

EC London: 3 Stukeley Street, Covent Garden, London, WC2B 5LB, UK

EC Cambridge: Guildhall Chambers, Guildhall Place, Cambridge, CB2 3QQ UK

EC Brighton: 24, Portland Place, Brighton, BN2 1DH UK

Working in the UK can be a very rewarding experience and a fantastic way of improving your English in a real-life working environment. Job Club is a service offered at EC to help long term students (courses of 8 weeks or more) find part-time work whilst studying, in accordance to the UK visa regulations. Limited service available to students on shorter courses.

The service includes:

- **Free** CV workshops
- **Free** interview skills workshops
- Access to relevant resources in the centre's study room
- Assistance with obtaining a National Insurance number
- Free printing of CV and covering letters (restrictions apply)
- Guaranteed job interviews/appointments with recruitment agencies

Student visa may prohibit / restrict the ability to work in the UK.

Visa Requirements:

EU students

- Students of a European Economic Area (EEA) or Swiss national, have the right to live and work in the UK (without needing to apply for a work permit).
- Students of a Czech, Estonian, Hungarian, Latvian, Lithuanian, Polish, Slovakian or Slovenian national, need to register under the Worker Registration Scheme when they want to take work in the UK.
- Bulgarian and Romanian nationals must be given permission before undertaking work in the UK.

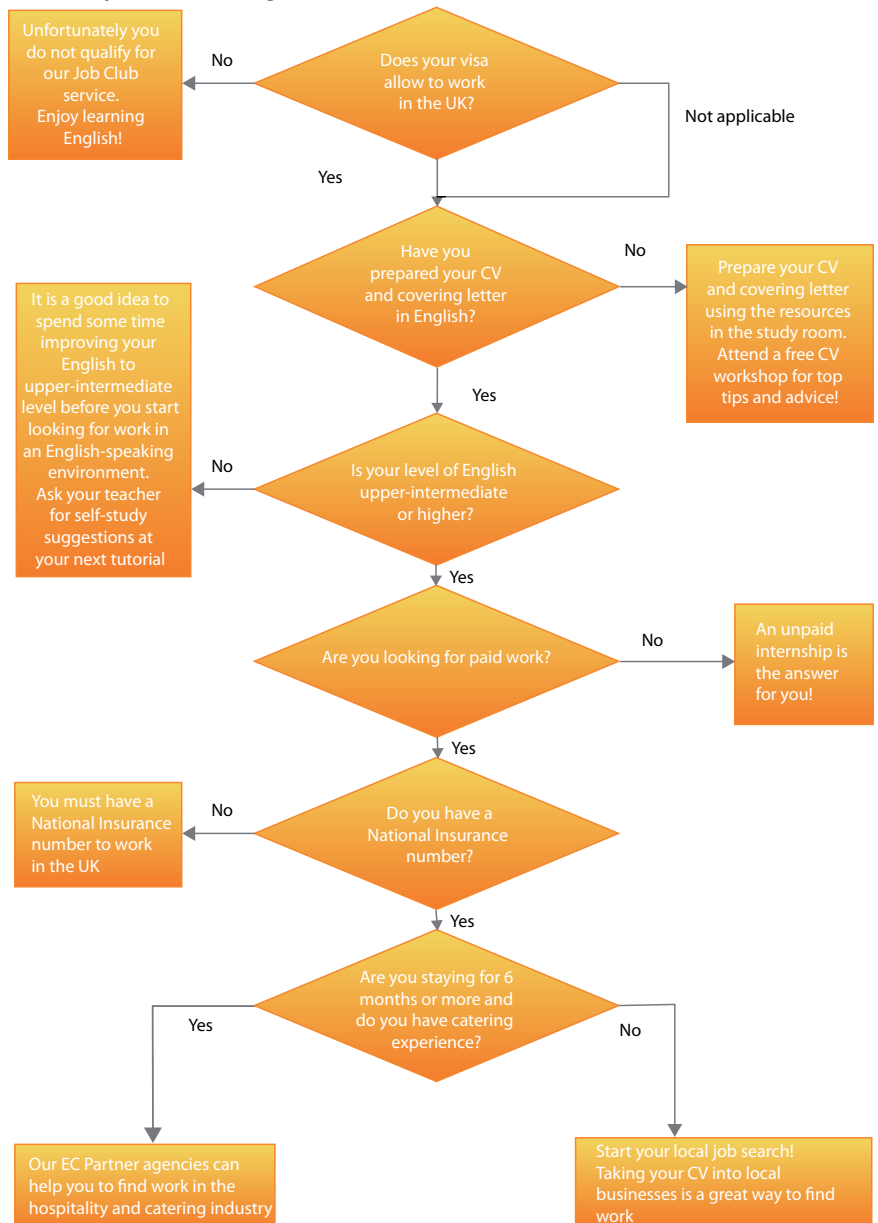
Non-EU students

Non EU students can only work part time, which is no more than 10 hours a week, and must be in possession of a General Student Visa (Tier 4).

In accordance with a British Council declaration, students should contact UKBA or the embassy in their country for detailed, up-to-the-minute visa information. For more information visit the official United Kingdom Visas website: <http://www.ukvisas.gov.uk/en>

To apply for this **free service** all you have to do is register when you arrive at EC!

Before you start looking for work..



Advice workshops

Come along to the free CV workshop on a monthly basis for help and advice on how to create the best curriculum vitae possible. There is a free interview skills workshop to improve your interviewing knowledge, style and technique. It is recommended to sign up at Reception for all workshops in advance as places are limited.

Available resources

Each centre provides resources and additional information to help you prepare your CV and covering letter in English. Your CV and covering letter can be printed at the school against a small fee.

How to get a National Insurance Number

A National Insurance Number is required to work in the UK. In order to get it, an appointment for an interview needs to be made with the job centre closest to where you live. To make an appointment, telephone 0845 600 0643 (postcode needs to be quoted) or visit the local job centre which you can find at <http://www.jobcentreplus.gov.uk/JCP/Aboutus/Ouroffices/Search/LocalOfficeSearch.aspx>.

The following will be required when going for the interview:

- Passport
- School confirmation letter
- Proof of address (e.g. utility bill or letter from your accommodation provider)
- Your CV and covering letter

At the interview, questions about who you are and why you want a National Insurance number will be asked. This information, and any official documents you bring with you, will help to prove your identity and, where applicable, your right to work. An application form may also need to be filled.

For additional information or for questions, please speak to reception at school.

EC Partners

There are many employment agencies which the schools recommend for finding work.

The following documents are usually required:

- A valid National Insurance number (or at least a letter confirming you have an appointment with the Job Centre)
- Passport
- CV and covering letter
- Bank account details

Finding Work

If the employment agency's requirements are not fulfilled, there are still plenty of ways to find work.

Delivering your CV in person

- Go to the school's Reception for a list of current local EC Partners
- Take your CV and covering letter into local businesses (e.g. cafes, restaurants, bars and shops), even if there are no advertising vacancies
- Always try to speak to the manager or, if this is not possible, ask for the name of the manager
- Telephone the manager the next day to make sure they have received your CV

Recruitment websites

- Most employers will advertise vacancies on their own company website or on some recruitment websites
- It is sometimes possible to post a CV online so that employers can contact you directly if a vacancy matches your profile
- Alternatively, you may need to contact the employer using the details on the website to ask for more information about the job and an application form.

