



Benefits

Joint Commitment

We aim to provide you with the best quality assignments. This is made possible by building good relationships between you, the company and us, therefore our commitment to each other is essential. We're dedicated to ensuring that we provide a truly personal and tailored service to our candidates. This guarantees that whatever role you're looking for we are totally committed to finding the right position for you.

Variety of Work

At Advantage Recruitment we have clients in a different industries and sectors, this allows you as a temporary worker to experience different environments and use different skills and in some cases increase your own skillset.

Temp to Perm Positions

We often have temporary to permanent positions available, this is an excellent way for you to experience whether the Company or Position is suitable before committing to the job permanently. You may also be in the 'right place at the right time' and be offered your ideal position whilst in a temporary assignment. If this happens please let your Consultant know immediately.

Holiday Entitlement

As a temporary worker you are eligible for holiday entitlement from the beginning of your first assignment.

BACS Payment

We can pay your wages directly into your bank or building society account so you need not worry about waiting for cheques to clear. If you are paid directly into the Bank, your wages are usually cleared by midday on the Friday due. Some Building Societies may take longer.

Pay & Administration

Timesheets & Payment Details

We'll always aim to pay you promptly and efficiently. To help us you'll need to complete timesheets on a weekly basis, running from Monday to Sunday inclusive. Timesheets must be authorised by your direct supervisor or a person in authority, designated by the client, before being returned to your Select office. The latest that timesheets can be received in order for your pay to be processed on time each week is 9.30am Monday morning.

Your start and finish times should always be calculated to the nearest 15 minutes, as your pay will be rounded up or down to the nearest quarter hour. You will be paid the hourly rate as agreed with your consultant before each assignment which is subject to deductions for National Insurance, PAYE or any other purpose required by law.

Payment will be made automatically into your bank or building society on Fridays, weekly in arrears. You will need to complete a BACS form, supplied by your consultant and to return it with

your first timesheet. Failure to do so will result in your wages being delayed.

Bank Details Form

To enable us to pay your wages directly into your Bank or Building Society it is vital that your details are accurately written on the form with all relevant numbers, roll numbers (Building Society), correct account numbers (Bank) plus the relevant sort code, you will find these numbers on your statements. We also require the name the account is in on your statement.

Identification & Work Permit

When registering with us you must be able to provide a valid form of identification, again, this is a legal requirement. Where applicable we require work permit documents & visas to prove your eligibility to work in the UK. You should provide us with a copy of your passport and driving license (if applicable).

Holiday

When you wish to take holiday it is important that you complete a holiday form to enable your Consultant to establish your holiday entitlement, and also to enable us to track how much holiday you have left to take. If you find permanent work we always pay you any final holiday pay due without you having to request it, it will be sent to you with your P45. Please remember we can only pay your holiday as you accrue it throughout the year. It's your responsibility to take your holiday entitlement within each year before it expires.

Tax Matters

P45

On your first assignment with us we will need your P45, which should have been given to you by your previous employer. If they haven't, ask for it. This ensures we have the correct previous pay and tax code details and you are not over taxed by us. Your P45 comes as a three-part document, the top copy should be kept by you, the other two copies passed to your new employer. You should always keep your P45's and pay slips in a safe place, employers are unable to issue replacements.

P46

If for any reason you do not have a valid P45 we will issue a P46 for you to complete.

P38

A P38 is issued to students who work during their holiday period, should a student work during term times a P46 must be completed.

P60

P60's are issued at the end of every tax year where applicable. This tells you how much you have earned during the year March to April whilst you have worked through us. It is an important document and advisable to keep in a safe place, as with P45's we are not able to issue replacements or copies. Your P60 will be sent to the address we have on file, please update us if you move.

Tax Queries

Once you have supplied us with your tax documents, queries relating to your tax should in the first instance be directed to your Consultant.

Working Time Regulations

The Working Time Regulations 1998 are designed with your health and safety in mind. The following is a very brief summary of the regulations - if you have any further queries, please ask your local office for clarification.

Working Hours

Under the terms of your contract you are not required to work any given hours. However, where you are working on assignments for Select Appointments, under the Working Time Regulations 1998, you should not be required to work more than an average of 48 hours a week over a 17 week period, unless you agree to do so in writing. Although temporary or contract work is all about flexibility and from time to time companies may want you to work for longer hours, you are under no obligation to do so.

Paid Annual Leave

You are entitled to 4 weeks paid annual leave. For the purposes of calculating entitlement to paid annual leave under the Working Time Regulations 1998, your leave year commences on the date that you start an assignment or series of assignments through Select. Your leave accrues on a pro-rata basis.

You will only be entitled to take paid annual leave in proportion to what has accrued when you wish to take leave. Under the regulations you may not carry holiday pay forward from one year to the next, nor can we pay you in lieu of holidays unless you finish working for us.

Standards

Your Commitment

Our standards are very high and we endeavour to provide you with the best quality assignments. This is made possible by building good relationships between you, the company and us, therefore commitment and honesty between us is essential.

Holiday/Time Off

When planning time off please advise your Consultant well in advance so that suitable cover can be arranged. This enables your Consultant to schedule your assignments in accordance with your availability, and assess any holiday pay entitlement.

Absence & sickness

If you are unable to attend work for any reason, please telephone us immediately and also inform your client. If outside office hours please leave a clear message on the answer-phone.

Dress Code

It is important to maintain a high level of personal appearance whilst on an assignment. Your Consultant will advise you of the suitable dress code for each assignment. You must follow any safety wear requirements implemented by the company you are assigned to, again your Consultant will advise you where appropriate.

Business Confidentiality

You may be exposed to certain sensitive information whilst on assignment, it is important that you maintain confidentiality at all times. Never disclose any information gained about us, our clients or our business.

Grievance Procedure

In the unlikely event that you have a problem in any assignment contact your Consultant who will endeavour to resolve the issue promptly and efficiently.

Time Keeping

You will be notified of your hours prior to starting each assignment. Punctuality is very important, always allow plenty of time for unexpected delays and aim to arrive at your assignment early. If you anticipate being late, contact your Consultant and the client immediately.

Smoking Policy

Most clients operate a non-smoking policy - please adhere to this. If you do have cigarette breaks these should be deducted from the hours recorded on your time sheet.

Permanent Opportunities

We will always advise the client if you are looking for permanent employment, you may need time off to attend interviews (please ensure that you deduct the time from your daily hours). If you arrange an interview yourself, please give the client as much notice as possible and notify your Consultant. Where possible try to arrange for lunchtime, early morning or late afternoon interviews.

Telephone, Internet & E-mail Facilities

Do not make or receive personal phone calls without authorisation from the client unless there is an emergency. This also includes sending or receiving personal e-mails or surfing the net.

Assignment Ethics

You may not always enjoy an assignment, please don't just walk off site, call your Consultant immediately. We will do all we can to resolve any issues, find a replacement for the client and find you an alternative booking. If you find alternative employment either through another agency or as a result of your own efforts whilst still in an assignment, we would really appreciate your professionalism in letting your Consultant know allowing adequate time for us to speak to the client and find a replacement if required.

Miscellaneous

Change of Personal Details

If any of your personal details change, bank account, address, marital status, telephone numbers etc., please contact your Consultant immediately to enable the office to update their records.

Working Overtime

If you are asked to work additional hours to those initially agreed at the start of your assignment, contact your Consultant who will confirm details and if applicable, rates of pay. Additional hours are not always paid at a higher rate.

Health & Safety

On arrival at each assignment the client should make you aware of any Health and Safety issues. If there is anything you are unsure of, ask the client or your Consultant. It is imperative that you abide by the client company's Health and Safety rules and regulations at all times.

Equal Opportunities

Advantage Recruitment is committed to equal job opportunities for all. We adopt and promote an ethical approach ensuring fair treatment irrespective of colour, race, sex, ethnic origin, marital status, nationality, disability, age, sex/religious/political orientation, responsibility for dependents or for any other reason that is unrelated to job performance. We are constantly monitoring our own recruitment procedures to ensure equality.