

- ⊙ If you are **phoning possible employers** have a copy of your CV handy to refer to. You should have an idea what the company does. If necessary write yourself a prompt sheet with what you want to ask. Speak clearly and have a pen and paper ready.
- ⊙ **Information** and advice is available at your Connexions Centre.

Remember these points if you are approaching a potential employer or going to an interview:

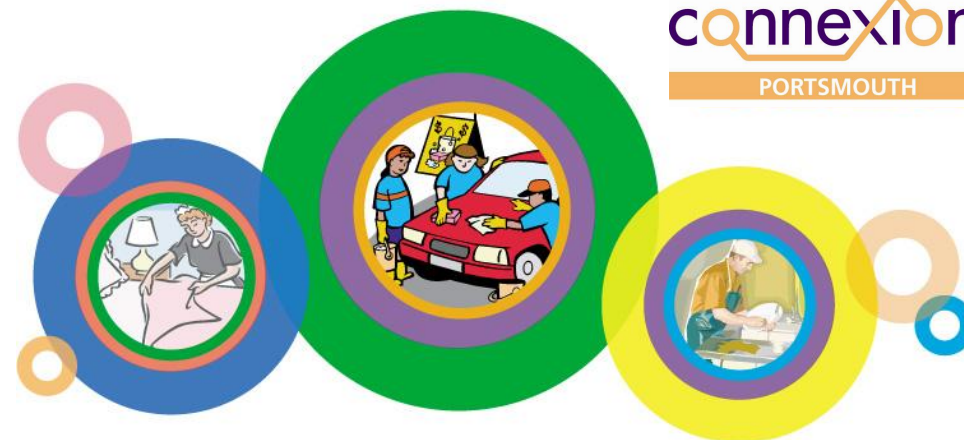
- ⊙ **Look smart**, think about what you are wearing, first impressions can be lasting, for example a shirt and smart trousers or skirt; shoes, no jeans or trainers
- ⊙ Be polite and confident; ask if you may leave your CV for the Manager's attention.
- ⊙ Make sure it is easy for you to get there. Check bus and train routes and timetables.

Good luck!

If you need any help, see your Connexions Adviser in school, college or visit your local centre.

Connexions Centre Portsmouth	
Station Street (next to Portsmouth & Southsea Railway Station, Portsmouth PO1 1EQ Tel: 023 9273 2450	
Mon, Tue, Fri	9.30am – 4.30pm
Wed	11.00am – 2.30pm
Thur	9.30am – 4.30pm, 5pm – 7pm

For a wide range of information visit our website:
www.portsmouthconnexions.co.uk



Looking for part-time, weekend or evening work?

If you're still at **school**, at **college** or **6th form**, working at the weekend or the evening is a great way to earn some extra money and gain valuable work experience.

If you are aged 13 to 16

- ⊙ From the age of 13 you are allowed to do light work and limited hours until you are no longer of the compulsory school age (the last Friday of June when you are 16).
- ⊙ Light work should not be harmful to your safety, health and development, or interfere with your education.
- ⊙ There is no minimum wage under 16 years; this is negotiable between you and your employer. Once you have found a job, you should get a **work permit** form from your employer or the Child Employment Office on 023 9220 1118. It's filled in by your parent or carer and the employer, and then sent to Child Employment Office, within 7 days of starting your job.*
- ⊙ Paper rounds, shops, restaurants, cafés, hotels and hairdressers are ideas of where to look for work. You could also think about babysitting, car washing, pet-sitting or walking, or gardening for friends and family.

Child Employment Hours

Age	I can work	During the following hours:
When I am 13	School days	1 hour before and 1 hour after school or, 2 hours after school. No work before 7am or after 7pm (maximum 12 hours per week during term-time)
	Saturdays	5 hours between 7am and 7pm
	Sundays	2 hours between 7am and 7pm
	School holidays	5 hours a day on any day between 7am and 7pm except Sundays . On Sundays, 2 hours between 7am and 7pm. The total must not exceed 25 hours per week

When I am 15 or 16 and officially still in year 11	School days	1 hour before and 1 hour after school, or 2 hours after school. No work before 7am or after 7pm (maximum 12 hours per week during term-time)
	Saturdays	8 hours between 7am and 7pm
	Sundays	2 hours between 7am and 7pm
	School holidays	8 hours a day between 7am and 7pm except on Sundays . On Sundays 2 hours between 7am and 7pm. The total must not exceed 35 hours per week

(Child Employment Officers may visit employers to check working conditions comply with regulations.)

Any child employed must have a rest break of not less than one hour following four hours of continuous employment. During the year they must have at least two consecutive weeks in the school holidays which are free from work.

* You can get a copy of the **Employment guidelines** from school, your Connexions Centre or The Child Employment Office, Education Welfare Service, Dame Judith Professional Centre, Sundridge Close, Cosham, Portsmouth PO6 3JL

Telephone: 023 9220 1118

Have you left school?

Are you at college?

Do you need some extra cash?

Need ideas?



Asking around and speculative applications

- ⊙ Ask friends and relatives if they know of any jobs or have any ideas or contacts.
- ⊙ Keep your eyes open for adverts in shop windows, supermarkets, restaurants, cafés and hotels.
- ⊙ Seasonal work – Christmas and summer. Retail, leisure and hospitality places of work are busy during these times.
- ⊙ Recruitment pages from local newspapers are available in your Connexions Centre.
- ⊙ Look in phone directories for contact details of the type of work you want to do.
- ⊙ Try the local Job Centre:
website **www.jobcentreplus.gov.uk**
- ⊙ Check out college notice boards.
- ⊙ Recruitment agencies may be an option for holiday work (if you are under 18 you will need a letter from Connexions).
- ⊙ Voluntary work provides experience and looks good on your CV.

What do I need to prepare?

- ⊙ **A Curriculum Vitae or CV.** A CV tells the employer about your achievements, interests and hobbies - both in and out of education. It is good to have a CV prepared (many jobs use CVs as a method of application).
- ⊙ **A speculative or covering letter** is a letter of introduction that you provide with your CV.