



YOUTH MOBILITY SCHEME & JOB SEARCH

A helpful guide to finding a job with your new visa

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WELCOME

If you're planning to come to the UK for work and study, we've put together some useful information to help you navigate the job application process.



WHO CAN WORK IN THE UK?

If you want to apply for the Youth Mobility visa, you can find all the information related to your application process on the government website.



[For more information on the visa, click here.](#)

UK BANK ACCOUNT

To open a Bank account in England, you will need **a proof of address**. This can be a letter from your school (if you're staying at one of our partner host families or residences) confirming your UK address.

Many students find it easier to get an account with **an online bank**. Speak Up London does not have a partnership with any of the below banks, but you can list the following list to help you find the right one for you.



Chase Bank



Monzo



Starling Bank



Wise Bank



Revolut

Click the apps to find out more!

TAXATION & NATIONAL INSURANCE

Taxation

The usual tax rate in the UK is 20%. You are able to claim tax back once you leave the country if you stayed under the personal allowance of £12,570 per year. Your employer will also deduct NI (National Insurance) from your pay.

Beware

It is **illegal** to accept “cash-in-hand jobs” with no contract.

National Insurance Number

To work in the UK you need a National Insurance Number. Once you have a job offer, you can apply for an NI number online. You will need a passport and a Biometric Residence Permit (BRP).

Your National Insurance number is a **unique personal number** allocated to you that is used to identify you to government departments. It ensures any contributions you make are paid into your NI account.

You will see NI deductions from your wages on your payslip.

At Speak Up London, we run monthly **Career Club sessions** for students who are interested in applying for jobs in the UK. If you have any questions about your NI number, bank account or wages, bring them to the next Career Club session.

NATIONAL MINIMUM WAGE

This is the **current** National Minimum Wage in the UK, per hour, which updates on **April 1st** every year

18 - 20 years

£7.49ph

21 - 22 years

£10.18ph

23+ years

£10.42ph

From **April 2024**, you are **guaranteed** a National Minimum Wage of

18 - 20 years

£8.60ph

21+ years

£11.44ph

APPLYING FOR JOBS



CREATING A CV

CV writing

To apply for any job, you will need a CV (Curriculum Vitae, also known as resume in American English).

A CV is usually **one page long** and showcases your education, experience and your achievements in a clear way.

Prepare a CV Online

You can use a website like livecareer.co.uk to prepare your CV online.

Join a CV Workshop

Did you know that at Speak Up London students have access to **free CV workshops** as part of our social programme once a month? In these sessions, you will learn what to include and what not to include in a CV, and tricks on how to make it stand out from other CVs.

Personalised CV Writing Support Service

If you would like your CV proofread by one of our experienced teachers, or need support from a teacher on how to write your CV from scratch, you can book our CV writing service.

WRITING A COVER LETTER

Cover letter

In the UK, cover letters help you explain to the hiring manager **why you are the right person for the job**. It's important to personalise your letters to make them **stand out from the rest**. It's also a good opportunity to give more information about your current situation (for example, if you're studying and working at the same time), your personality and your attitude towards work.

Cover Letter Writing Workshops

Don't know how to start? As part of our **Career Club at Speak Up London**, we run free Cover Letter Writing sessions. You will leave the session with simple templates to follow and personalise, as well as useful language.

Need more help from a teacher?

Book an individual session with an experienced teacher who will write the cover letter with you.



WHERE TO LOOK FOR A JOB

LOOKING FOR A JOB ONLINE

Here is a selection of websites and agencies for people with foreign language skills

People First

Click me!

People First-February 2022 Recruitment & 100+ Jobs for

Mandarin, Japanese, Multilingual, Supply Chain in London & UK

Access Appointments

An independent Japanese speaking recruitment agency

based in the UK

ABL Recruitment

Agency for various foreign language speakers and multilingual

vacancies in the UK

Hospitality Jobs UK

A job board for hospitality jobs across the UK

WHERE ELSE CAN I LOOK?

If you are looking for a job in hospitality, you can visit them yourself and drop off your CV to a manager. Make sure you leave your contact details and explain your visa situation.

Large companies

Some of the following large chains are often looking for staff. It's best to apply directly through their websites.



Costa Coffee



Starbucks



Caffè Nero



Leon



Pret a Manger



Pizza Express



INTERNSHIPS & VOLUNTEERING

If you are happy to take part in an **unpaid** work experience or are looking for some part-time work, an Internship or Volunteering can also be an option.

Internships

Speak Up London works with internship agencies, who may be able to arrange an internship at our school for you. Please ask us if you are interested.

[Get in Touch](#)

Volunteering

To practise your English, you might also want to try some volunteering. Many of the charities below will offer flexible jobs to volunteers.

[Oxfam](#)

[RSPCA](#)

[Red Cross](#)

[Save the Children](#)

[Vinspired](#)

WORKING AT SPEAK UP LONDON

From time to time, Speak Up London has vacancies for Work & Study at the school, in the student services and marketing departments. Students need **B1 level English** and can apply after a 3-month period of study at the school.

The positions are unpaid but allow you to **continue to study English at no cost** and to gain valuable experience.



SPEAKUP LONDON

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