm Tuesday to Thursday.
- Visit the café's website www.caffenero.co.uk for more information.

Coffee Republic

- Visit www.coffeerepublic.co.uk and click on 'Jobs'. View the position you are interested in and click on 'Click Here' to download an application form and take it into a store.
- Click on 'Locations' to find your local store.

Costa

- Visit individual stores to speak to the manager about vacancies.
- Visit www.inretail.co.uk and click on 'See all advertisers'/'Costa' to view advertised jobs.
- Visit the café's website www.costa.co.uk to locate stores in your area and for general information.

Prêt A Manger

- Visit www.pret.com and click on 'Jobs' to view current vacancies and follow the instructions to apply or
- Complete the 'Team Members Application ('Jobs'/'Working in a Pret Shop') and email to recruitment@pret.com.
- Visit the Recruitment Centre Platform 2, Victoria Station.
- Pret A Manger 'Bring Back the Saturday Job' is aimed at offering part-time (weekend) work to 16-18 years who are still at school or 6th Form. The positions are currently only in Central London and for further info students should go to www.pret.com/jobs

Starbucks

- Visit individual stores to speak to the manager about local vacancies and complete an application form or
- Send a CV and covering letter to: Amar Mehta, Human Resources, Starbucks Coffee, Freepost LON10642, London SW6 4YY
- Alternatively, visit www.inretail.co.uk and click on 'See all advertisers'/'Starbucks' to view advertised jobs.

- Visit the café's website www.starbucks.co.uk to locate stores in your area and for general information.

Fast Food & Event Catering

Baxter Storey

- Vacancies such as chefs, food service assistants, bar staff, kitchen porters and waiting staff at events across London.
- Visit www.baxterstorey.com and click on Vacancies (near the top of the page).

Burger King

- Visit www.burgerking.co.uk to locate stores in your area and for more information.
- Visit the store directly and speak to the Store Manager regarding vacancies and application forms.

Domino's Pizza

- Use the store locator at <http://www.dominos.co.uk/store/locator.aspx> to find your local branch.
- Visit the restaurants individually to enquire about employment opportunities.

Greggs

- Visit www.greggsfamily.co.uk for further details

KFC

- Visit <http://careers.kfc.co.uk/join-us>
- If you are applying for positions in North or West London apply online.
- For other parts of London download the form and use the store locator to find your nearest KFC and take the completed form in.

McDonalds

- Visit www.mcdcareers.co.uk/html/apply.html
- Complete an online questionnaire (takes about 30 minutes).
- If successful you will be invited for an interview.
- Alternatively use the 'Restaurant Locator' to find the restaurants where you would be willing to work and then visit the restaurants individually to enquire about employment opportunities.

Pizza Express

- Visit the restaurants individually with your CV and speak to the manager about possible vacancies.
- Visit <http://www.pizzaexpressyourself.com/> for more information.

Pizza Hut

- Contact stores individually to enquire about possible vacancies.
- Visit the store's website <http://www.careersatpizzahut.co.uk/> to locate stores and for general information.

Subway

- Visit www.subway.co.uk/business/careers/corporate_opportunities.aspx and click on 'Make a store application' to complete an application form for specific stores.

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 or
- 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 www.morrisons.co.uk/corporate/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 www.tesco-careers.com/home/you/stores/application-process/team-positions
- 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 or
- 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 Store

- 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.

02

- 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 or
- email your CV and cover letter enquiring about vacancies in your area to jobs@orange.co.uk.

Phones 4 U

- Visit www.phones4ujobs.co.uk/recruitmentweb/default.aspx click on 'Job Search'.
- Select Search our Retail vacancies and apply online

T Mobile

- Visit www.tmobile.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 <http://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 'Hamleys 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
- Click on jobs (near the bottom of the page).

PC World, Currys 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
- Click on 'Careers',

Signet (H Samuel & Ernest Jones Jewellers)

- Visit www.hsamuel.co.uk or www.ernestjones.co.uk
- 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 Jewellers

- Find your local stores at www.warrenjames.co.uk/branch-locator
- Either apply in writing to Warren James Jewellers, 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
- Click on Jobs

London Aquarium

- Visit www.londonaquarium.co.uk
- 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 and 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