JOB HUNTING IN THE UK

NEW TO THE UK? KEEN TO WORK ALONGSIDE YOUR STUDIES?
From explaining your international qualifications, to applying for a National Insurance Number and finding a suitable job, here’s what you need to know.

REQUIREMENTS FOR WORKING IN THE UK
EU nationals currently have the right to work in the UK. Students from outside the EU will likely have restrictions on the hours they are permitted to work whilst studying in the UK. Such conditions should be detailed on the Student Visa stamp in your passport or Biometric Residence Permit. If in doubt, you should check with the University’s International Services Team via www.essex.ac.uk/immigration/enquiry

NATIONAL INSURANCE NUMBER (NINO)
How do I get a National Insurance Number?
Call 0800 141 2075 - Monday to Friday, 8am to 6pm. www.gov.uk/apply-national-insurance-number

Why do I need a National Insurance Number?
An employer will ask you for your National Insurance Number when you start work.

You have a National Insurance number to make sure your National Insurance contributions and tax are recorded against your name only.

You pay National Insurance contributions to qualify for certain benefits and the State Pension.

It’s made up of letters and numbers and never changes. If you have a BRP (biometric residence permit) your National Insurance Number will be printed on the back.

You will normally be sent a National Insurance number automatically just before your 16th birthday if you live in the UK.

BE AWARE of online services offering fast track NI No appointments for a fee. DO NOT USE THEM.

WORKING WHILE STUDYING
You should make use of all resources available to you for looking for work in the UK:

Essex CareerHub www.essex.ac.uk/see/careerhub

Local resources www1.essex.ac.uk/careers/job_hunting/default.aspx

On-campus experience www.essex.ac.uk/careers/job_hunting/on_campus.aspx

Regulations and resources www.essex.ac.uk/careers/job_hunting/international.aspx

WHAT SHOULD I WRITE ABOUT MY NON-UK QUALIFICATIONS?
Provide the name of your qualification according to the country’s education system.

State that your qualifications are equivalent or comparable to the appropriate UK qualification (GCSE, A Level, Bachelor).

State your final score/grade as you were awarded according to the country’s grading system.

If you were in the top percentile of students from your school or region, mention that and any academic prizes you gained.

EXAMPLES

University, Bulgaria 2014-2018
Bachelor: Computer Science & Telecommunication Engineering
Grade 9.40/10
Ranked 3rd among graduates in year 2018.
Relevant modules include:
Final year project:

Senior Secondary School, Nigeria 2016-2018
West African Senior School Certificate (WASSCE)
Grade B2 (Very Good)
Key subjects include: Maths, Physics, Chemistry, English & Electronics
Awarded prize for top score in Electronics.

www.essex.ac.uk/see/careerhub
WHAT CAN I DO?

Sometimes UK application forms will ask for UCAS points. UCAS points are scores converted from qualifications taken at the school-leaving stage in the UK (A Levels, but also the International Baccalaureate).

Unfortunately, there is no official list that compares UK grades or calculates UCAS points against qualifications from other countries. Although The National Academic Recognition Information Centre (NARIC) cannot convert your scores from your home country directly into UCAS points, they can provide you with a “Statement of Comparability” for a fee via www.naric.org.uk/naric/individuals

You could also contact the company’s recruitment team, explain that you are an international applicant with a non-UK qualification and ask how they would suggest you handle completing the application form.

If there’s a section on the form called “Additional Information” or “Notes”, use it to include a clear explanation of your qualifications.

ADDITIONAL THINGS TO CONSIDER IN YOUR APPLICATIONS

Articulate your English Language and Mathematics qualifications to demonstrate they clearly meet the required minimum of GCSE English and Maths.

Provide details of your IELTS (International English Language Test System), including all the individual test elements if applicable, as well as your final score in line with the Common European Framework

Spelling and grammar could ruin your application! Ask a friend to read through your application form, CV and letter before you send it.

Remember to check CareerHub and CareerHub+ for online resources and workshops to support you in writing your CV.

WORKING IN THE UK AFTER STUDY

- Essex CareerHub www.essex.ac.uk/see/careerhub
- Job vacancy websites www.essex.ac.uk/careers/job_hunting/vacancy_sites.aspx
- Graduate schemes offered by a large number of UK and international employers. Pick up copies of The Times Top 100, The Guardian 300, and other graduate employer directories available for free at The Student Development Zone.

RETURNING TO YOUR HOME COUNTRY AFTER STUDY?

Information about jobs and study outside of the UK can be found at www.essex.ac.uk/careers/international/work_study.aspx. A particularly useful resource is GoinGlobal, which contains a comprehensive world-wide job vacancy board.