



A Guide for Students in Employment: helpful hints and things to be aware of!

About JobLink

JobLink is a service run by the Students' Union at the University of Bath. Our objective is to help students find out about local jobs outside the University of Bath. Please see our Terms and Conditions - by seeking a vacancy placed with us, you agree to be bound by them so please read them carefully.

JobLink is not a recruitment agency. Our role is simply to exchange information about job vacancies between employers and students at the University of Bath. If you do find a vacancy that interests you and then accept the post, the contract made will be between you and the employer. JobLink will not be a party to it. It is also your responsibility to check that the information we have been given about a vacancy is correct and accurate. We do not check the information we receive from employers.

Students are responsible for their own safety and liability. In practice this means that you should consider each of these points carefully for each job you do:

Contract

If you start a job you should have an employment contract. This is an agreement between an employer and an employee which sets out their employment rights, responsibilities and duties. Your employment contract doesn't have to be in writing. However, you are entitled to a written statement of your main employment terms within two months of starting work. Should you think your employer is in breach of the law, it is your sole responsibility to bring any legal action against the employer.

Insurance

If you are working in someone's home (i.e. as a carer, nanny, cleaner etc), check your employer has adequate house insurance to cover you whilst you are there (e.g. in the event of an accident).

If you are transporting children in a car there are a few things to check:

- if it's your car, check your insurance covers you for 'business use';
- if you are borrowing a car, make sure you have fully comprehensive insurance and that there is 'business use' cover on it which covers you;
- ensure you are confident in fitting child seats and strapping children in. It's your responsibility as the driver to ensure all passengers are strapped in securely.

You can check you have the correct child seats on www.direct.gov.uk

Money Matters

Never open a bank or building society account on someone else's behalf, or allow anyone to do so for you. These could be used for money laundering, or someone could take out all the overdraft facility, leaving you liable to repay this amount to the bank.

The job advert will state what your pay will be. You will be paid monthly, weekly or daily. Sometimes you will have to work before getting any pay (for example, if you are weekly paid your employer may pay you a week behind called 'in arrears') so you won't get your money for the week you are currently working).

You are responsible for paying your own tax and national insurance contributions if these aren't deducted in your pay packet. Usually this only applies to jobs which are paid 'cash in hand'.

There is a yearly amount of money you can earn before having to pay tax – look at www.direct.gov.uk for this year's allowance.

JobLink is not responsible for paying your wages if your employer fails to do so.

Right to Work

Many International students work part time during their studies. The immigration rule that limits the hours that international students can work is very strict. If you work more hours than you are allowed you risk being sent home by the immigration authorities. You may also need additional paperwork in order to work but this will depend on the country you are from. You can check the Border and Immigration website www.ukba.homeoffice.gov.uk/workingintheuk/. The Council for International Students website also has lots of good advice on it <http://www.ukcisa.org.uk/>.

You are expected to familiarise yourself with any visa restrictions before seeking employment and adhere to the conditions outlined.

CRB/ISA

If you have been CRB checked you may want to include this on your cv, especially for any relevant jobs you are applying for.

Safety

When you start your new job, be sure you are comfortable with the job and the people you are working for and with. This especially applies if you are working in someone's private home. Always tell someone else where you will be and for how long, and make sure you tell them once you have finished your shift. If you are working in someone's home (i.e. as a carer or child support), establish rules regarding visitors (yours and theirs), emergency contacts, discipline, food allergies and any other relevant matters.

Notice periods

It is best practice to give as much notice as possible when you leave your job. This will allow your employer to find a replacement quickly. Your contract may state how much notice you have to give so make sure you are aware of this.

References

You may want a reference from your employer for future jobs or studies, so make sure you get their full name and contact details before you leave, and ask them if they are willing to be your referee.

General

We cannot provide you with legal advice but if you have a concern about your employment the Citizen's Advice Bureau may be a good starting point.