

## How to register with the Job Shop

You can apply for graduate jobs online at [www.leedsmet.ac.uk/jobsonline](http://www.leedsmet.ac.uk/jobsonline). Click on the tab Job Search.

For temp work, register with us online at [www.leedsmet.ac.uk/jobsonline](http://www.leedsmet.ac.uk/jobsonline) and click on Jobseekers: Register.

### FOR CASUAL WORK:

Click on “**Register for Student work**” and complete stages 1 – 3 fully:

**Stage 1** – Personal details, including a full postal address with post code.

**Stage 2** – Add 2 referees to contact – we **must have** email addresses, and **one must be** your course tutor or a professional referee. We cannot find you work without the return of at least one satisfactory reference.

**Stage 3** – Input your CV, including education, course details, work history, any computer software you can use, and key skills. This should be formatted as bullet points and key words – you cannot upload, attach or copy and paste your CV, and there is a word limit.

**IF YOU HAVE NOT FULLY COMPLETED ALL THREE SECTIONS AS SPECIFIED ABOVE, WE WILL NOT COMPLETE YOUR REGISTRATION WITH THE JOB SHOP.**

**It is your responsibility to inform your referees that they will be receiving a reference request from us and to ensure they will return it swiftly.**

**WE CANNOT FIND YOU WORK WITHOUT AT LEAST ONE VALID REFERENCE.**

**Stage 4** – You must call the Job Shop on the numbers below and make an appointment to come in and complete your registration (appointments will be between the registration times shown below).

You must bring the following to your appointment:

1. ID – we will only accept **original** passports or birth certificates.
2. If applicable, you must also bring your **original** UK Visa.
3. Bank details – account number and sort code. If you have a building society, please also bring your roll number. **We can only accept UK bank accounts.**
4. National Insurance card – if you do not have your card, please bring a payslip or other official document where your NI number is displayed.
5. Student card if applicable.

**If you have not completed all of the above online, and brought all the information needed, you will not be able to complete your registration and we will not be able to find you work.**

The Job Shop is open to complete registrations (by appointment only):

City Campus (G30)	Monday – Friday	9.30am – 11.30am 2.00pm – 3.30pm (3.00pm on Fridays)
Headingley Campus	Monday – Friday	9.30am – 11.30am 2.00pm – 3 pm (3.30pm on Mondays)

**TO MAKE AN APPOINTMENT – Please call: CITY - 0113 812 6700 or HEADINGLEY – 0113 812 7444**