

# Applying for part time jobs



## How do I apply for a part-time job?

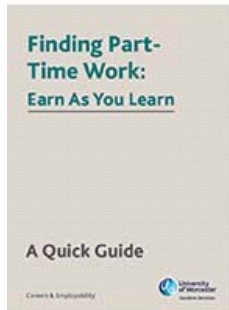
Even a part-time job needs a serious and good quality application, so don't rush it. The application is your chance to make a good impression. There are many ways of applying for part-time work – some informal and some very formal. But regardless of the application process you will usually need a cv, references and documents. Have everything ready.

## Application forms

If the job is being advertised you may need to fill in an application form

- 1 Print off the application form and read the instructions
- 1 If there is a person specification, explain how you meet the criteria **with examples**.
- 1 Prepare your responses – then paste them in
- 1 Be concise – but provide examples when you can
- 1 Check, check and check again
- 1 Send a copy to your referees

See our [Earn As You Learn guide](#) for more tips and advice.



## Speculative job applications

If you have heard (or guess) that there are part-time jobs available then don't wait for the advert to come out.

- 1 Do some research into the company – what are they looking for?
- 1 Find out the name of the contact person
- 1 Post or drop in a covering letter and a short CV
- 1 State what you are looking for and how you heard about the job
- 1 Be prepared to be interviewed on the spot

## Top Tips

Always keep a copy of any job applications in case you are invited to an interview. It's useful to remember the things you wrote or didn't write, and helpful for your next application.

Do some research on into the organisation and try and use this in the application.

Give examples of relevant work experience e.g. if you are asked to demonstrate how you have worked as 'part of a team' this means when you worked as a team member not as a team leader.

Have someone check your CVs or application first in rough and then your final copy.

Use good quality paper and a good printer for typed CVs and letters, use black ink for application forms.

## Careers Help and Support

Firstpoint is open throughout the year and you are welcome to pop in and use the careers information resources. This area has part time jobs and information about job applications, CVs and interview techniques, and contains information about types of work and making career decisions. During semester time, you can book to see a careers advisor on Monday to Wednesday 11.30-2.00 pm, Thursday 1.30 - 4.00 pm. Please note that appointments for the week ahead are released on Monday at 9am. Book via

[Timecenter](#) for an appointment or for further information email [careers@worc.ac.uk](mailto:careers@worc.ac.uk)

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<http://www.worcester.ac.uk/journey/applying-for-part-time-jobs.html>