

Working in the UK

Are you an international or EU student looking to work for Leeds University Union?
If so, here is some useful information and tips on applying for jobs with us.

What skills are valued by employers like LUU?

We look for some of the following skills and help employees develop these further;
Team working, problem solving, customer service, planning, time management, resilience and adaptability.

Tip

When completing a job application, think about where you may have acquired these skills. You may have learnt these from previous jobs, work experience, volunteering, clubs and societies, course group work, hobbies and extra curricular activities.

Right to work documents required to work in the UK

If you are a student from outside of the European Economic Area you will require a Tier 4 Visa to be able to work during term time. If you are from the EU, you are required to have an appropriate visa or pre-settled or settled status. For the latest guidance on visas follow this link: <https://www.gov.uk/student-visa>

Tip

Look out for upcoming information on graduate visas during Summer 2021.

The application and interview process

When applying for a job with LUU, you will need to fill in an application form. In the interview you will be asked questions related to the skills and knowledge required for the job. In some interviews there may be a short test or presentation and you would be provided with the details of the presentation topic before the interview.

Tip

Always write how your previous skills and experience match what is requested on the Person Specification on application forms as these are used to assist shortlisting. Provide examples to support your answers in both applications and interviews.

How to apply for a national insurance number

If you are successful in securing a job, you will require a national insurance number. You can obtain one through the National Insurance telephone number: 0345 600 0643 Monday to Friday 8am to 6pm.

Inclusion

One of our core values at LUU is inclusion and we have a variety of staff networks that help champion and celebrate our diverse staff.

If you have any further questions in regards to applying for a role at LUU, feel free to contact the People Team on unihr@leeds.ac.uk