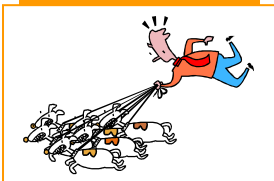


Looking for part-time, weekend or evening work?

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 & gain valuable work experience.

If you are aged 13 – 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 Juvenile Employment Officer on 023 8083 3646. It's filled in by your parent or carer and the employer, and then sent to The Juvenile Employment Officer in Southampton within 7 days of starting your job.
- Paper rounds, shops, restaurants, cafes, 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.
- For other ideas look at the list on the back page of this leaflet.



Remember – 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, wear a shirt & smart trousers/skirt and shoes, but 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 the bus and train routes and timetables

➔ DON'T FORGET!

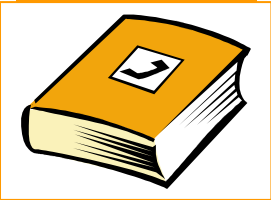
Left school or at college..... Need some extra cash?

Try these ideas:

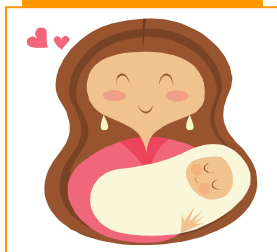
- ✓ Ask friends and relatives if they know of any jobs or have any ideas or contacts.
- ✓ Keep your eyes open for adverts in shop windows, supermarkets, restaurants, cafes and hotels.
- ✓ Seasonal work – Christmas and summer. Retail, leisure and hospitality places of work are busy during these times.
- ✓ Look in phone directories for contact details of the type of work you want to do.
- ✓ Try the Job Centre.
- ✓ 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.
- ✓ A **speculative** or **covering letter** – a letter of introduction that you provide with your CV.
- ✓ If you are **phoning** employers have a copy of your CV handy to refer to. You should have an idea of what the company does. Speak clearly and have a **pen and paper** ready.



Child Employment Hours



Age	I can work	During the following hours:
When I am 13 and 14	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.



Age	I can work	During the following hours:
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.



You can get a copy of the Employment Guidelines from school, a Connexions drop-in centre or from Pamela Belbin, Juvenile Employment Officer, Southampton City Council, 8th Floor, Marlands House, Southampton. Tel: 023 8083 3646

If you need any help, see your Connexions Adviser in school, college or visit one of the **Southampton Connexions drop-in centres** including:

No Limits, 24a Bernard Street, Southampton.
Monday-Friday: 11am-5pm

For details of times & locations of the other drop-in centres, call 023 8022 8557 or visit our website.



www.connexions-southampton.org

Places to look for part-time work



Fast Food outlets:

McDonalds
Burger King
KFC
Subway
Greggs

Coffee Shops:

Starbucks
Costa Coffee

Cafes:

Any who offer employment

Retail:

Lower area of West Quay
JJB Sports
Pampered Pets
Staples
Toys R Us
Plus other stores there

West Quay Centre (all 3 floors)
Marlands Centre (both floors)
Bargate Centre (all 3 floors)

Superdrug
M&S
BHS
Debenhams
John Lewis
Primark
Littlewoods
Peacocks
HMV
Zaavi
TK Maxx
Argos
High Street Shops
Boots

Supermarkets:

Asda
Waitrose
Sainsburys
Tesco
Tesco Express
Somersfields
Safeways/Morrisons
Co-op
Lidl
Aldi
Netto (West End)
Iceland
Farm Foods (Portswood)
One Stop

Check out local areas:

Shirley
Lordshill
Bitterne
Woolston
Portswood
Hedge End
Bursledon
Romsey
Totton
Eastleigh

