

# English Language Centre Bristol

## WORK

### Work opportunities in Bristol



Bristol is a prosperous city with relatively low unemployment, especially in the Clifton area. It is quite easy for our students to find part-time work, provided they have at least an intermediate level of English, a smile on their face and they don't mind what they do!

As a special service for our students, we assist them with writing their C.V.s and helping them to get a temporary national insurance number. We keep a register of places where our students have worked in the past and point new students in the right direction.

**The regulations:** Students from the EU, Switzerland, Norway and Iceland may work without a permit. Other students can work part-time (maximum 20 hours per week) provided they have a General Student Visa (not a Student Visitor Visa), which states that all work must be authorised.

*There are 3 different types of work:*

### 1. CASUAL PAID WORK

**Wages range from £5.73 per hour - the minimum wage for people over 22 (£4.77 an hour if you are under 22). It is relatively easy to find work either in a bar, restaurant or shop. Students should look at the school notice board and also at the small advertisements in the windows of the local 'corner shops'. They can also go to the local Job Centre on Queen's Road or one of the many Employment Agencies.**

### Preparing your C.V.

If you are looking for a casual part-time job, we suggest that you prepare a C.V. to give to potential employers. The C.V. should contain the following minimum information.

*Example:*

Name: Jose Duncan

Date of Birth: 15/08/86

Nationality: Italian

Address in Bristol: c/o Mrs Smith, 52 Green Street, Bristol BS8 3DT

Mobile: Email: jose@hotmail.com

National Insurance Number: TN150886M \*

*This number is TN (Temporary Number) then your date of birth (eg 15 August 1986 = 150886 , then your sex M or F).*

Level of English: Upper intermediate

Currently I am studying at the English Language Centre, 44 Pembroke Road, Bristol BS8 3DT  
Telephone . My hours of study are from 9.15 am to 3.30 pm.

Availability: Throughout the weekend, Mon-Thurs from 4pm and Friday from 1.30pm.

Education: I have a law degree from Lyon University

Work Experience: After graduating, I worked for 6 months in a bar in Paris. I have also done 3 months' voluntary work in a hospital in Madrid

Hobbies and Interests: All sports, jazz music

Referees:

John Duncan, Principal, English Language Centre. Tel:

\* A temporary National Insurance number should only be used while you are waiting for your official number to be issued. To obtain a permanent number you must telephone to make an appointment for an interview at Eagle House in the City Centre. You will only be able to claim your tax back if you have a permanent number.

#### **At the interview you will need:**

- Your passport, showing your visa and work rights.
- A letter from your employer stating that they are employing you on a part-time basis (or contract).
- An official letter with your address in this country, e.g. a bill or bank statement.
- A Certificate of Registration from the school stating that you will be in this country for at least 3 months more.

#### **Useful expressions when looking for casual, part-time jobs**

- Excuse me, I wonder if you could help me?
- Could I speak to the manager/person in charge?
- I'm looking for a part-time job.
- I was wondering if you had any part-time work available.
- Have you got any vacancies for part-time work?
- I am very flexible and I can work in the evenings (and at weekends)
- I could start immediately.
- Would you like to see my C.V.?
- Do you have an application form you would like me to fill in?
- My references and my national insurance number are on my C.V.
- What's the hourly rate?
- When would I get paid?
- How would I be paid? By cheque or in cash?

#### **Questions you might be asked**

- How long can you stay?
- Have you ever done this sort of work before?
- What experience have you got?

- What are you doing in Bristol?
- Where are you staying?

### Advice

- There are two types of casual part-time work - paid employment and voluntary jobs. Which do you want to do? The school keeps records of both.
- Start by looking at the school records and see where students have worked in the past.
- Look in all the local shops, cafés, pubs, clubs and hotels. Often there are little ads in the windows saying 'part-time staff wanted'.
- Look in the windows of corner and newspaper shops. You will find little advertisements posted there.
- Go to the local job centres.
- Look in the local paper, the Evening Post, on Wednesdays. Make sure the job is local. It wouldn't be convenient to travel to the other side of Bristol.
- If you are only going to be in Bristol for a short time, I wouldn't necessarily tell them.
- Don't expect too much – casual jobs can be quite boring!!
- Dress smartly and wear clean clothes.
- Smile, be positive and maybe pretend your English is better than it is!!

### Places our students have worked in the past

**Las Iguanas** - 113 Whiteladies Road. Tel: (0)117 9730730

**Café Gusto** - Clifton Down Shopping Centre. Tel: (0)117 9747277

**La Tasca** - Clifton Heights, Triangle West. Tel: (0)117 9259933

**Sainsbury's** - Clifton Down Shopping Centre. Tel: (0)117 9732069

**Clifton Hotel** - 4 Westbourne Place, Clifton. Tel: (0)117 9467469

**Channings Hotel** - 20 Pembroke Road. Tel: (0)117 9733970

**The Bristol Hotel (formerly Jurys Hotel)** - Prince's Street. Tel: (0)117 9230333

**Avon Gorge Hotel** - Sion Hill. Tel: (0)117 9738955

## 2. VOLUNTARY UNPAID WORK

Over the years our students have worked in the following areas - in charity shops (Oxfam), in flower shops (Clifton Flowers), as care workers in nursing homes (St Peter's Hospice and Cancer Research UK) in the hospital canteen (Bristol Royal Infirmary) and as conservation volunteers for the British Trust for Conservation Volunteers.

### Voluntary Opportunities



BTCV – British Trust for Conservation Volunteers

This is a practical conservation volunteering charity providing opportunities for volunteers and communities to improve their local environment through a wide range of projects. It is a great way to get exercise, meet people and gain practical skills.

Meeting Point: The Shore Bar. Time: 9.30am every Saturday. Remember to



wear suitable clothing!

Contact: Alex Forster, Tel:

[www.btcv.org/avon](http://www.btcv.org/avon) Email: [a.forster@btcv.org.uk](mailto:a.forster@btcv.org.uk)

Charity Shops - There are many charity shops in Bristol who are very happy to take volunteers, including:

- Cancer Research UK - 138 Whiteladies Road. Tel: (0)117 9237286
- Oxfam - 11 Regent Street. Tel: (0)117 9739684
- CLIC - 38 Cotham Hill. Tel: (0)117 9141217
- St Peter's Hospice - 154 Whiteladies Road. Tel: (0)117 9745038

For more information on current voluntary opportunities in Bristol, the following is a very good website – [www.bristolvolunteers.org.uk](http://www.bristolvolunteers.org.uk)

### 3. PROFESSIONAL WORK PLACEMENTS

After finishing their course at ELC Bristol, some students go to work in companies specifically related to their own professions. Work is generally unpaid, but of course it is an excellent experience. Placements are not arranged by the school but by a professional work placement company. The fee for finding such a job varies but is generally from around £450.00

The following companies offer work placements:

- LAF 101-91 Western Road, Brighton, BN1 2NW, Tel: (0)1273 746932, Email: [info@laf.uk.com](mailto:info@laf.uk.com)  
[www.laf.uk.com](http://www.laf.uk.com)
- ETCi 248 High Street, Beckenham, Kent BR3 1DZ Tel: (0)20 86630055, Email: [info@etcico.uk](mailto:info@etcico.uk)  
[www.etcico.u](http://www.etcico.u)
- Ask GBstudies for some work placements opportunities (mainly in London).

*You can also always look in the local paper - the Evening Post. Every Wednesday it advertises hundreds of jobs in Bristol. Good luck!*

Agent:

Guido Bellotti

**GBstudies** "Le lingue per gli Italiani"

Tel. 06 4522 15297

Fax. 06 6227 6219

[gbstudies@googlemail.com](mailto:gbstudies@googlemail.com)

[www.corsi-di-inglese.com](http://www.corsi-di-inglese.com)

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